

NAVAL CRIMINAL INVESTIGATIVE SERVICE



NCIS HONORS INTERNSHIP PROGRAM

FIELD OFFICE LOCATIONS & DIRECTORATES

CREATED:
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NCIS DIRECTORATES

NCIS is a civilian law enforcement and national security agency with a mission focus to investigate and defeat threats to the U.S. Navy and Marine Corps. 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 following directorates are available for the Honors Internship program, applicants have autonomy of choice to select the top three (3) NCIS directorates to include in the cover letter of the application.

CODE 10: HUMAN RESOURCES DIRECTORATE

The Human Resources Directorate is responsible for all areas of staffing, compensation, classification, workforce analysis, and executive services. Staffing responsibilities known as Human Capital Management (10D) involves the recruitment of agents, realignment, reassignments and promotions as well as the Honors internship program and the Global Presence Unit (GPU). The Compensation section handles overseas allowances, time and attendance, pay issues and quality assurance. The Classification branch is responsible for mass hierarchy updates, position classification and workforce analysis. All matters related to employee relations, workers' compensation and emergency leave are handled by this directorate.

Honors intern job duties and responsibilities may likely include:

- Gain basic understanding of human resources principles and practices.
- Assist with human resources functions and tasks related to recruitment, onboarding, training, performance management, employee relations, benefits, and compliance.

CODE 14: BUSINESS OPERATIONS DIRECTORATE

The Business Operations Directorate focuses on its ability to transform NCIS business practices to ensure the agency is best positioned to proceed with success by working across disciplines to deliver and implement process improvement and provide stakeholder centric decision support data. The Business Operations Directorate ensures the highest return on investment from limited NCIS resources. This undertaking involves serving as the lead drafters of the annual NCIS budget, generating manpower reports using internal data to fill and replace billets as needed as well as utilizing an acquisitions section to evaluate contracts and initiate contact with vendors to award services and supplies to NCIS personnel worldwide.

Honors intern job duties and responsibilities may likely include:

- Develop and implement projects based on the unit's mission area (i.e. human resources, engineering, government contracts, public affairs, IT systems, budget management, logistics, and training).

- Project management execution and assist in communicating to, researching impacts of, and coordinating with a variety of internal and external entities to fulfill taskers and requirements.

CODE 20: DIRECTORATE OF OPERATIONAL TECHNOLOGY AND CYBER INNOVATION

The Directorate of Operational Technology and Cyber Innovation (OTCI) detects, deters, neutralizes and exploits cyber threats and activities against Department of Navy and affiliated personnel, programs, property, and infrastructure, to include those elements within University Affiliated Research Centers and Defense Industrial Base members with a Navy nexus. The OTCI conducts and supports high-interest cyber-related investigations and operations, which provide a means of collection and reporting in support of threat assessments, counterintelligence, criminal and terrorism investigations. The backbone of this directorate is found within their cyber tools which aid investigations and operations across the agency. Digital Forensics, vehicle forensics and a variety of domain tools are part of the OTCI toolkit.

Honors intern job duties and responsibilities may likely include:

- Participate in possible opportunities to observe various forensic cyber extractions.
- Work closely with Digital Forensic Examiners (DFE) to analyze digital evidence such as computer files, mobile phone data, and other electronic devices.

CODE 22: NATIONAL SECURITY DIRECTORATE

Threat Assessment Unit

The National Security Directorate (NSD) mission priorities are to actively protect identified critical technologies and infrastructure, proactively create investigations, operations, and other enterprising actions to disorient and arrest the adversary and harden the Navy/Marine Corps target as well as create flexible and enduring solutions to ongoing intelligence and terrorism threats and advance the Department of the Navy counterintelligence enterprise.

- Eligibility for an internship with Code 22 requires the applicant has a Top-Secret clearance or higher.

CODE 23: CRIMINAL INVESTIGATIONS & OPERATIONS DIRECTORATE

The Criminal Investigations and Operations Directorate conducts investigations into homicide, rape, sexual assault, burglary and robbery, larceny of government and personal property, and aggravated assault. The Criminal Investigations and Operations Directorate also investigates any non-combat deaths involving Navy or Marine Corps service members that are not physician-attended.

