



STUDENT INTERNSHIP PROGRAM

FOR INFORMATION CONTACT:

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WHO WE ARE:

The Naval Criminal Investigative Service (NCIS) is an elite, worldwide federal law enforcement organization staffed by civilian special agents, intelligence specialists, and numerous other professional/administrative personnel whose primary mission is to “protect and serve” the United States Navy and Marine Corps, their families, and DoN civilian employees by providing a variety of law enforcement, counterintelligence and security functions. NCIS is committed to ensuring the operational readiness of the Navy and Marine Corps with proactive measures designed to **prevent, protect and reduce** the major criminal, intelligence, and terrorist threats that confront our naval forces and our nation. For more information please visit the NCIS website: www.ncis.navy.mil.

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, information systems, government relations and public affairs, administrative services, computer crimes, strategic planning, personnel services and operations, criminal intelligence, and forensic sciences.

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:

- ◆ Be currently enrolled not less than half time in a baccalaureate (JR/SR status*) or graduate degree program. (* **Freshman/sophomore students may compete for specified positions in the administrative arena.**)
- ◆ Maintain a minimum 3.0 cumulative grade point average (GPA);
- ◆ U.S. citizenship;
- ◆ Favorable completion of criminal history checks.

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

- ◆ Conviction of a felony;
- ◆ Use of illegal drugs. The NCIS is firmly committed to a drug free society and workplace. Students applying for the NCIS Internship Program must be considered **eligible for employment upon completion of their degree program**. The NCIS Employment Drug Policy is outlined below (page 6). Please review this policy carefully. If you would **NOT** be considered eligible for employment upon completion of your degree program, then you should **NOT** apply for a student internship with the NCIS.

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: Internship – voluntary/non-pay status

PROGRAM DURATION: The internship is a supervised experience for a specified period of time (1- 3 semesters). Assignments will not be effected for less than ten (10) weeks; in addition, total service from one individual will be limited to one academic year or the equivalent of nine calendar months within a period of two consecutive years.

SCHEDULE: Service may be full time or part time (minimum 16 hours/week). Students may work flexible hours (generally between 7:00 a.m. and 5:30 p.m.) Monday – Friday.

POSITION LOCATIONS: The majority of the positions are located in the Washington DC metropolitan area; however, a limited number of positions are available in various NCIS offices worldwide. PLEASE NOTE: the NCIS does not furnish housing for interns and is unable to assist financially or logistically in securing housing.

APPLICATION PROCESS: As part of the competitive selection process, **all applicants** must submit the following:

- ❑ Cover letter annotating what position(s) you are applying for. If applying for a position at NCISHQ, please state your top three (3) position choices in priority order.
- ❑ Resume (1-3 pages)
- ❑ Essay describing background, interests, objectives and motivation for participation in the Program (1-2 pages)
- ❑ Two letters of recommendation (at least one from a faculty member)
- ❑ Transcripts. Official transcripts must be submitted. If you are a first year graduate student, you should submit a copy of your latest undergraduate transcript. Transcripts may be included with the application package or may be mailed separately if necessary. However, **transcripts must be received by the application deadline.**
- ❑ Statement identifying your school internship sponsor or contact. *
- ❑ Race & National Origin Identification Form (SF-181). This is an optional form and data is used for statistical purposes only. **

* 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 may be a short letter confirming his/her willingness to take that role and should provide contact information (title, phone number, email address and mailing address).

All application packages should be mailed to:

Naval Criminal Investigative Service
Personnel Operations & Services Department
ATTN: Code 10A (Cheryl Marsh)
716 Sicard Street SE, Suite 2000
Washington Navy Yard, DC 20388

All applications will be screened to determine whether or not the minimum qualifications outlined on page two (2) 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 competitiveness status of each applicant and the following qualification factors will be taken into consideration:

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

Students who are recommended for further processing based upon the competitiveness of their application package will be advised via email to contact the respective NCISHQ or Field Office to schedule an on-site interview. **The interview is a required part of this highly competitive application process and any travel expenses incurred are the student’s responsibility.**

APPLICATION DEADLINES: Application packages must be received and **interviews conducted** by the deadline dates indicated below. Due to the overwhelming number of applicants for summer positions in the D.C. metropolitan area, students are encouraged to submit packages **EARLY** (4 weeks prior to the application deadline) to ensure availability of an interview timeslot.

