



NCIS HONORS INTERNSHIP PROGRAM

FOR INFORMATION CONTACT:

Intern Program Specialist

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www.ncis.navy.mil

6 March 2019

WHO WE ARE

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 threat from across the foreign intelligence, terrorist and criminal spectrum by conducting operations and investigations ashore, afloat, and in cyberspace, in order 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 as it is a civilian-ran agency and is 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 interest 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.

THE NCIS INTERNSHIP PROGRAM

The NCIS Internship Program is a dedicated hands-on experience designed to provide educationally related work assignments for students in a non-pay status. Based upon their background and experience, interns are assigned to functional areas such as criminal investigations, administrative services, acquisitions and criminal intelligence.

QUALIFICATIONS & ELIGIBILITY CRITERIA

NCIS is seeking individuals who possess strong academic credentials, outstanding character, and a high degree of motivation. In order to be considered for the program, individuals must meet the following criteria:

- U.S. citizenship
- Enrolled not less than half time in a baccalaureate or graduate degree program at the time of application and the time of internship
- Must be considered a college junior or higher at the time of internship
- Must maintain 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 a secret clearance

DISQUALIFIERS

There are specific things that will automatically disqualify a student from consideration for the NCIS Honors Internship Program. They are:

- Conviction of a felony.
- Use of illegal drugs. The NCIS is firmly committed to a drug free society and workplace. The NCIS Internship Drug Policy is outlined on page 6. Please review this policy carefully.

PREFERRED MAJORS

Applicants are accepted from a wide variety of academic backgrounds and disciplines. Although preferred majors may be annotated on the specific position descriptions, qualified candidates who exhibit excellent research, analytical and communication skills will be considered, regardless of academic major.

PROGRAM TYPE & DURATION

The internship is a voluntary and unpaid supervised experience. Internship assignments will not be effected for less than eighteen (18) weeks. It may be full time or part time (minimum 16 hours/week). Students may work flexible hours (generally between 0700-1730) Monday-Friday.

ASSIGNMENT LOCATIONS

Assignments are available in various NCIS offices worldwide. PLEASE NOTE: NCIS does not furnish housing for interns and is unable to assist financially or logistically in securing housing. NCIS also does not provide transportation to and from the internship site and is unable to assist financially or logistically in securing transportation.

APPLICATION PROCESS

All applicants must submit the following via email by the application deadline. Submit application documents to ncis_internships@ncis.navy.mil.

- Cover letter annotating what position(s) you are applying for (maximum of 3).
- Resume (1-3 pages). Please make sure your anticipated graduation month and year is listed.

- Essay (1 page) describing background, interests, objectives and motivation for participating in the internship program.
- Two letters of recommendation (at least one from a faculty member).
- College transcripts. Please be sure your cumulative GPA is listed.
- Statement written by your school internship sponsor. The respective school must be a partner in the internship, even if the student is not receiving academic credit (section 3111 of title 5, United States Code). Therefore, the student and a school official or internship sponsor must sign an agreement. The “sponsor” will vary according to the system at the particular school. The appropriate person may be a central internship coordinator, a dean or department head, or a professor within the department who coordinates internships. The required “statement” regarding the sponsor is a short letter confirming his/her willingness to take that role and should provide contact information (title, phone number, email address and mailing address).
- NCIS Background Security Questionnaire for Interns.
- Authorization for Release of Information Form.

Please be sure each document you send is under 5 MB and that your email to us is not larger than 5 MB. If the documents or email are larger than 5 MB, please break up the documents and emails so each one is under 5 MB. You will receive an email notification (typically within 2 business days) that your information has been received. If you do not receive a notification, please send a separate email to inquire about your application submission.

APPLICATION DEADLINES

Application packages must be received by the deadline dates indicated below.