Honors intern job duties and responsibilities may likely include:

- Assist in the preparation, documentation, and dissemination of final investigative products.
- Observe certain investigative efforts such as autopsies, crime scenes, and interviews.

Office of Forensic Support

The NCIS forensic authority for all investigations and operations providing subject matter expertise in scene and physical examination, analysis and reconstruction, the Office of Forensic Support (OFS) is a team of specially trained forensic consultants that assist in the processing of crime scenes. While Special Agents receive basic forensic training, these consultants are experts in crime scene reconstruction, firearms trajectory, blood spatter analysis, and human remains recovery and examination.

Honors intern job duties and responsibilities may likely include:

- Conduct research and participate in the review of cold cases.
- Observe certain investigative efforts such as autopsies, crime scenes, and interviews.

CODE 25: DIRECTORATE OF INTELLIGENCE AND INFORMATION SHARING

Multiple Threat Alert Center (MTAC) Criminal Threat Division

The Directorate of Intelligence and Information Sharing (DIIS), also known as Code 25, is responsible for collecting, analyzing, and disseminating information regarding criminal, terrorist, foreign intelligence, cyber, and other asymmetric threats to fulfill threat warning responsibilities, help drive and support NCIS operations and investigations worldwide, and provide decision advantage to Navy and Marine Corps leadership on force protection, security, and other operational issues. The DIIS is comprised of a 24/7 Watch Floor housing functions such as the Watch and Law Enforcement Desk, Force Protection Teams, and security programs. Other DIIS Headquarters teams are broken into Divisions focused by discipline including: Criminal Threat, Cyber Threat, National Security Investigations Support, National Security Operations Support, RDA, Production and Community Engagement, Program Direction, and Collection and Source Management. DIIS Field Office Intelligence Teams are present in all NCIS geographic Field Offices and provide local intelligence support across all disciplines.

Honors intern job duties and responsibilities may likely include:

- Observe and assist in the review of intelligence information reports (IIRs).
- Assist in the creation of threat briefings and daily intelligence products with the analyst team.

OFFICE OF STRATEGIC COMMUNICATIONS

Public Affairs, Congressional Affairs, Global Engagement

The NCIS Office of Strategic Communications (OSC) is responsible for helping shape and execute the overarching communications and global engagement strategy for NCIS. The main purpose of OSC is to identify strategic communications efforts, establish priorities among strategic and tactical/routine products, identify required resources, and create a framework to improve the efficiency and effectiveness of OSC.

OSC is made up of Public Affairs, Congressional Affairs, and Global Engagement.

The Public Affairs section advises the Director and NCIS senior leaders on all public affairs and internal communications matters. OSC serves as the Department of the Navy spokesperson for NCIS-related matters and advises the Director on public affairs policy and communications strategies to increase public awareness and shape public perception. OSC also manages and monitors NCIS social media and public web presence and coordinates the design, production, and distribution of all NCIS external communications products, e.g., brochures, case stories, articles, briefings, and videos.

The Congressional Affairs section of OSC plans, shapes outcomes, and fully coordinates relationships between NCIS representatives and key members of Congress to facilitate an understanding of the NCIS mission, administration and operations support requirements, and the necessary functional and budgetary support needed by the agency. OSC provides guidance and support for presenting testimony, briefings, posture statements, policy statements, and information papers to Congress. OSC also coordinates the production of legislative proposals; reports; comments on legislative bills, resolutions, and executive orders; and responses to congressional correspondence, among other items that require the expression of NCIS policy on items of congressional interest.

The Global Engagement section assists the Director and other agency executive staff in identifying and prioritizing foreign partner engagement efforts to ensure proper alignment with wider agency and Department of the Navy strategic initiatives and guidance. OSC serves as an agency mission enabling element, actively coordinating and synchronizing foreign engagement activities across the agency to maximize operational impact—both internally and externally. Given an increasingly complex global threat environment, OSC acts as an agency focal point in encouraging and supporting the development of long-term, mutually supportive relationships with NCIS' foreign partners to collectively minimize and/or neutralize threats across the spectrum.