<u>Semester:</u>	<u>Deadline for receipt of application package:</u>	<u>Interview deadline:</u>
Fall	01 June	1 July
Spring	01 October	1 November
Summer	01 February	1 March

PRELIMINARY SELECTION PROCESS: For positions at NCISHQ and the NCIS Field Office Washington DC, a selection board will be held the week after the interview deadline each semester. The NCIS Internship Program Manager will notify all applicants via phone or email of their preliminary selection or non-selection for the Program no later than fifteen (15) working days after the selection board has been held.

The offer of a position at this time is a **TENTATIVE OFFER**. Selectees will be advised that a final offer is contingent upon favorable completion of criminal history checks.

For all other NCIS field office positions, once applicant interviews have been completed and a selection (or selections) made, the Internship Coordinator at the respective NCIS field office will provide the NCISHQ Student Internship Program Manager with the name(s) of the selectee(s). The field office Internship Coordinator may make a verbal offer to an applicant. However, the offer is not “official” until the selectee receives written notification of acceptance into the NCIS Internship Program from the NCISHQ, Personnel Operations and Services Department. The initial verbal notification is a preliminary offer to participate in the Program. A final offer is contingent upon favorable completion of criminal history checks.

FINAL SELECTION PROCESS:

Upon notification of preliminary selection for participation in the Program, all selectees will be required to submit a “passport type” photograph (2” x 2”) and a Questionnaire for National Security Positions (SF-86). **

PLEASE NOTE: Due to the amount of information requested on the SF-86 and the length of time required to fill out this form, applicants are encouraged to prepare the SF-86 in advance, thereby ensuring the SF-86 is ready for submission if a preliminary offer of placement in the Program is made.

The SF-86 and the photograph should be forwarded to the address provided above (see page 4) and must be received no later than five (5) working days after the student receives the preliminary offer of an internship placement. Selectees may fax a “heads-up” copy of the SF-86 to the attention of Cheryl Marsh, fax number 202-433-9164, to expedite the final selection process.

Upon receipt/review of the SF-86 to ensure applicant meets the eligibility requirements, criminal history checks will be initiated and pending favorable results, selectees will receive an official offer of an internship position via email. If the selectee determines to accept the offer of a position, a welcome aboard package will be mailed with specific reporting instructions.

Should review of the SF-86 reveal that the applicant does not meet the eligibility requirements, or if criminal history checks are not completed favorably, the student will be notified via email of his/her non-selection for the Program.

** The SF-86 and SF-181 can be found on the Office of Personnel Management website at www.opm.gov/forms. Click on **Standard Forms** and then click on the specific form. An alternate site for the SF86 is WWW.DSS.MIL. Click on EPSQ and then download the 2.2 version. You can also access the Department of Defense website for the SF86: <http://web1.whs.osd.mil/icdhome/sfofforms.htm>.



U.S. Naval Criminal Investigative Service Drug Policy

The U.S. Naval Criminal Investigative Service is firmly committed to a drug-free society and workplace. The unlawful use of drugs by Service employees is not tolerated, and those who apply for employment with the Service and currently use illegal drugs are considered unsuitable for employment. 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 Service 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 a law enforcement or prosecutorial position or a position with a high level of responsibility or public trust are considered unsuitable for employment.
- Applicants who have deliberately misrepresented their drug history in their application are considered unsuitable for employment.
- Applicants who have sold or transferred an illegal drug are considered unsuitable for employment.
- Applicants who have used cannabis and/or anabolic steroids or any derivatives thereof within the past three (3) years are considered unsuitable for employment during the requisite 3-year time frame. An applicant's experimental use of the above referenced drugs, which occurred more than three (3) years prior to the application for employment, 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 10 years are considered unsuitable for employment, absent compelling mitigating circumstances. An applicant's experimental use of drugs other than those referenced above, which occurred more than ten years prior to the application for employment, will be considered based on an evaluation of factors.

NCIS HEADQUARTERS ASSIGNMENTS

716 Sicard Street SE, Suite 2000
Washington Navy Yard, DC



ADMINISTRATIVE PROGRAM OFFICE

- ADMINISTRATIVE SERVICES DEPARTMENT -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Management Science Business Administration
Public Administration Administrative Sciences

DESCRIPTION:

The position is located in the **Administrative Program Office, Administrative Services Branch**, Naval Criminal Investigative Service, Headquarters. The Administrative Services Branch provides a wide variety of administrative services to NCIS including: postal & internal/external government mail processing; centralized control of incoming action items; correspondence & reports; central correspondence files control & management; and policy manual & instruction review/update. Interns will assist the Action Officer, who is responsible for receiving, reviewing, analyzing, assigning, coordinating and completing action of external and internal taskers from Congress, Department of Defense (DoD), Department of the Navy (DoN), and other entities affecting NCIS policies and decision processes, administrative processes, resource allocation, facilities changes, workflow and workload adjustments for all NCIS entities worldwide. Responsibilities may include, but are not limited to:

