



INTERNSHIPS AVAILABLE

Please note: Applicants who reside in or who attend the colleges/universities located within the respective NCIS office geographic area of operations will be afforded priority consideration in the selection process.

Updated April 2020

CRIMINAL INVESTIGATIONS DIRECTORATE FAMILY & SEXUAL VIOLENCE DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The position will conduct research and analysis of criminal trends utilizing information extracted from the Case Information System (CIS) as well as actual case files. In addition, students will utilize the Internet and other resources to research pending legislation relating to sex crimes and family violence. Knowledge of Excel, PowerPoint and similar programs is highly desirable.

CRIMINAL INVESTIGATIONS DIRECTORATE FAMILY & SEXUAL VIOLENCE DIVISION (POLICY)

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The position will focus on family and sexual violence policy. Students will work on research, content development and overall organization of material for presentation.

CRIMINAL INVESTIGATIONS DIRECTORATE GENERAL CRIMES DIVISION (POLICY)

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The position will focus on general criminal investigations policy. Students will work on research, content development and overall organization of material for presentation.

CRIMINAL INVESTIGATIONS DIRECTORATE ANALYTICS, COMPLIANCE & DATA CONTROL DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

PREFERRED MAJOR(S): Criminal Justice, Statistics, Political Science, Social Sciences

DESCRIPTION: The position is located within the Analytics, Compliance and Data Control Division, which is responsible for the collection, storage, retrieval and analysis of pertinent information used to support the reactive and proactive mission of the NCIS. Students assigned to this division will assist in the data retrieval and analysis of data from the NCIS Criminal Investigations Case Management System. The nature of this work is performed in response to a variety of mandated data calls and ad hoc requests, ensuring compliance and criminal data governance within NCIS, the Department of the Navy and the Department of Defense.

CRIMINAL INVESTIGATIONS DIRECTORATE ECONOMIC CRIMES DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

PREFERRED MAJOR(S): Business, Finance, Criminal Justice, Computer Science, Economics, Accounting

DESCRIPTION: The intern responsibilities may include, but are not limited to:

- Database preparation/input
- PowerPoint presentations
- Internet inquiries
- Analysis of contract/financial documentation

- Statistical and trend analysis
- Link analysis
- Major case organization

CRIMINAL INVESTIGATIONS DIRECTORATE DEATH INVESTIGATIONS DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The Death Investigations Unit is responsible for coordinating with, supporting and providing investigative strategy to NCIS field components; providing information needed by a victim's grieving family; helping to coordinate the use of forensic consultants in select cases; and preparing and presenting findings to the Death Review Board (DRB). Students assigned to this unit will be required to interpret case file documentation and view graphic photographic coverage in order to extrapolate pertinent information. In addition, students will assist in the development/maintenance of various databases (including homicide and suicide databases) that will be continually updated utilizing information extracted from the Case Information System (CIS). Students must have a basic understanding of forensics and criminal investigations. Knowledge of Excel, PowerPoint and similar programs is highly desirable.

OFFICE OF COMMUNICATION PUBLIC AFFAIRS

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The mission of the Strategic Communications Division (00C) 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.

The intern duties and responsibilities may include, but is not limited to the following:

- Develop print publications and multimedia content including video, still images, digital graphics, web products, news and feature stories, blogs and press releases.
- Assist and work within oversight of the public affairs officers.
- Systematically archive and review NCIS historical documents and imagery.

