



# **NCIS HONORS INTERNSHIP PROGRAM**

## **APPLICATION INSTRUCTIONS**

March 2025

## **ABOUT NCIS**

Within the Department of the Navy, the Naval Criminal Investigative Service (NCIS) is the civilian federal law enforcement agency uniquely responsible for investigating felony crime, preventing terrorism, and protecting secrets for the Navy and Marine Corps.

NCIS will defeat threats from across the foreign intelligence, terrorist and criminal spectrum by conducting operations and investigations ashore, afloat, and in cyberspace to protect and preserve the superiority of the Navy and Marine Corps warfighters.

Comprised of about 2,000 personnel, with more than 1,000 serving as federal Special Agents, NCIS is unique among U.S. military criminal investigative organizations. It is a civilian-ran agency headed by a civilian law enforcement professional who reports directly to the Secretary of the Navy.

Today, NCIS operates in approximately 191 locations in more than 41 countries. Given the organization's worldwide forward presence, NCIS is often the first federal law enforcement agency on the scene when U.S interests overseas are affected.

The agency's global beat, relatively modest force structure, and jurisdictional mosaic- NCIS frequently operates in locations where local, state, or foreign law enforcement agencies have primary jurisdiction- means that partnering with other law enforcement entities is essential. NCIS agents routinely work with local, state, federal, and foreign law enforcement and security agencies to address criminal incidents, identify and mitigate threats to U.S. naval forces and assets, and pursue joint proactive operations.

## **NCIS HONORS INTERNSHIP PROGRAM**

The NCIS Honors internship is designed to provide students hands-on, real-world experiences to gain relevant work experience, skill sets, knowledge, and professional development toward attaining educational and career goals. The Honors internship is a highly competitive program that attracts top undergraduate and graduate student applicants from elite colleges and universities nationwide. NCIS seeks individuals who possess strong academic credentials, outstanding character, and a high degree of motivation. This minimum 10-week experience immerses students in unique experiences such as law enforcement, national security, intelligence, and cyber while working alongside experienced NCIS personnel.

## **INTERNSHIP QUALIFICATIONS & ELIGIBILITY CRITERIA**

Eligibility for the Honors Internship program requires the student is 18 years old at the time an application is submitted. Students must also meet the following eligibility criteria:

- U.S. Citizenship
- Enrolled not less than half time in a baccalaureate or graduate degree program at the time of application and for the entire internship timeframe
- Must have a minimum 3.0 cumulative grade point average (GPA)
- Favorable completion of criminal history checks and credit checks
- Favorable review of T3 investigation and submission for an interim secret clearance

## **INTERNSHIP COMPENSATION & INTERNSHIP DURATION**

The Honors Internship is paid and the compensation is established based on the student's current academic transcript. Students selected for the Honors Internship program are expected to commit to a minimum of 10 weeks as an intern. Compensation is either one of the following:

- **GS 3, Step 1** is completion of one full academic year post-high school study.
- **GS 4, Step 1** is completion of two full academic years of post-high school study or associate's degree.
- **GS 5, Step 1** is at least 120 semester hours in a collegiate degree program that is below a PhD and admission to graduate school is required.

## **SPRING & FALL TIMEFRAME**

The spring and fall internship time frame students have two options for hours worked per week: 16 hours per week, 32 hours bi-weekly or 32 hours per week, 64 hours bi-weekly.

- Eligibility for participation in the internship requires the student commits to a minimum 16-hours per work week schedule, there are no exceptions to this eligibility requirement.
- The agency's core business hours are Monday – Friday, 8:00 am – 5:00 pm. Intern supervisors will work with the student to identify a weekly schedule that aligns with the student's academic schedule, and also, aligns with the agency's core business hours.

## **SUMMER TIMEFRAME**

Students selected for the summer internship time frame are expected to commit to a full-time work schedule, 40 hours per week, Monday – Friday. There are no exceptions to the full-time work schedule requirement for the summer internship.