- Assist in drafting policy for new programs or procedures;
- Assist in coordinating and tracking required policy revisions/updates for NCIS Manuals, policies and instructions;
- Work with subject matter experts (SMEs) to ensure timely revision and widest possible coordination and dissemination of all policy, instruction and manual changes;
- Research, review and analyze a wide variety of issues impacting the operation of NCIS, including workforce fluctuations due to reserve mobilization or other emergency situations, new functions affecting organizational structure or levels, or new laws, regulations or policies affecting NCIS policies or operations;
- Assist in implementing recommendations requiring changes to established procedures.

COMMUNICATIONS DIRECTORATE - GOVERNMENT AFFAIRS & LIAISON BRANCH -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Legislative Affairs Criminal Justice English
Political Science Communications Journalism
Sociology International Studies

DESCRIPTION: Students assigned to the **Communications Directorate, Government Affairs & Liaison Branch** should possess excellent research and communication skills. Experience with Microsoft Publisher is beneficial, but not required. Responsibilities may include:

- Draft correspondence on behalf of the Agency to congressional offices and government agencies;
- Research and draft news articles for the Agency’s internal and external communications media;
- Utilize proprietary on-line databases and the Internet to research bills pending before Congress that could affect the Naval Criminal Investigative Service (NCIS);
- Research daily media (via Lexis-Nexis) which mentions NCIS;
- Review congressional publications for notice of Hill hearings on issues of interest to NCIS;
- Attend congressional hearings on issues of interest to NCIS and provide concise briefs to departmental personnel;
- Participate in departmental “outreach” programs, such as Congressional Staff Range Day;
- Assist with logistical support to NCIS government liaison hospitality events;
- Liaison with local media and Navy and Marine Corps public affairs personnel on issues impacting NCIS.

COMMUNICATIONS DIRECTORATE - SPECIAL PROJECTS BRANCH -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Journalism Communications

DESCRIPTION: Responsibilities will include assisting in the development of video productions. Specific qualification requirements include:

- Broadcast production skills (shooting video camera, lighting, etc.);
- Broadcast writing skills (documentary or news writing);
- Graphic art skills;
- Computer skills (PowerPoint, etc.).

CRIMINAL INVESTIGATIONS DEPARTMENT

- COLD CASE HOMICIDE BRANCH -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

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

DESCRIPTION:

The position is located within the **Criminal Investigations Department, Cold Case Homicide Branch**. The purpose of the NCIS Cold Case Homicide Branch is to reexamine unresolved homicide investigations. NCIS has developed a comprehensive methodology that focuses on the passage of time, changes in personal relationships and technological improvements as criteria to apply to previously unresolved cases. Cases are screened for certain “solvability factors” such as the status of physical evidence, the strength of witnesses and the identification of viable suspects. Students assigned to this branch will review homicide case files, extract pertinent information relative to the solvability factors and prepare detailed time-lines illustrating sequences of events. Interns will prepare written case fact sheets and oral case summaries to articulate their case review findings. Computer skills are desired, but not mandatory.

CRIMINAL INVESTIGATIONS DEPARTMENT

- FAMILY & SEXUAL VIOLENCE BRANCH -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

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

DESCRIPTION:

The position is located within the **Criminal Investigations Department, Family & Sexual Violence Branch**. The Branch provides investigative support and strategy related to sex crimes, domestic violence and child abuse to NCIS field components. Students assigned to this program 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 DEPARTMENT

- FORENSIC CONSULTANT DIVISION -

PREFERRED STUDENT STATUS: Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Criminal Justice

DESCRIPTION: The position is located within the **Criminal Investigations Department, Forensic Consultant Division**. The NCIS Forensic Consultant Division is responsible for reconstructing crime scenes (using bloodstain analysis, firearms trajectory analysis, etc.) and teaching crime scene processing, death investigations and related forensic topics. Students assigned to this branch will:

- Conduct literature searches and other research on forensic related topics;
- Review death investigation case files and prepare them for presentation before a Death Review Board (DRB);
- Attend applicable NCIS in-service training sessions (i.e., crime scene investigations and forensic courses, etc.);
- Assist in preparing forensic related training programs and sessions.

