



NCIS HONORS INTERNSHIP PROGRAM

INTERNSHIP FIELD OFFICE LOCATIONS & DIRECTORATES

Please note:

Relocation and travel expenses are not covered or reimbursed by NCIS.

Due to operational tempo, internship locations may not be available each internship cycle. Please include at least 3 preferred internship locations within your application.

Updated September 2023

NCIS is a civilian federal law enforcement agency aligned under the Department of the Navy. NCIS operations falls within two main components, Investigations and Business Management, and internship opportunities are generally available within these areas.

Investigative/Intelligence Centric:	Business Operations Centric:
<ul style="list-style-type: none"> • Conduct open source research in a variety of different subject areas in line with the NCIS mission. • Assist Special Agents in reviewing and organizing investigative case files. • Support information gathering efforts for investigations and operations. • Evaluate intelligence reports to identify any and all pertinent information pertaining to potential threats to Department of Navy assets. • Provide insight and analysis to cases involving use of various social media platforms. • Perform various administrative duties from inventorying accountable assets to organizing national and local NCIS sponsored events. • Assist in the preparation, documentation and dissemination of final investigative products. • Observe certain investigative efforts such as autopsies, crime scenes and interviews. • Assist in the review of specialized investigations to enhance efficiency and ensure policy and proper procedures were conducted. • Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets. • Research information on criminal trends and/or force protection and counterintelligence concerns for the area. • Assist Special Agents with the identification of anomalies and trends for the development of investigative leads and the preparation for suspect interviews. • Assist in the preparation and presentation of briefs across criminal, force protection and counterintelligence missions. • Assists in updates and/or queries of various databases and file systems in support of office efficiencies. 	<ul style="list-style-type: none"> • Reviewing, researching, and producing reports pertinent to the unit. • Managing office automation projects, clerical duties, and filing systems. • Assist with logistical items, purchase items, or material requisition to further the unit needs. • Utilize IT systems, databases, and programs to complete taskers pertinent to the division. • Support the unit based on their mission direction and specialty. • Assist in communicating to, researching impacts of, and coordinating with a variety of internal and external entities to fulfill taskers and requirements. • Hands on experience with developing and implementing projects based on the unit’s mission area (i.e. human resources, engineering, government contracts, public affairs, IT systems, budget management, logistics, and training).

NCIS HEADQUARTERS LOCATIONS

LOCATION: NCIS HEADQUARTERS (RUSSELL-KNOX BUILDING),
27130 TELEGRAPH ROAD QUANTICO, VA 22134

DESCRIPTION: NCIS Headquarters is predominantly Business Operations Centric. With exception to the Multiple Threat Alert Center (MTAC) which does provide 24/7 operations; units that contain Investigative/Intelligence Centric opportunities is primarily through program management.

CRIMINAL INVESTIGATIONS DIRECTORATE NCISHQ CODE 23

PREFERRED MAJOR(S): Behavioral Sciences, Criminal Justice, Psychology, Sociology, Women's Studies

DESCRIPTION: Investigative/Intelligence Centric and Business Operations Centric. This large directorate focuses on policy, procedures, evaluations, and higher-level review of all criminal investigations and operations. These positions will focus on support to case reviews, policy development, and research/analysis of criminal trends utilizing information extracted from the Case Information System (CIS) as well as actual case files. In addition, students will utilize resources to help identify best practices, deviations, and commonality. Spanning all ranges of case type, students will work on research, content development and overall organization of material for presentation. Students will be exposed to the business management of investigations and operations with attention to program leadership. Knowledge of Excel, PowerPoint and similar programs is highly desirable. Students could be assigned in different divisions within Code 23.

OFFICE OF STRATEGIC COMMUNICATIONS PUBLIC AFFAIRS

PREFERRED MAJOR(S): Public Affairs, Communications, Marketing, Photography, Graphic Design

DESCRIPTION: Business Operations Centric. The mission of the Office of Strategic Communications is to provide persuasive, data-based, stakeholder centric word, action and image messages focused on NCIS' contribution to Navy and Marine Corps readiness. To accomplish this goal, it is first necessary to understand the Department of Defense and Department of Navy focus areas, core themes and core messages. Knowledge of Microsoft Word and Excel, Adobe InDesign, Illustrator, Photoshop, Premiere and similar programs are highly desirable.

HUMAN RESOURCES DIRECTORATE NCISHQ CODE 10

PREFERRED MAJOR(S): Business Administration, Marketing, Human Resources, and Psychology

DESCRIPTION: Business Operations Centric. Code 10 manages all recruitment and hiring operations within NCIS. A focus on talent acquisition, recruiting plans, hiring processes, and government hiring authorities.

BUSINESS OPERATIONS DIRECTORATE
NCISHQ CODE 14

PREFERRED MAJOR(S): Finance, Accounting, Business Administration

DESCRIPTION: Business Operations Centric. Work across disciplines to deliver and implement process improvement and provide stakeholder centric decision support data.

NATIONAL SECURITY DIRECTORATE
NCISHQ CODE 22
THREAT ASSESSMENT UNIT

PREFERRED MAJOR(S): Psychology, Criminal Justice, Behavioral Sciences, Social Sciences

DESCRIPTION: Investigative/Intelligence Centric and Business Operations Centric. Preventing, detecting and mitigating threats within the Department of the Navy. Knowledge of Excel, PowerPoint and similar programs is highly desirable.

DIRECTORATE OF INTELLIGENCE AND INFORMATION SHARING
NCISHQ CODE 25
MULTIPLE THREAT ALERT CENTER (MTAC) CRIMINAL THREAT DIVISION

PREFERRED MAJOR(S): Criminal Justice

DESCRIPTION: Investigative/Intelligence Centric. The Criminal Threat Division provides analytical support to the Criminal Investigations Directorate.

ADMINISTRATION & LOGISTICS DIRECTORATE
NCISHQ CODE 11

PREFERRED MAJOR(S): Business, Management, Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, Organization & Management

DESCRIPTION: Business Operations Centric. The Administration and Logistics Directorate enhances investigative and operational readiness by providing required resources. This is achieved by obtaining, managing, and maintaining facilities, security clearances, logistical activities, procuring critical supplies, including vehicles, weapons, and service contractor support required by NCIS employees. The administrative posture is maintained by securing and protecting critical records of NCIS cases and investigations. In addition, by developing and maintaining all administrative policies and procedures to support the execution of the NCIS mission.

DIGITAL BUSINESS DIRECTORATE
NCISHQ CODE 15

PREFERRED MAJOR(S): Logistics, Information Technology, Computer Science

DESCRIPTION: Business Operations Centric. The intern will assist with the logistics portion of the Digital Business Directorate.

NCIS FIELD OFFICE LOCATIONS

*Field offices generally provide opportunities for Investigative/Intelligence Centric and Business Operations Centric work. However, not all field office subordinate offices have the capability to maintain interns.

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; and 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; and 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; and 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; and 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; and 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; and 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; and 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; and 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.; and NCISRA Quantico, Virginia.

FOREIGN AREA OFFICES

*For students located on USN/USMC facilities overseas with NCIS offices, please inquire with the Internship Coordinator before applying.