January-June Internship: Deadline to apply is August 1st the year prior to the internship
 July-December Internship: Deadline to apply is February 1st the year of the internship

Applications received after the deadline will not be processed. All applications will be screened to determine whether or not the minimum qualifications have been met. All applicants will receive consideration and equal treatment without regard to race, color, religion, sex, age, national origin or disability.

A qualifications review will be conducted to determine the competitive status of each applicant. The following qualification factors will be taken into consideration:

- Resume
- Transcript
- Writing skills
- Recommendations
- Relative work or internship experience
- Computer skills

ON-SITE INTERVIEWS

Students who are recommended for further processing based upon competitiveness of their application package will be advised via email to contact the respective NCIS office to schedule an on-site interview. The on-site interview is a required part of this highly competitive application process and any travel expenses incurred are the student's responsibility. After the interview, students will also get fingerprinted as part of the T3 investigation.

PRELIMINARY SELECTION PROCESS

Once applicant interviews have been completed and a selection (or selections) made, the Internship Supervisor at the respective office will provide the NCISHQ Intern Program Specialist via email with the name(s) of the selectee(s) and all supporting documentation (interview questions and interview evaluation sheet) to the Intern Program Specialist, NCISHQ, Human Capital Development Department (Code 10D). If fingerprints were done manually, the Internship Supervisor at the respective office will mail the fingerprint cards to the Intern Program Specialist (Code 10D).

The Internship Supervisor at the respective office may make a provisional verbal offer to an applicant, providing that the applicant is also made aware of the requirement for a completion of favorable criminal history checks, credit checks and favorable review of T3 investigation and that ultimately, the offer is not "official" until the selectee receives written notification of a pending acceptance into the NCIS Internship Program from the NCISHQ, Human Capital Development Department.

Upon accepting the internship offer, selectees will be provided guidance via email regarding paperwork that will need to be completed. A final offer is contingent upon favorable review of T3 investigation and submission for a secret clearance. If all checks are favorable, interns receive an interim secret clearance.

The Internship Supervisor at the respective office will also email supporting documentation (interview questions and interview evaluation sheet) for non-selectees.

FINAL SELECTION PROCESS

Selectees will receive an official internship offer via email once the criminal history checks, credit checks and review of T3 investigation and submission for a secret clearance have been completed and the results are favorable. If the selectee determines to accept the offer for an internship position, a welcome aboard package will be forwarded and will include specific reporting instructions.

If criminal history checks, credit checks and review of T3 investigation reveal derogatory information and the checks are not completed favorably, the selectee will be notified via email of his/her non-selection for the internship.

The notification email will use a standard template consisting of approved wording. At no time will any NCIS personnel offer additional verbal or written information regarding selection or non-selection.

NCIS INTERNSHIP DRUG POLICY

The NCIS is firmly committed to a drug free society and workplace. The unlawful use of drugs by an NCIS intern is not tolerated, and those who apply for an internship with the NCIS and currently use illegal drugs are considered unsuitable for an internship. 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 or a prosecutorial position or while employed in a position 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 two (2) years are considered unsuitable for an internship within the requisite 2-year time frame. An applicant's experimental use of the above referenced drugs, which occurred more than two (2) years prior to the application for an internship, will be considered based on an evaluation of factors.
- Applicants who have used any prescription drug or a legally obtainable substance in a manner for which it was not intended within the past two (2) years prior to 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 two (2) 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 two years prior to the application for an internship, will be considered based on an evaluation of factors.

To determine whether you meet the NCIS's drug policy, please answer the following questions:

1. Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?
2. Have you ever sold any illegal drugs for profit?
3. Have you used any illegal drug, other than marijuana, at all in the past two years after your 18th birthday?
4. Have you used any illegal drug, other than marijuana, more than limited experimental use, in your lifetime?
5. Have you used marijuana at all within the last two years after your 18th birthday?
6. Have you used marijuana, more than limited experimental use, in your lifetime?

If you answered “YES” to any of these questions, you should NOT apply for the internship program. They are immediate disqualifiers.