CRIMINAL INVESTIGATIONS DEPARTMENT

- NARCOTICS & SPECIAL OPERATIONS BRANCH -

- NO POSITIONS AVAILABLE -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

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

DESCRIPTION: The position is located within the **Criminal Investigations Department, Narcotics & Special Operations Branch**. This branch coordinates all undercover criminal operations within the NCIS, providing general oversight, targeting intelligence, targeting recommendations, funding, undercover agent screening/coordination, and undercover agent backstopping. This branch also oversees the Cooperating Witness (CW) program for the NCIS to include maintenance of true name files, safety transfers for threatened CWs, and recruitment/training policies. Students will assist in all facets of the Narcotics & Special Operations Branch. Specific duties may include backstopping for undercover agents, oversight of undercover operations, identifying target crimes for future operations, maintenance of the NCIS Special Operations Intranet site, coordinating funding augmentation for undercover operations, developing statistical data bases relative to undercover operations and CW productivity, development of a NCIS sponsored undercover school, establishment of a Special Operations undercover agent data base, and expansion of policy for undercover operations and CW activity.

CRIMINAL INVESTIGATIONS DEPARTMENT
VIOLENT CRIMES BRANCH:
- DEATH INVESTIGATIONS UNIT -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Psychology
 Criminal Justice 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 briefings 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.

- THREAT MANAGEMENT UNIT (TMU) -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

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

DESCRIPTION: The **TMU** provides criminal and behavioral analysis, along with interview/interrogation strategies and approaches for field agents managing investigations involving threats. Knowledge of Excel, PowerPoint and similar programs is highly desirable. Students assigned to the TMU will be assigned to one or more of the following projects.

- Time lining of current investigations. This will involve complex grids and thorough analysis of investigative field actions.
- Domestic Homicide and Risk Assessments Study. Students will be active participants in a joint study with the Family and Sexual Violence Branch involving the correlation between domestic violence/threats and domestic homicide.
- Self-Infliction/False Allegation Study. Interns will conduct an internal study of NCIS dossiers, analyze case facts and identify distinguishing patterns of behavior.
- Juvenile Guidelines: An Early Intervention Study. Students will review and conduct analysis of investigations involving juvenile and school violence. Results of this study will be used to develop investigative guidelines for field agents.
- Development of a Protective Service Database. Interns will assist in providing analysis of threats to potential principals.
- Cyberstalking Research Project. Interns will conduct research on cyberstalking.

CYBER DEPARTMENT

- INVESTGATIONS & OPERATIONS DIVISION -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Computer Science or Related

DESCRIPTION: The position is located within the **Cyber Department, Investigations & Operations Division** of the Naval Criminal Investigative Service Headquarters (NCISHQ). The primary focus of this department is information infrastructure protection for the Department of the Navy (DON). The department supports computer related aspects of criminal and counterintelligence investigations and operations. Candidates should have a solid background with C, Perl or Shell programming, the ability to work individually, and the ability to collaborate with multiple programmers on a single application. Depending on the candidate’s interests and/or abilities, s/he may be asked to perform or assist in:

- Database design and development;
- Translate functional specifications into operational code;
- Analysis of systems usage and intrusion logs;
- Trouble shoot systems (UNIX, LINUX, Windows NT, Windows 98);
- Documentation of systems and procedures;
- Assist with hacker investigations.

EQUAL EMPLOYMENT OPPORTUNITY OFFICE

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Human Resource Management	Social Sciences
Sociology	Business Administration
Administrative Sciences	Criminal Justice

DESCRIPTION: The position is located within the **Office of the Deputy Director-Management & Administration (M&A), Equal Employment Opportunity Office.**

Responsibilities will include, but are not limited to:

- Reviewing historical EEO case files to determine complainant issues, complaint resolution and resolution date, etc.;
- Establishing a database to track all pertinent case information;
- Preparing historical case files for archiving;
- Assist in various administrative functions;
- Assist in the planning and organization for special emphasis events;
- Attend and participate in (when appropriate) Federal Women’s Program Interagency Counsel meetings, Department of the Navy (DON) Deputy EEO meetings, and EEO working group meetings.

FINANCIAL MANAGEMENT DIRECTORATE

- RESOURCES AND ANALYSIS DIVISION -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Economics Business Administration
Management Science Public Administration

DESCRIPTION:

The position is located within the **Financial Management Directorate, Resources & Analysis Division of the NCISHQ**. Qualified candidates will possess excellent communication, interpersonal, research, and analytical skills. Responsibilities may include, but are not limited to:

- Resource management (financial and labor);
- Strategic planning, especially relative to the future NCIS workforce;
- Conducting research relative to NCIS policies and procedures for the purposes of updating NCIS Manuals and providing information to the field;
- Assisting in the revision of the NCIS man-hours reporting procedures/program;
- Assisting in the effort to move NCIS data into the 21st century;
- Assist in the Work Breakdown Structure (WBT) project;
- Assist in Activity Based Costing (ABC) projects.