STRATEGIC RESOURCES DIRECTORATE FINANCIAL PLANNING & MANPOWER DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to the following:

- Assist in generating and implementing new and revised financial management concepts, methodologies, policies and strategies in support of the organization's programs
- Assist in performing continuing program execution review, analysis and appraisal of the major operating and support programs with the organization
- Assist in providing interpretive and analytical advice on financial transactions and program execution
- Assist in developing format and content to provide managers with various listings, reports and data relative to status of funds and the propriety of obligations
- Assists in ensuring the financial integrity, timelines, accuracy and validity of supporting managerial accounting, budget execution and financial reports

NATIONAL SECURITY DIRECTORATE INSIDER THREAT DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The Insider Threat Division (ITD) mission is to prevent, detect and mitigate insider threats within the Department of the Navy. As a support element to the field, to assess threats, the ITD uses behavioral analysis founded on community-accepted threat assessment and management principles. Knowledge of Excel, PowerPoint and similar programs is highly desirable. Students assigned to the ITD will be assigned one or more of the following projects:

- Entry of data into the Unsolicited Communications Database (UCD). This unclassified project will work to ensure the UCD is up to date and contains current data with corresponding records.
- Designing PowerPoint presentations and assembling training materials for case study purposes.
- Reviewing unclassified case files for research and training purposes.

MULTIPLE THREAT ALERT CENTER (MTAC) CRIMINAL THREAT DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

PREFERRED MAJOR(S): Criminal Justice

DESCRIPTION: The Criminal Threat Division provides analytical support to the Criminal Investigations Directorate. The intern would gain exposure, and provide analytical support, to ongoing and cold case criminal investigations/operations across the multiple criminal case categories. The initial principle focus will be support to cold case investigations but will be adjusted based on unit work tempo and mission priorities.

ADMINISTRATION & LOGISTICS DIRECTORATE FACILITIES & SECURITY MANAGEMENT DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

PREFERRED MAJOR(S): No preferred major requested

DESCRIPTION: The Facilities & Security Management Division governs chartered services for all tenants of the Russell-Knox Building (RKB). The Division performs the chartered functions and services in a fair and equitable manner for the mutual benefit of all five collocated agencies. Intern must have strong computer skills, including Microsoft Office and databases; have excellent verbal and written communication skills; and have the ability to work well with people performing quality assurance tasks towards propelling the organizational needs. The intern duties and responsibilities may include, but is not limited to, the following:

- Prepare reports to communicate results of quality inspection activities for Base Operating Services
- Perform help desk functions while prioritizing work requests ensuring timelines are met
- Investigate customer service requests, complaints and non-conformance issues
- Maintain access badge database and reconcile requests
- Prepare reports for the Division

**ADMINISTRATION & LOGISTICS
DIRECTORATE
CENTRAL ADMINISTRATIVE BRANCH**

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

PREFERRED MAJOR(S): Business, Management

DESCRIPTION: The intern would be assisting with administrative typing and filing of correspondence and policies. Intern must have strong analytical, typing and reading skills.

**ADMINISTRATION & LOGISTICS
DIRECTORATE
ACQUISITION DIVISION - CONTRACTS**

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The intern will provide support for the procurement of all services and supplies necessary to sustain the Acquisition and Logistics Department and its customers at NCIS. The intern duties and responsibilities may include, but is not limited to, the following:

- Provide services in a timely manner to enable NCIS to meet its regulatory requirements as turn-around times are often short but critical
- Support the review of procurement packages
- Assist in preparing procurement packages
- Assist in preparing vendor payment packages for submission
- Assist in performing closeouts of awarded contractual documentation
- Support NCIS processes in the file maintenance and archiving of procurement documentation in both hard copy and electronic format

ADMINISTRATION & LOGISTICS DIRECTORATE ACQUISITION DIVISION - PURCHASING

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

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

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Assist in preparing purchase orders, soliciting bid proposals and reviewing requisitions for goods and services
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary good and services
- Assist in writing and reviewing product specifications, maintaining a working technical knowledge of the goods or services to be purchased

- Monitor changes affecting supply and demand, tracking market conditions, price trends or future markets

ADMINISTRATION & LOGISTICS DIRECTORATE RECORDS MANAGEMENT DIVISION

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

PREFERRED MAJOR(S): No preferred major requested

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Assist in processing OPM/CAF requests
- Enter requests into Request Tracking System (RTS)
- Pull files from Records Information Management System (RIMS)
- Pull Control files
- Preparing packages and shipment of packages
- Utilize Taskers system