## **INTERNSHIP LOCATIONS**

NCIS operates in approximately 191 locations, in more than 41 countries. The Honors Internship program offers applicants autonomy of choice to select the top three (3) NCIS field office locations to include in the cover letter of the application. For more information about what NCIS field offices are available for the Honors Internship program, please visit [www.ncis.navy.mil/Careers/Internships/](http://www.ncis.navy.mil/Careers/Internships/) and review the NCIS Internship Field office Locations and Directorates document.

### **International Field Offices**

Students can apply for an internship at an international field office if you currently live in the country where the field office is located. Eligibility for the Honors Internship program requires the student is a U.S. Citizen. Students that live in the United States are not eligible for an internship at an international field office location.

NCIS does not provide financial or logistical assistance for housing, relocation, or transportation costs.

## **INTERNSHIP DIRECTORATES**

NCIS is the investigative entity within the Department of the Navy responsible for major criminal investigations involving Navy and Marine Corps equities, service members, and affiliated civilian personnel. NCIS relies on a highly skilled, diverse, and agile professional workforce to navigate a rapidly evolving threat landscape. A total of over 40 different federal job series plays a critical role in executing the NCIS mission. The Honors Internship program offers applicants autonomy of choice to select the top three (3) internship directorates to include in the cover letter of the application. For more information about what NCIS field offices available for the Honors Internship program, please visit [www.ncis.navy.mil/Careers/Internships/](http://www.ncis.navy.mil/Careers/Internships/) to review the NCIS Internship Field office Locations and Directorates document.

## **HONORS INTERNSHIP APPLICATION SUBMISSION**

Please submit one application per student to the Honors Internship program mailbox at NCIS\_Internships@NCIS.NAVY.MIL or Handshake. Students do not need to submit an application to both the Honors Internship program mailbox and Handshake. Applications submitted to the Honors Internship program mailbox or Handshake are equally reviewed and processed.

### **Handshake**

The NCIS Honors Internship program has a company account with the career platform, Handshake, to connect and engage with undergraduate and graduate students across the United States for internship and job opportunities.

## **HONORS INTERNSHIP APPLICATION REQUIREMENTS**

The Honors Internship applications are reviewed and processed to determine if minimum qualifications are met. Students will receive an email notification of application receipt. Due to the high volume of applications received and processed, the Honors Internship program is unable to provide students with a status update once the application is submitted.

Please submit the following required documents in PDF format by the application deadline. The Honors Internship program recommends sending the application documents in two separate emails versus one email to ensure application receipt. We are unable to accept links to documents, zip files, or embedded files.

### **Application Requirements:**

- Cover letter annotating your top three directorate(s) and top three field office(s).
- Resume (1-3 pages). Please include anticipated graduation month and year.
- Essay (1 page) describing background, interests, objectives, and motivation for participating in the internship program.
- Two letters of recommendation (least one from a college/university faculty member).
- College transcript with GPA included. Unofficial or official transcripts accepted.

The following application documents are downloadable on the following web page

<https://www.ncis.navy.mil/Careers/Internships/>

- NCIS Background Security Questionnaire
- Authorization for Release of Information Form
- Request for Biographical Information Form

Questions about the application requirements can be submitted to the Honors Internship program mailbox at [NCIS\\_Internships@ncis.navy.mil](mailto:NCIS_Internships@ncis.navy.mil).

#### Recommendation Letters

The Honors Internship program offers two options for submitting recommendation letters: either submitted by the applicant or the recommender sends the letter directly to the Honors Internship program mailbox [NCIS\\_Internships@NCIS.NAVY.MIL](mailto:NCIS_Internships@NCIS.NAVY.MIL). Recommendation letters sent directly to the Honors Internship program mailbox should include the student's first and last name in the subject line of the email.

#### **ACADEMIC MAJORS & ACADEMIC CREDIT**

The Honors Internship program is a highly competitive program that offers students a unique perspective into the agency, our mission, and what it takes to serve in an elite law enforcement and national security agency.