HUMAN RESOURCES DIRECTORATE

- CIVILIAN COMMUNITY MANAGEMENT -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Social Sciences
Human Resources Administrative Sciences

DESCRIPTION:

The position is located within the **Human Resources Directorate**, working with the **Civilian Community Management Initiative** and specifically working with the **Security and Law Enforcement Civilian Community**. The goals of this initiative are to:

- Develop a strong sense of community in the Department of the Navy (DoN);
- Develop career paths for community employees;
- Provide opportunities to build skills and experiences needed for career development.

Intern responsibilities may include, but are not limited to:

- Work with the Community Manager to identify specific program needs and requirements;
- Conduct independent research, utilizing numerous open sources (i.e., Internet) to identify resources to meet identified specific program requirements;
- Assist in the development and maintenance of program databases;
- Participate in research of new and innovative ideas, programs and procedures;
- Assist in various administrative functions (i.e., tracking community meetings, preparing travel requests, answering phones, etc.);
- Candidate must be proficient with Excel, PowerPoint and Windows operating systems.

HUMAN RESOURCES DIRECTORATE

- PERSONNEL OPERATIONS & SERVICES -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):	Business Administration	Human Resources
	Public Administration	Social Sciences
	Administrative Sciences	Criminal Justice

DESCRIPTION:

The position is located within the **Human Resources Directorate, Personnel Operations and Services Department** of the Naval Criminal Investigative Service Headquarters (NCISHQ). The Department is responsible for all of the personnel administrative functions of the agency, including payroll, employee benefits, position classification, employee travel/relocation, and recruiting/hiring. In addition, the Department has oversight for various special projects including the Special Agent Afloat Program and the Student Internship Program.

Students assigned to this department will conduct research relative to NCIS policy for the purpose of identifying redundancies, current rules/regulations, correct references, etc. Students will use Microsoft Word to update policy documents. In addition, students will provide administrative support in the selection process for overseas deployments, Special Agent Afloat assignments, and permanent change of station (PCS) assignments. This position is primarily administrative in nature and will include assisting in the update/maintenance of various databases within the Department. However, students will gain a better view of the overall NCIS mission and NCIS priorities when hiring and transferring personnel. Qualified candidates must be proficient with Windows operating systems, possess skill with tables, indexes, charts and hyperlinks, and possess excellent research, writing, proofreading, and organizational skills.

INFORMATION TECHNOLOGIES DIRECTORATE

- INFORMATION TECHNOLOGIES SERVICES -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Computer Science or Related

DESCRIPTION:

The position is located within the **Information Technologies Directorate, Information Technologies Services Department**. Depending on the candidate's interest and/or abilities, s/he may be asked to perform or assist in:

- Planning or implementation of new or upgraded software or network deployments;
- Liaison within the Information Technologies Directorate or between Information Technology Services and other Departments within NCIS;
- Collection and organization of information for internal (private) directorate/department web sites;
- Web site design, development, and maintenance for directorates/departments using Macromedia Dreamweaver software;
- Analysis of systems usage and intrusion logs;
- Trouble shoot systems (UNIX, Microsoft Exchange, Novell, Windows NT);
- Documentation of systems and procedures;
- Assist with inventory accountability.

INSPECTOR GENERAL'S OFFICE

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Business Administration Computer Science
Public Administration Social Sciences
Administrative Sciences Criminal Justice
Sociology

DESCRIPTION:

The position is located within the **NCISHQ Inspector General's Office**, a non-operational entity responsible for the development and application of management controls designed to measure organizational performance, improve business practices, identify material weaknesses and maintain stewardship of the public's resources ensuring they are expended in an efficient and effective manner by NCIS organization elements and employees at all levels. The Directorate also develops, reviews and coordinates internal and external issues that enable NCIS to achieve its mission objectives. Responsibilities may include, but are not limited to:

- Assist in the development and or/coordination of internal operational and administrative policy and procedures;
- Assist in updating and validating Inspection Protocols and the Field Office Self-Inspection Program;
- Assist in the research, development and maintenance of the NCIS Management Control Program;
- Assist in the development and maintenance of organization metrics;
- Assist in the development and dissemination of unified annual Performance Plans for Field Offices;
- Assist in updating and maintaining NCIS Manuals;
- Assist in incorporating internal procedures and policies, NCIS manuals, instructions and forms in the departmental intranet Web page;
- Accompany Directorate personnel to various field offices to provide administrative support during on-site inspections;
- Candidates must be proficient with Windows operating systems, Excel, Access, PowerPoint, etc.