Inspector General's Office

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

PREFERRED MAJOR(S): No preferred major requested

DESCRIPTION: This position requires maturity due to potential exposure to sensitive internal matters. The intern responsibilities may include, but are not limited to:

- Database preparation/input
- PowerPoint presentations
- Internet inquiries
- Statistical and trend analysis
- Case organization
- Assist Investigators in reviewing and organizing investigative case files
- Assist in interpreting case file documentation

Office of the Command Data Officer

LOCATION: NCIS Headquarters, 27130 Telegraph Rd. Quantico, VA 22134

PREFERRED MAJOR(S): Computer Science, Data Science, Applied Mathematics, Computer Engineering, Applied Statistics

DESCRIPTION: The intern responsibilities may include, but are not limited to the following five levels of effort:

- Set the Foundation: analyze, aggregate, and apply its data to support faster and more informed decision making, but also to help support larger collaboration in the Law Enforcement (LE) Information Domain.
- Evolve the Workforce: execute concerted and diverse efforts and investments in training (e.g., data analytics and visualizations) and build awareness resulting in a shared workforce recognition of data as a strategic asset
- Position and Protect Data: must ensure that data is protected at rest, in motion, and in use through data security controls enforced through maximum automation across the enterprise
- Build, Optimize and Operationalize the Data Environment: undertake efforts to build confidence in its data quality and integrity, make it easier to access data lineages and authoritative data sources, and implement frameworks for measuring data accuracy, auditability, completeness, consistency, pedigree, precision, patency, and timeliness.
- Manage and Govern the Data: establish data relationships and dependencies to better enable the NCIS to easily correlate, share, and use data across multiple systems and applications

NCIS GLOBAL OPERATIONS WASHINGTON, DC OFFICE OF FORENSIC SUPPORT

LOCATION: 2713 Mitscher Rd, SW. Building 168, Suite 200
Joint Base Anacostia-Bolling (JBAB), DC 20373

PREFERRED MAJOR(S): Forensic Sciences, Biology, Anatomy & Physiology, Criminal Justice

DESCRIPTION: Positions are located within the Office of Forensic Support, a field component which provides subject matter expertise related to advanced forensic equipment/techniques that can enhance the identification, processing, and collection of physical evidence in criminal investigations. *Students should be advised this position deals with subject*

matter of a sensitive and explicit nature to include adult and child homicides, as well as sexual assault and child exploitation. The intern duties and responsibilities may include, but is not limited to, the following:

- Assist the Forensic Consultant in scene processing to include: evidence collection, 3D imaging & documentation, and autopsy attendance
- Assist in interpreting case file documentation
- View graphic photographic coverage in order to extrapolate and analyze pertinent information
- Produce associated analytical products (i.e. timelines, case chronology summaries, etc.)

NCIS RESIDENT AGENCY (NCISRA) HONOLULU, HI

LOCATION: 449 South Avenue, Building 221 Pearl Harbor, HI 96860

PREFERRED MAJOR(S): No preferred major requested

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Conduct Service Record Book (SRB) reviews
- Assist in writing Investigative Actions (IAs) with results of background database checks
- Conduct open source social media reviews
- Work with the Major Case Response Team (MCRT) leader and assistant MCRT leader to ensure crime scene supplies are stocked and in order

NCIS FIELD OFFICE (NCISFO) CAMP PENDLETON, CA GENERAL CRIMES

LOCATION: Building 120 101 De Luz Road Camp Pendleton, CA 92055

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

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Observe interviews conducted by Special Agent personnel
- Assist in the creation and maintenance of investigative case files
- Assist in the preparation, documentation and dissemination of final investigative products
- Observe certain investigative leads such as autopsies and warrants
- Assist in the review of death investigations to enhance efficiency and ensure policy and proper procedures were conducted
- Observe court proceedings
- Participate in the review of active case files
- Observe crime scene response and processing
- Participate in possible opportunities to observe polygraph examinations and various forensic cyber extractions
- Observe a variety of briefings of both military personnel and civilian authorities