Honors intern job duties and responsibilities may likely include:

- Gain experience interfacing and operating jointly with federal and local law enforcement partners.
- Participate in foreign partner engagements and assist in the preparation of after-action-reports.

NCIS LOCATIONS

NCIS operates in approximately 191 locations, in more than 41 countries. The following NCIS field offices are available for the Honors Internship program, applicants have autonomy of choice to select the top three (3) NCIS field office locations to include in the cover letter of the application. NCIS does not provide financial or logistical assistance for housing, relocation, or transportation costs.

NCIS HEADQUARTERS

NCIS Headquarters (Russell-Knox Building)
27130 Telegraph Road
Quantico, VA 22134

NCIS Headquarters is located in the Russell-Knox Building aboard Marine Corps Base Quantico, Virginia. As the center of operations for the entire spectrum of the NCIS mission, Headquarters oversees all of the field offices and their subordinate components.

CAROLINAS FIELD OFFICE

1250-G Birch Street
Camp Lejeune, NC 28547-1603

The Carolinas Field Office (CAFO) is located aboard Marine Corps Base Camp Lejeune, North Carolina, and provides support to Marine Corps and Navy installations throughout North and South Carolina. Camp Lejeune is home to II Marine Expeditionary Forces (II MEF), along with tens of thousands of Marines and Sailors living and working in the local area.

Subordinate Offices

NCISRA Camp Lejeune, North Carolina; NCISRA Charleston, South Carolina; NCISRA Cherry Point, North Carolina; NCISRA Parris Island, South Carolina.

CENTRAL FIELD OFFICE

305 Bronson Avenue
BLDG 2B Suite 100
Great Lakes, IL 60088

The Central Field Office (CNFO) is located aboard Naval Station Great Lakes, Illinois, and provides support to Navy Regional Commands and accompanying operational efficiencies.

Subordinate Offices

NCISRA Great Lakes, Illinois; NCISRU Dallas, TX; NCISRU San Antonio, Texas.

CYBER OPERATIONS FIELD OFFICE

**2713 Mitscher Road SW
BLDG 168 Suite 100
Washington, DC 20373**

The Cyber Operations Field Office (CBFO) directly complements cybers' strategy as special agents conduct law enforcement and counterintelligence activities in the cyber domain.

ECONOMIC CRIMES FIELD OFFICE

Washington, DC

The Economic Crimes Field Office (ECFO) safeguards the acquisition programs of the Department of the Navy (DON) and enhances fleet readiness and superiority by conducting investigations and proactive operations to protect DON's capital investment in technology by identifying and reducing product substitution, combating corruption, and disrupting foreign exploitation of acquisition impacting National Security.

Subordinate Offices

San Diego, CA; Norfolk, VA

HAWAII FIELD OFFICE

**449 South Avenue
BLDG 221
Pearl Harbor, HI 96860**

The Hawaii Field Office (HIFO) is headquartered aboard Pearl Harbor Naval Base on Oahu, Hawaii. As the nation's strategic focuses shift towards the Pacific region, HIFO's multi-faceted capabilities are in high demand in the areas of general crime, counterintelligence, cyber, polygraph, tech, analytical support, and technical surveillance countermeasures (TSCM).

Subordinate Offices

NCISRA Kaneohe, Hawaii; NCISRA Marianas, Hawaii; NCISRA Pearl Harbor, Hawaii.

MARINE CORPS WEST FIELD OFFICE**120101 De Luz Road****Box 555238****Camp Pendleton, CA 92055**

The Marine Corps West Field Office (MWFO) is located in northern San Diego County aboard Marine Corps Base Camp Pendleton, California. The Marine Corps West Field Office supports Marine Corps Installations West, the First Marine Expeditionary Force, and eight bases/stations in the southwestern United States.

Subordinate Offices

NCISRA Camp Pendleton, California; NCISRA Yuma, Arizona; NCISRA Miramar, California; NCISRA Twentynine Palms, California; NCISRU Fallon, Nevada.