INVESTIGATIVE SUPPORT DEPARTMENT

- FORENSIC SCIENCES DIVISION -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Criminal Justice

DESCRIPTION: The position is located within the **Investigative Support Department, Forensic Sciences Division**. Responsibilities may include, but are not limited to:

- Operate a variety of equipment during the performance of fingerprint scanning and electronic submission to the FBI CJIS Division;
- Complete data entry into Microsoft Windows™ based personal computer workstation using specialized software designed to capture and retain personal identifying data and scanned fingerprint images;
- Sort, account for and file incoming paper fingerprint cards for later retrieval, review and analysis;
- Conduct quality control of fingerprint cards for clarity and adequacy of the fingerprint images for scanning and analysis and later value in making fingerprint comparisons and identifications;
- Prepare deficiency/discrepancy reports on unacceptable or incorrect fingerprint cards and return these cards to the submitting office for correction and resubmission. Maintain a suspense system to ensure corrections are made and that corrected cards are returned and processed in a timely manner;
- Assist in preparing weekly, monthly, quarterly and annual reports on the number of fingerprint cards received and processed;
- Conduct literature searches and other research on forensic related topics.

INVESTIGATIVE SUPPORT DEPARTMENT -POLYGRAPH DIVISION -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S):	Criminal Justice	Computer Science
	Sociology	Statistics
	Social Sciences	Business Administration

DESCRIPTION: The position is located within the **Investigative Support Department, Polygraph Division**. The NCIS Polygraph Program consists of a cadre of personnel who are specially trained and certified in the use of polygraph. These examiners provide support to the NCIS mission by administering specific phase polygraph examinations in criminal and counterintelligence investigations and operations. They also conduct Counterintelligence Scope Polygraph (CSP) examinations in support of the DoD and DoN CSP programs. Students assigned to the Division will assist in the creation and maintenance of databases utilized in support of the mission. Students will be trained in using the NCIS Case Information System (CIS) database. The CIS tracks productivity, trends, case resolutions, recoveries and subject/victim profile reports. Students will conduct research relative to ongoing cases, assist in the review and organization of data to assist in case development, investigation, and prosecution. Students will also assist in revision of the Standard Operating Procedures (SOP) manual for the Division. Students must be proficient with Windows operating systems and possess excellent data base management skills/proficiencies, including Access and Excel. A+ programming skills are desirable, but not required. In addition, qualified candidates will possess excellent research, writing and editing skills.

MULTIPLE THREAT ALERT CENTER (MTAC) - CRIMINAL INTELLIGENCE DIVISION -

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

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

DESCRIPTION: The position is located within the **Multiple Threat Alert Center, Criminal Intelligence Division**, which is responsible for analyzing investigative data to produce reports and trend analysis in support of the Department of Navy, including NCIS. Students assigned to this division will assist in preparing reports by analyzing data contained in the NCIS Case Information System (CIS), Records Information Management System (RIMS) and the Consolidated Law Enforcement Operations Center (CLEOC). The CIS database tracks productivity, trends, case resolutions, recoveries and subject/victim profile reports and is the central collection point for U.S. Navy and U.S. Marine Corps Incident/Complaint Reports and USN urinalysis results. Students would also assist in the review and organization of data on both long-term and short-notice requests to assist in case development, investigation, and prosecution. A working knowledge of the statistical tool SPSS is desirable.

NCIS COUNSEL’S OFFICE

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Law Criminal Justice Criminology
Political Science International Relations

DESCRIPTION: The position is located within the **NCIS Counsel’s Office of the NCISHQ Command and Staff Offices**. Intern will be responsible for review of the NCIS General Administration (GEN ADMIN) documents and policy GEN ADMINS from various NCIS departments to determine which ones have legal implications. Once applicable GEN ADMINS are identified, some topics may require legal research to modify or update the material. Some of the GEN ADMINS will be summarized for inclusion in a series of legal newsletters or “FAQ” publications for NCIS-wide distribution. In addition, the intern will ensure policy GEN ADMINS are incorporated in the NCIS Manuals. Intern may also conduct legal research relative to ongoing NCIS investigations.