NCIS GLOBAL OPERATIONS CAMP PENDLETON, CA OFFICE OF FORENSIC SUPPORT

LOCATION: Building 120 101 De Luz Road Camp Pendleton, CA 92055

PREFERRED MAJOR(S): Forensic Sciences, Biology, Anatomy & Physiology, Criminal Justice

DESCRIPTION: Positions are located within the Office of Forensic Support, a field component which provides subject matter expertise related to advanced forensic equipment/techniques that can enhance the identification, processing, and collection of physical evidence in criminal investigations. *Students should be advised this position deals with subject matter of a sensitive and explicit nature to include adult and child homicides, as well as sexual assault and child exploitation.* The intern duties and responsibilities may include, but is not limited to, the following:

- Assist the Forensic Consultant in scene processing to include: evidence collection, 3D imaging & documentation, and autopsy attendance
- Assist in interpreting case file documentation
- View graphic photographic coverage in order to extrapolate and analyze pertinent information
- Produce associated analytical products (i.e. timelines, case chronology summaries, etc.)

NCIS FIELD OFFICE (NCISFO) NORFOLK, VA

LOCATION: Building U-40, 1329 Bellinger Blvd. Naval Station Norfolk, VA 23511

PREFERRED MAJOR(S): Cybersecurity

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Provide support to criminal investigations
- Provide support to cold cases
- Exposure to NCIS cyber work

NCIS GLOBAL OPERATIONS NORFOLK, VA OFFICE OF FORENSIC SUPPORT

LOCATION: Building U-40, 1329 Bellinger Blvd. Naval Station Norfolk, VA 23511

PREFERRED MAJOR(S): Forensic Sciences, Biology, Anatomy & Physiology, Criminal Justice

DESCRIPTION: Positions are located within the Office of Forensic Support, a field component which provides subject matter expertise related to advanced forensic equipment/techniques that can enhance the identification, processing, and collection of physical evidence in criminal investigations. *Students should be advised this position deals with subject matter of a sensitive and explicit nature to include adult and child homicides, as well as sexual assault and child exploitation.* The intern duties and responsibilities may include, but is not limited to, the following:

- Assist the Forensic Consultant in scene processing to include: evidence collection, 3D imaging & documentation, and autopsy attendance
- Assist in interpreting case file documentation
- View graphic photographic coverage in order to extrapolate and analyze pertinent information
- Produce associated analytical products (i.e. timelines, case chronology summaries, etc.)

NCIS GLOBAL OPERATIONS JACKSONVILLE, FL OFFICE OF FORENSIC SUPPORT

LOCATION: Building 659 Enterprise Avenue Naval Air Station Jacksonville, FL 32212

PREFERRED MAJOR(S): Forensic Sciences, Biology, Anatomy & Physiology, Criminal Justice

DESCRIPTION: Positions are located within the Office of Forensic Support, a field component which provides subject matter expertise related to advanced forensic equipment/techniques that can enhance the identification, processing, and collection of physical evidence in criminal investigations. *Students should be advised this position deals with subject matter of a sensitive and explicit nature to include adult and child homicides, as well as sexual assault and child exploitation.* The intern duties and responsibilities may include, but is not limited to, the following:

- Assist the Forensic Consultant in scene processing to include: evidence collection, 3D imaging & documentation, and autopsy attendance
- Assist in interpreting case file documentation
- View graphic photographic coverage in order to extrapolate and analyze pertinent information
- Produce associated analytical products (i.e. timelines, case chronology summaries, etc.)

