NCIS SUMMER INTERN PROGRAM
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.

This is a paid internship.

Any relocation/travel expenses are not covered or reimbursed by NCIS.

Updated July 2022
Opportunities: NCIS is a law enforcement agency aligned under the Department of the Navy. The operation of NCIS can be identified under 2 main components (Investigations and Business Management). As such, internship opportunities are generally available in two centric areas. Each area contains possible opportunities as listed.

<table>
<thead>
<tr>
<th>Investigative/Intelligence Centric:</th>
<th>Business Operations Centric:</th>
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<tbody>
<tr>
<td>• Conduct open source research in a variety of different subject areas in line with the NCIS mission.</td>
<td>• Reviewing, researching, and producing reports pertinent to the unit.</td>
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<tr>
<td>• Assist Special Agents in reviewing and organizing investigative case files.</td>
<td>• Managing office automation projects, clerical duties, and filing systems.</td>
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<td>• Support information gathering efforts for investigations and operations.</td>
<td>• Assist with logistical items, purchase items, or material requisition to further the unit needs.</td>
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<td>• Evaluate intelligence reports to identify any and all pertinent information pertaining to potential threats to Department of Navy assets.</td>
<td>• Utilize IT systems, databases, and programs to complete taskers pertinent to the division.</td>
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<td>• Provide insight and analysis to cases involving use of various social media platforms.</td>
<td>• Support the unit based on their mission direction and specialty.</td>
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<td>• Perform various administrative duties from inventorying accountable assets to organizing national and local NCIS sponsored events.</td>
<td>• Assist in communicating to, researching impacts of, and coordinating with a variety of internal and external entities to fulfill taskers and requirements.</td>
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<td>• Assist in the preparation, documentation and dissemination of final investigative products.</td>
<td>• 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).</td>
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<td>• Observe certain investigative efforts such as autopsies, crime scenes and interviews.</td>
<td>• Assist in the review of specialized investigations to enhance efficiency and ensure policy and proper procedures were conducted.</td>
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<td>• Assist in the review of specialized investigations to enhance efficiency and ensure policy and proper procedures were conducted.</td>
<td>• Assist agents as needed in the performance of their responsibilities and duties to protect Department of Navy assets.</td>
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<td>• Assist in the review of specialized investigations to enhance efficiency and ensure policy and proper procedures were conducted.</td>
<td>• Research information on criminal trends and/or force protection and counterintelligence concerns for the area.</td>
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<td>• Assist in the review of specialized investigations to enhance efficiency and ensure policy and proper procedures were conducted.</td>
<td>• Assist Special Agents with the identification of anomalies and trends for the development of investigative leads and the preparation for suspect interviews.</td>
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<tr>
<td>• Assist in the preparation and presentation of briefs across criminal, force protection and counterintelligence missions.</td>
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<td>• Assist in updates and/or queries of various databases and file systems in support of office efficiencies.</td>
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</table>
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.

OFFICE OF STRATEGIC COMMUNICATIONS

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


HUMAN RESOURCES DIRECTORATE
NCISHQ CODE 10

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

DESCRIPTION: Business Operations Centric. Manages all recruitment and hiring operations within NCIS. Focus on talent acquisition, recruiting plans, hiring processes, and government hiring authorities.

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. Enhances investigative and operational readiness by providing required resources. Obtaining, managing, and maintaining facilities, security clearances, logistical activities, procuring critical supplies, including vehicles, weapons, and service contractor support. Securing and protecting critical records of NCIS cases and investigations. Developing and maintaining all administrative policies and procedures to support the execution of the NCIS mission.
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.

DIGITAL BUSINESS DIRECTORATE
NCISHQ CODE 15

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

DESCRIPTION: Business Operations Centric. Focuses on the ability to assess, improve, and maintain a resilient, accessible, and secure infrastructure and networks.

NATIONAL SECURITY DIRECTORATE
NCISHQ CODE 22

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

DESCRIPTION: Investigative/Intelligence Centric and Business Operations Centric. Actively protect identified critical technologies and infrastructure, create flexible and enduring solutions to ongoing intelligence and terrorism threats.

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. Focuses on policy, procedures, evaluations, and higher-level review of all criminal investigations and operations. 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. 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. Performs threat warning and support operations. Provides analytical support to the Criminal Investigations Directorate.