PLANNING & EVALUATION DIRECTORATE

PREFERRED STUDENT STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Finance Business Administration
Management Science Public Administration

DESCRIPTION:

The position is located within the **Planning & Evaluation (P&E) Directorate of the NCISHQ Command and Staff Offices**. The P&E Department directs the strategic and program planning processes for the agency. Responsibilities may include, but are not limited to:

- Assist in the conduct of activities to assess and evaluate the effectiveness of agency programs and initiatives;
- Assist in monitoring and reporting on agency and program performance;
- Assist in projecting long term resource requirements;
- Assist in the conduct of special studies and special projects for “pilot” demonstration at selected field offices;
- Candidates must be proficient with Windows operating systems and should possess excellent data base management skills/proficiencies.

PSYCHOLOGICAL SERVICES UNIT

PREFERRED STUDENT STATUS: Undergraduate-Junior/Senior; Graduate-MA/PhD/PsyD

REQUIRED MAJOR: Psychology

DESCRIPTION: The **Psychological Services Unit (PSU)** consists of four staff psychologists who provide psychological consultation to a variety of NCIS investigations, operations, and employment issues. The PSU psychologists are a dynamic and operational ancillary component to the NCIS mission and are actively partnered with agents and analysts. **Qualified candidates must be able to work independently in a fast-paced and high-demand environment. Preference will be given to applicants with clinical/research experience in forensic mental health and law enforcement populations.** Opportunities for PSU interns vary, depending upon the consultation requests from the field, but will generally consist of observing, assisting and participating in the following:

- Psychological consultation with the NCIS Threat Management Unit (TMU), including assessment of violence risk for stalking, workplace violence, communicated threats, arson, sabotage, and other high-risk cases.
- Psychological consultation with the NCIS Family & Sexual Violence Branch, including assessment of domestic violence, sexual assaults, child molestations, sexual predators, and cyber sex crimes.
- Psychological consultation with the NCIS Protective Service Operations (PSO) department, including assessment of unsolicited communications to high profile individuals within the Department of the Navy (DoN) and consultation on PSO issues (e.g., executive vulnerability, assassination).
- Psychological consultation of a variety of issues relevant to NCIS investigations/operations (e.g., interviewing/interrogation, confession issues, effects of trauma/intoxication on memory recall, violence risk assessment).
- Consultation on behavioral issues relevant to research conducted by the NCIS Multiple Threat Alert Center (MTAC) Criminal Intelligence Unit (e.g., research on sexual assaults, domestic violence, homicide, suicide, etc.)
- Conduct PsycINFO, news article, and Internet research for a variety of topics (e.g., violent crime, terrorism, false/coerced confessions, memory recall, etc.).

TRAINING DEPARTMENT

**LOCAL ADDRESS &
POINT OF CONTACT:**

Naval Criminal Investigative Service
Federal Law Enforcement Training Center (FLETC)
Townhouse 388
Glynco, GA 31524

Ms. Julie McCollough, Training Specialist
(912) 280-5474 FAX: (912) 267-3004
E-mail: Jmccollo@ncis.navy.mil

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX: (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Freshman/Sophomore

PREFERRED MAJOR(S):

Business & Office Technology
Computer Information Technology
Business Administration
Administrative Sciences
Management
Criminal Justice
General Studies

DESCRIPTION: The position is located within the **Training Department (Code 10B) located at the Federal Law Enforcement Training Center (FLETC), Brunswick, GA.** The Training Department is primarily responsible for identifying, facilitating, scheduling, and providing training that allows the Special Agents and Professional/Administrative staff to effectively and efficiently perform their jobs. The Training Department locates training sources; develops, schedules, and funds a wide variety of training programs; and is responsible for all administrative functions supporting student training. **Candidates must be proficient with Windows operating systems and be familiar with Word, Excel, and PowerPoint. Experience using a variety of software applications and digital cameras is a plus.** Intern responsibilities may include, but are not limited to:

- Assist with class preparation (e.g., assist with student materials, pick-up and deliver training materials, classroom set-up, etc.).
- Take digital photographs of training scenarios, dignitaries, etc.
- Develop PowerPoint slideshows; video shows using digital media.
- Assist with the administration of Training (e.g., document preparation, filing, input into electronic databases, preparing briefing reports, etc.).
- Assist in various administrative functions (e.g., informing team members of scheduled meetings, tracking responses, preparing travel order requests, answering phones, etc.).
- Perform independent research, utilizing numerous open sources (e.g., Internet) to identify possible solutions and/or resources to meet identified specific program requirements.
- Candidates must be proficient with Windows operating systems and be familiar with Word, Excel, and PowerPoint. Experience with Access is a plus.