NCIS RESIDENT AGENCY (NCISRA) CHINA LAKE, CA GENERAL CRIMES

LOCATION: Building 00451, Blandy Avenue Naval Air Weapons Station
China Lake, CA 93555

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Conduct remedial research for NCIS regarding a variety of different subject areas
- Assist Investigators in reviewing and organizing investigative case files
- Support Special Agents and Investigators with surveillance operations

- Evaluate intelligence reports to identify any, and all, pertinent information pertaining to potential threats to Department of Navy assets
- Analyze high-profile cases in order to identify any probable leads, and communicate those findings with agents
- Perform various administrative duties that include inventorying accountable assets and government vehicles, help create and implement national NCIS sponsored events and crime reduction campaigns
- Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets
- Partake in quarterly NCIS certification programs
- Research information on criminal trends in the local area

NCIS RESIDENT AGENCY (NCISRA) LEMOORE, CA GENERAL CRIMES

LOCATION: Building 730 Wing 4 Room 4-008 Lemoore, CA 93246

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Conduct remedial research for NCIS regarding a variety of different subject areas
- Assist Investigators in reviewing and organizing investigative case files
- Support Special Agents and Investigators with surveillance operations
- Evaluate intelligence reports to identify any, and all, pertinent information pertaining to potential threats to Department of Navy assets
- Analyze high-profile cases in order to identify any probable leads, and communicate those findings with agents
- Perform various administrative duties that include inventorying accountable assets and government vehicles, help create and implement national NCIS sponsored events and crime reduction campaigns
- Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets
- Partake in quarterly NCIS certification programs
- Research information on criminal trends in the local area

**NCIS RESIDENT AGENCY (NCISRA)
LOS ANGELES, CA
GENERAL CRIMES**

LOCATION: 800 Seal Beach Blvd, Building 254 Seal Beach, CA 90740

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Conduct remedial research for NCIS regarding a variety of different subject areas
- Assist Investigators in reviewing and organizing investigative case files
- Support Special Agents and Investigators with surveillance operations
- Evaluate intelligence reports to identify any, and all, pertinent information pertaining to potential threats to Department of Navy assets
- Analyze high-profile cases in order to identify any probable leads, and communicate those findings with agents
- Perform various administrative duties that include inventorying accountable assets and government vehicles, help create and implement national NCIS sponsored events and crime reduction campaigns
- Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets
- Partake in quarterly NCIS certification programs
- Research information on criminal trends in the local area

**NCIS RESIDENT AGENCY (NCISRA)
VENTURA, CA
GENERAL CRIMES**

LOCATION: 4111 San Pedro St, Building 1443 2nd Floor East Port Hueneme, CA 93043

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Conduct remedial research for NCIS regarding a variety of different subject areas
- Assist Investigators in reviewing and organizing investigative case files

- Support Special Agents and Investigators with surveillance operations
- Evaluate intelligence reports to identify any, and all, pertinent information pertaining to potential threats to Department of Navy assets
- Analyze high-profile cases in order to identify any probable leads, and communicate those findings with agents
- Perform various administrative duties that include inventorying accountable assets and government vehicles, help create and implement national NCIS sponsored events and crime reduction campaigns
- Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets
- Partake in quarterly NCIS certification programs
- Research information on criminal trends in the local area

NCIS RESIDENT AGENCY (NCISRA) SAN DIEGO, CA GENERAL CRIMES

LOCATION: 3405 Welles St Building 57, Ste 1 San Diego, CA 92136

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Conduct remedial research for NCIS regarding a variety of different subject areas
- Assist Investigators in reviewing and organizing investigative case files
- Support Special Agents and Investigators with surveillance operations
- Evaluate intelligence reports to identify any, and all, pertinent information pertaining to potential threats to Department of Navy assets
- Analyze high-profile cases in order to identify any probable leads, and communicate those findings with agents
- Perform various administrative duties that include inventorying accountable assets and government vehicles, help create and implement national NCIS sponsored events and crime reduction campaigns
- Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets
- Partake in quarterly NCIS certification programs
- Research information on criminal trends in the local area

