



## **NCIS HONORS INTERNSHIP PROGRAM**

FOR INFORMATION CONTACT:

Intern Program Specialist

Email: [NCIS\\_Internships@ncis.navy.mil](mailto:NCIS_Internships@ncis.navy.mil)

[www.ncis.navy.mil](http://www.ncis.navy.mil)

**PLEASE SUBMIT YOUR APPLICATION EARLY  
TO ENSURE YOU HAVE TIME TO CORRECT  
ANY ISSUES OR SUBMIT MISSING DOCUMENTS  
PRIOR TO THE DEADLINE**

October 2023

## **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 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.

## **THE NCIS HONORS INTERNSHIP PROGRAM**

The Naval Criminal Investigative Service (NCIS) Honors Internship program shapes the future generation of law enforcement professionals by offering interns hands-on, real-world experiences to gain relevant work experience, skill sets, knowledge, and professional development toward attaining educational and career goals. This minimum 12-week experience immerses interns in unique experiences such as law enforcement, national security, intelligence, and cyber while working alongside experienced NCIS personnel.

## **QUALIFICATIONS & ELIGIBILITY CRITERIA**

NCIS seeks individuals who possess strong academic credentials, outstanding character, and a high degree of motivation. 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 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 a secret clearance

## **DISQUALIFIERS**

Automatic disqualifiers for the NCIS Honors Internship program include:

- Felony conviction
- Illegal drug usage, including marijuana within the last three years

NCIS is firmly committed to a drug-free society and workplace. The drug policy is outlined on page 6.

## **ACADEMIC MAJORS**

All academic backgrounds are invited to apply. Although preferred majors may be annotated within the specific position descriptions, qualified candidates who exhibit excellent research, analytical, and communication skills will be considered, regardless of academic major.

## **INTERNSHIP COMPENSATION & DURATION**

The internship is paid, the compensation is GS 4, Step 1. The internship duration is a minimum 12-week commitment. Students selected for internship during the Spring or Fall timeframe have the option to intern a minimum of 16 hours per week, 32 hours per pay period or 32 hours per week, 64 hours a pay period. Summer interns work 40-hours per week, 80 hours per pay period. Students work a pre-arranged schedule on a weekly basis, generally between 0700-1730, Monday-Friday.

## **INTERNSHIP LOCATIONS**

Internships are available at NCIS headquarters in Quantico, VA or various NCIS field offices worldwide. NCIS does not furnish housing for interns and does not assist financially or logistically in securing housing. NCIS does not provide transportation to and from the internship field office location.

## **APPLICATION REQUIREMENTS**

Please submit the following required documents via email by the application deadline to [ncis\\_internships@ncis.navy.mil](mailto:ncis_internships@ncis.navy.mil).

- Cover letter annotating what position(s) you are applying for (maximum of 3).
- 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 (at least one from a faculty member).
- College transcript with GPA included. Unofficial or official transcripts accepted.
- NCIS Background Security Questionnaire for Interns.
- Authorization for Release of Information Form.
- Request for Biographical Information Form.

**Application documents must be PDF format. We do not accept links to documents or zip files. 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 emails are larger than 5 MB, please break up the documents and emails, so each is under 5 MB. You will receive an email notification your application has been received. If you do not receive a message, please send a separate email to inquire about your application submission.

## **APPLICATION DEADLINES**

NCIS offers three separate internship programs annually. Applications must be received by the deadline dates indicated below.

- **Spring Internship**
  - Internship timeframe: January – May/June
  - **Application deadline: August 1**
- **Summer Internship**
  - Internship timeframe: May/June – August
  - **Application deadline: November 30**
- **Fall Internship**
  - Internship timeframe: August - December
  - **Application deadline: April 30**

**\*Summer and Spring internship deadlines to apply are the year prior to the internship.**

**\*Fall internship deadline to apply is the same year of the internship.**

Applications received after the deadline will not be processed. Please submit your application early to ensure you have time to correct errors and/or submit missing documents prior to the deadline.

All applications are screened to determine if minimum qualifications are met. All applicants will receive consideration and equal treatment without regard to race, color, religion, sex, age, national origin, or disability.

NCIS will conduct qualifications review to determine the competitive status of each applicant. The following qualification factors are taken into consideration:

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

## **INTERVIEWS**

An interview is a required part of the NCIS Honors Internship program application process. Students recommended for further processing are notified via email to contact the respective NCIS field office to schedule an onsite or virtual interview. Any travel expenses incurred for an onsite interview is the student's responsibility. Students will get fingerprinted as part of the T3 investigation for onsite interviews and for virtual interviews students will need to submit fingerprint cards at a later date.

## **PRELIMINARY SELECTION PROCESS**

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

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 completion of favorable criminal history checks, credit checks, and favorable review of T3 investigation. Ultimately, the offer is not "official" until the selectee receives email notification of a pending acceptance into the NCIS Internship Program from the NCIS HQ, Human Capital Development Department.

Upon accepting the internship offer, selectees are required to fill out and submit paperwork. A final offer is contingent upon a favorable review of the T3 investigation and submission for a secret clearance. If all checks are clear, the intern 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 following results are favorable: criminal history and credit checks, and the results of the T3 investigation and submission for a Secret clearance is complete. If the selectee accepts the internship position, a welcome aboard package with reporting instruction is forwarded to the student.

If criminal history checks, credit checks, and review of T3 investigation reveal derogatory information and the checks are not completed favorably, the selectee is notified via email of 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**

NCIS is firmly committed to a drug-free society and workplace. 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 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.

### **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.

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 that carries a high level of responsibility or public trust with it?
2. Have you ever sold any illegal drugs for profit?
3. Have you used an illegal drug, other than marijuana, at all in the past three years after your 18<sup>th</sup> birthday?
4. Have you used an illegal drug, other than marijuana, more than limited experimental use, in your lifetime?
5. Have you used marijuana at all within the last three years after your 18<sup>th</sup> birthday?
6. Have you used marijuana, more than limited experimental use, in your lifetime?

Answering yes to any of these questions is an immediate disqualification for an internship with the agency.