NORFOLK FIELD OFFICE**1329 Bellinger Boulevard****Norfolk, VA 23511**

The Norfolk Field Office (NFFO) is located aboard the Naval Station in Norfolk, VA., and provides support to Navy and Marine Corps installations and Joint Forces Command in the Norfolk area. Naval Station Norfolk is the largest military base in the world, with 14 piers, 15 aircraft hangers, and tens of thousands of Sailors and Marines living and working in the area.

Subordinate Offices

NCISRA Norfolk, Virginia; NCISRA Newport, Virginia; NCISRU Oceana, Virginia; NCISRA Portsmouth, Virginia; NCISRA Little Creek, Virginia; NCISRU Yorktown, Virginia.

NORTHEAST FIELD OFFICE**344 Meyerkord Avenue, #2****Naval Station****Newport, RI 02841-1607**

The Northeast Field Office (NEFO) is located aboard Naval Station Newport, Rhode Island, and provides investigative support on general and economic crimes, as well as counterintelligence and counterterrorism services, to Department of the Navy equities in 17 states across the Northeast US, as well as the Canadian provinces of Ontario, Quebec, New Brunswick, Nova Scotia, and Prince Edward Isle.

Subordinate Offices

NCISRA Earle Colts Neck, New Jersey; NCISRA New York; NCISRA New London, Groton, Connecticut.

NORTHWEST FIELD OFFICE

**1003 Sunfish Drive
Silverdale, WA 98315**

The Northwest Field Office (NWFO) is headquartered onboard Naval Base Kitsap Bangor, in Silverdale, WA and provides investigative and operational support throughout the six-state area of responsibility (AOR) of Commander, Navy Region Northwest.

Subordinate Offices

NCISRA Bremerton, NCISRA Whidbey Island, NCISRA Everett.

OFFICE OF FORENSIC SUPPORT

**27130 Telegraph Road
Quantico, VA 22134**

The Office of Forensic Support (OFS) is the NCIS forensic authority for all investigations and operations providing subject matter expertise in scene and physical examination, analysis and reconstruction.

Subordinate Offices

San Diego, CA; Camp Lejeune, NC; Norfolk, VA; Camp Pendleton, CA; Jacksonville, FL

SOUTHEAST FIELD OFFICE

**1576 Massey Avenue
Naval Station
Mayport, FL 32228**

The Southeast Field Office (SEFO) is located aboard Mayport Naval Station, in the city of Jacksonville, Florida. The Southeast Field Office area of responsibility (AOR) spans across the states of Georgia and Florida down to the Caribbean and into Central and South America.

Subordinate Offices

NCISRA Mayport, Florida; NCISRA Kings Bay, Georgia; NCISRA Jacksonville, Florida.

SOUTHWEST FIELD OFFICE

**3405 Welles Street
BLDG 57 SUITE 1
San Diego, CA 92136**

The Southwest Field Office (SWFO), located aboard Naval Station San Diego, California, currently employs approximately 130 personnel spread across the main field office as well as six resident agencies and resident units in California.

Subordinate Offices

NCISRA China Lake, California; NCISRA Lemoore, California; NCISRA Los Angeles; NCISRA San Diego; NCISRA Ventura, California.

WASHINGTON FIELD OFFICE

**2713 Mitscher Road SW
BLDG 168 SUITE 100
Joint Base Anacostia-Bolling, DC 20373**

The Washington Field Office (WFO) is headquartered aboard Joint Base Anacostia-Bolling in Washington, D.C. Its area of responsibility encompasses Delaware, the District of Columbia, Maryland, West Virginia, and 26 counties in Virginia.

Subordinate Offices

NCISRA Annapolis, Maryland; NCISRA Patuxent River, Maryland; NCISRA Washington, D.C.; NCISRA Quantico, Virginia.

NCIS INTERNATIONAL FIELD OFFICE

Students can apply for an internship at an international field office if their parent works at a United States Navy or United States Marine Corps facility overseas with a NCIS field office location. Please inquire with the Internship Program Specialist before applying. Eligibility for the Honors internship program requires the student is a U.S. Citizen. NCIS does not provide financial or logistical assistance for housing, relocation, or transportation costs.