**NCIS RESIDENT AGENCY (NCISRA)
SAN DIEGO, CA
RECORDS MANAGEMENT**

LOCATION: 3405 Welles St Building 57, Ste 1 San Diego, CA 92136

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Receives requests for file information from NCIS, DOD, federal, state and local government customers. Updates various databases, as necessary, to account for and track cases. Conducts queries of various databases to ensure accuracy of requested case information and to account for requests during their processing. Prepares completed file requests for dispatch to customer.
- Prepares case file materials for imaging and scans the material. Conducts quality assurance checks on each imaged case file to ensure the imaged case file is complete and accurately captured.
- Files, retrieves and manages hardcopy and microfilm closed investigative cases. Conducts problem solving for files that cannot be routinely located. Coordinates with Federal Records Center for storage and/or retrieval of NCIS files.
- Reviews closed case investigative files that are identified as exceeding their retention period, makes determination to dispose of aged-out case files or to update those that are to be retained, and updates the various internal and external databases.

**NCIS RESIDENT AGENCY (NCISRA)
OKINAWA, JAPAN
ECONOMIC CRIMES**

LOCATION: Unit 35021 Bldg 497 Camp Foster, Japan 904-0100

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but are not limited to, the following:

- Assist subject matter experts with the review and maintenance of NCIS databases for the identification of investigative leads related to major procurement fraud investigations that impact the military and civilian members of the Navy and Marine Corps.

- Assist subject matter experts with major case organization of voluminous amounts of evidence and information obtained through search warrants and subpoenas.
- Assist in drafting requests for financial database queries in support of ongoing criminal investigations.
- Assist subject matter experts 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 investigative briefs for senior officials (e.g., NCIS leadership, the Assistant U.S. Attorney, etc.).

NCIS RESIDENT AGENCY (NCISRA) OKINAWA, JAPAN GENERAL CRIMES

LOCATION: Unit 35021 Bldg 497 Camp Foster, Japan 904-0100

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but are not limited to, the following:

- Conduct remedial research for NCIS regarding a variety of different subject areas.
- Assist Investigators in reviewing and organizing investigative case files.
- Support Special Agents and Investigators with surveillance operations.
- Evaluate intelligence reports to identify any and all pertinent information pertaining to potential threats to Department of Navy assets.
- Analyze high-profile cases in order to identify any probable leads and communicate those findings with agents.
- Perform various administrative duties that include inventorying accountable assets and government vehicles; help create and implement national NCIS sponsored events and crime reduction campaigns.
- Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets.
- Partake in quarterly NCIS certification programs.
- Research information on criminal trends in the local area.

NCIS RESIDENT AGENCY (NCISRA) OKINAWA, JAPAN RECORDS MANAGEMENT

LOCATION: Unit 35021 Bldg 497 Camp Foster, Japan 904-0100

PREFERRED MAJOR(S): No preferred majors requested

DESCRIPTION: The intern duties and responsibilities may include, but are not limited to, the following:

- Receives requests for file information from NCIS, DOD, federal, state and local government customers. Updates various databases, as necessary, to account for and track cases. Conducts queries of various databases to ensure accuracy of requested case information and to account for requests during their processing. Prepares completed file requests for dispatch to customer.
- Prepares case file materials for imaging and scans the material. Conducts quality assurance checks on each imaged case file to ensure the imaged case file is complete and accurately captured.
- Files, retrieves and manages hardcopies and microfilm of closed investigative cases. Conducts problem solving for files that cannot be routinely located. Coordinates with the Federal Records Center for storage and/or retrieval of NCIS files.
- Reviews closed case investigative files that are identified as exceeding their retention period, makes determination to dispose of aged-out case files, or to update those that are to be retained, and updates the various internal and external databases.