##### Academic Majors

The Honors Internship program does not have an academic degree requirement, students from all academic backgrounds and academic year are encouraged to apply.

##### Academic Credit

A student does not have to earn academic credit to participate in the Honors Internship program. Students that decide to earn academic credit during the internship are solely responsible to ensure academic requirements established by the college or university are met, it is not the responsibility of NCIS, the Internship Program Specialist, or the Honors Internship program.

#### **HONORS INTERNSHIP APPLICATION DEADLINES**

The Honors Internship program offers three separate internship timeframes annually in the spring, summer, and fall. Applicants are encouraged to submit an application early to ensure application requirements are met. Applications must be received by the deadline dates indicated below; applications received after the deadline will not be processed.

##### SPRING

Internship timeframe: January – May/June

- **Application deadline: August 1**

##### SUMMER

Internship timeframe: May/June – August

- **Application deadline: November 30**

##### FALL

Internship timeframe: August - December

- **Application deadline: April 30**

## **HONORS INTERNSHIP INTERVIEW**

Students selected to interview for the Honors Internship program are notified via email with instructions to contact the respective interviewee to schedule an onsite or virtual interview. If a student is selected to interview, a student can prepare for the interview by reviewing the agency's mission, core mission areas, mission support, and the directorate the student is selected to interview. Students can also prepare to discuss academic and professional goals, knowledge, skills, and experiences as it relates to the student's application submission. NCIS does not provide financial or logistical assistance for any travel expenses incurred for an onsite interview.

## **HONORS INTERNSHIP SELECTED & NOT SELECTED STUDENTS**

All applicants will receive written email notification if selected or not selected to the Honors Internship program. The Honors Internship program is unable to provide or answer any inquiries as it pertains to application feedback, recommendations, or explanation for application selection or declination.

### **Selected Students**

Selected applicants to the Honors Internship program will be notified of their selection status via email. Selectees are required to fill out and submit paperwork as part of the hiring process and must successfully pass a background check, and obtain and maintain an interim Secret clearance to participate in the Honors Internship program.

### **Not Selected Students**

Applicants not selected for the Honors Internship program will receive an email declination. We invite students not selected for the Honors Internship program to reapply.

## **NCIS DRUG POLICY**

NCIS is firmly committed to a drug-free society and workplace. The unlawful use of drugs by NCIS employees is not tolerated, and those who apply for employment with the NCIS and currently use illegal drugs are considered unsuitable for employment. While we do not condone prior unlawful drug use by applicants, we realize some otherwise qualified applicants may have experimented with illegal drugs at some point in their past. The following policy sets forth criteria for determining whether applicants' prior use of illegal drugs renders them unsuitable for employment. The policy balances the needs of the NCIS to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement and counterintelligence mission with the desirability of affording employment opportunities to the broadest segment of society, consistent with those needs.

### **CRITERIA**

- Applicants who have illegally used drugs while in law enforcement, a prosecutorial position, or a job requiring a U.S. Government security clearance are considered unsuitable for an internship.
- Applicants who have deliberately misrepresented their drug history in their application are considered unsuitable for an internship.
- Applicants who have been involved in the cultivation, manufacture, distribution, processing, or sale of any illegal drug for profit are considered unsuitable for an internship.

- Applicants who have used cannabis and/or anabolic steroids or any derivatives thereof within the past three (3) years are considered unsuitable for an internship within the requisite 3-year time frame. An applicant's experimental use of the above-referenced drugs, which occurred more than three (3) years before the application for an internship, will be considered based on an evaluation of factors.
- Applicants who have used prescription drugs or a legally obtainable substance in a manner for which it was not intended within the past three (3) years before the application for an internship will be considered based on an evaluation of factors.
- Applicants who have illegally used any drug (other than experimental use of cannabis and/or anabolic steroids) within the past three (3) years are considered unsuitable for an internship, absent compelling mitigating circumstances. An applicant's experimental use of drugs other than those referenced above, which occurred more than three years before the application for an internship, will be considered based on an evaluation of factors.