NCIS Resident Agency (NCISRA) Great Lakes, Illinois GENERAL CRIMES

LOCATION: 2540A Paul Jones, Building 2, Great Lakes, IL 60088

PREFERRED MAJOR(S): Behavioral Sciences, Criminal Justice, Psychology, Political Science, Sociology

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Observe interviews conducted by Special Agent personnel
- Conduct Service Record Book (SRB) reviews

- Assist in the creation and maintenance of investigative case files
- Assist in the preparation, documentation and dissemination of final investigative products
- Observe certain investigative leads such as autopsies
- Assist in the review of death investigations to enhance efficiency and ensure policy and proper procedures were conducted
- Observe court proceedings
- Conduct open source social media reviews
- Participate in the review of active case files
- Observe crime scene response and processing
- Observe a variety of briefings of both military personnel and civilian authorities

NCIS Resident Agency (NCISRA)

Dallas, Texas

GENERAL CRIMES

LOCATION: 1360 Depot, Building 1360, Joint Reserve Base, Fort Worth, TX

PREFERRED MAJOR(S): Behavioral Sciences, Criminal Justice, Psychology, Political Science, Sociology

DESCRIPTION: The intern duties and responsibilities may include, but is not limited to, the following:

- Observe interviews conducted by Special Agent personnel
- Conduct Service Record Book (SRB) reviews
- Assist in the creation and maintenance of investigative case files
- Assist in the preparation, documentation and dissemination of final investigative products
- Observe certain investigative leads such as autopsies
- Assist in the review of death investigations to enhance efficiency and ensure policy and proper procedures were conducted
- Observe court proceedings
- Conduct open source social media reviews
- Participate in the review of active case files
- Observe crime scene response and processing
- Observe a variety of briefings of both military personnel and civilian authorities

NCIS Resident Agency (NCISRA) Charleston, SC PROGRAM SUPPORT ASSISTANT

LOCATION: 1661 Redbank Road, Building 302, Room 1115 Naval Weapons Station Goose Creek, SC 29445-6511

PREFERRED MAJOR(S): Behavioral Sciences, Criminal Justice, Psychology, Sociology, Law Enforcement

DESCRIPTION: The intern duties and responsibilities may include, but are not limited to the following:

- Conduct remedial research for NCIS regarding a variety of different subject areas.
- Assist Investigators in reviewing and organizing investigative case files.
- Support Special Agents and Investigators with surveillance operations.
- Evaluate intelligence reports to identify any and all pertinent information pertaining to potential threats to Department of Navy assets.
- Analyze high-profile cases in order to identify any probable leads, and communicate those findings with agents.
- Perform various administrative duties that include inventorying accountable assets and government vehicles, help create and implement national NCIS sponsored events and crime reduction campaigns.
- Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets.
- Partake in quarterly NCIS certification programs.
- Research information on criminal trends in the local area.
- Assist subject matter experts with major case organization of voluminous amounts of evidence and information obtained through search warrants and subpoenas.
- Assist subject matter experts 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 investigative briefs for senior officials.

NCIS Resident Agency (NCISRA) Parris Island, SC PROGRAM SUPPORT ASSISTANT

LOCATION: Building 163 Tripoli Street, Marine Corps Recruit Depot Parris Island, SC 29905

PREFERRED MAJOR(S): Behavioral Sciences, Criminal Justice, Psychology, Sociology, Law Enforcement

DESCRIPTION: The intern duties and responsibilities may include, but are not limited to the following:

- Conduct remedial research for NCIS regarding a variety of different subject areas.
- Assist Investigators in reviewing and organizing investigative case files.
- Support Special Agents and Investigators with surveillance operations.
- Evaluate intelligence reports to identify any, and all pertinent information pertaining to potential threats to Department of Navy assets.
- Analyze high-profile cases in order to identify any probable leads, and communicate those findings with agents.
- Perform various administrative duties that include inventorying accountable assets and government vehicles, help create and implement national NCIS sponsored events and crime reduction campaigns.
- Assist agents as needed in the performance of their responsibilities and duties.
- Partake in quarterly NCIS certification programs.
- Research information on criminal trends in the local area.
- Assist subject matter experts with major case organization of voluminous amounts of evidence and information obtained through search warrants and subpoenas.
- Assist subject matter experts 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 investigative briefs for senior officials.