NCIS FIELD OFFICE ASSIGNMENTS



NCIS FIELD OFFICE CAROLINAS (CALE)
- GENERAL CRIMES UNIT -

LOCAL ADDRESS: NCIS Field Office Carolinas Camp Lejeune NC
 H-32 Julian C. Smith Drive
 Camp Lejeune, NC 28547-1603

NCISHQ CONTACT: Cheryl Marsh, NCIS Recruitment Program Manager
 (202) 433-9161 FAX: (202) 433-9164
 E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Criminal Justice Administration of Justice
 Forensic Science Political Science
 Economics Finance

DESCRIPTION: The position is located at the **NCIS Field Office Carolinas**. Position may include assignments in the Cold Case Squad, Special Operations Unit, and/or Economic Crimes Unit. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assume responsibility of crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Participate in investigative leads such as attending autopsies;
- Attend in-service training provided by the field office, including firearms familiarization.

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

COMPUTER INVESTIGATIONS & OPERATIONS (CIO) UNIT

- CANDIDATES MUST POSSESS A CURRENT SECRET SECURITY CLEARANCE -

LOCAL ADDRESS

Naval Criminal Investigative Service
Field Office Washington DC
1014 N Street SE, Suite 102
Washington Navy Yard, DC 20374-5008

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
[E-mail: cmarsh@ncis.navy.mil](mailto:cmarsh@ncis.navy.mil)

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Computer Science or related

DESCRIPTION:

The position is located at the **NCIS Washington DC Field Office, Computer Investigations and Operations (CIO) Unit**. Students assigned to the CIO will assist Special Agents in the following areas of responsibility:

- Infrastructure Protection for the Department of the Navy (DoN);
- Computer related aspects of criminal and counterintelligence investigations;
- Proactive and reactive operations;
- Analysis of system's usage and intrusion logs;
- Hacker investigations;
- Documentation of systems and procedures;
- Trouble Shoot networks, systems and individual PCs;
- Vulnerability assessments;
- Analytical and statistical research.

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

-ECONOMIC CRIMES UNIT –

LOCAL ADDRESS

Naval Criminal Investigative Service
Field Office Washington DC
1014 N Street SE, Suite 102
Washington Navy Yard, DC 20374-5008

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Business Criminal Justice Economics
Finance Computer Science

DESCRIPTION:

The position is located at the **NCIS Washington DC Field Office, Economic Crimes Unit**. Responsibilities may include, but are not limited to:

- Analysis of contract/financial documentation;
- Contract reviews;
- Link analysis;
- Trial preparation of material for civil litigation;
- Internet inquiries;
- Database preparation/input;
- Major case organization;
- Participate in all NCISHQ/NCISFO Washington DC intern events including various mission briefs, MTAC tour, autopsy, and firearms familiarization.

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS

Naval Criminal Investigative Service
1014 N Street SE, Suite 102
Washington Navy Yard, DC 20374-5008

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
[E-mail: cmarsh@ncis.navy.mil](mailto:cmarsh@ncis.navy.mil)

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Administration of Justice
Forensic Sciences	Political Science

DESCRIPTION: The position is located at the **NCIS Washington DC Field Office, General Crimes Unit**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Development and maintenance of a database to track all aspects of the NCIS Field Office Washington DC Agent Applicant Program;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCWA;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISHQ/NCISFO Washington DC intern events including various mission briefs, MTAC tour, autopsy, and firearms familiarization.

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

- NCIS RESIDENT AGENCY ANNAPOLIS MD (DCAN) -

LOCAL ADDRESS

**Naval Criminal Investigative Service
Resident Agency Annapolis MD
181 Wainwright Road, Halligan Hall (3rd floor)
US Naval Academy
Annapolis, MD 21402-5014**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Resident Agency Annapolis, MD**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Develop, implement and maintain a database of relevant operational issues involving educational briefings, detection and interdiction of Rave/Club drug narcotic activity within the Navy Commands and local areas within NCISRA Annapolis's area of responsibility (AOR);
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCAN;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISHQ/NCISFO Washington DC intern events including various mission briefs, MTAC tour, autopsy, and firearms familiarization.

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

- NCIS RESIDENT AGENCY QUANTICO VA (DCQV) -

LOCAL ADDRESS

**Naval Criminal Investigative Service
Resident Agency Quantico VA
P.O. Box 1863
Range Road, Marine Corps Base
Quantico, VA 22134-0863**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Resident Agency Quantico, VA**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCQV;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISHQ/NCISFO Washington DC intern events including various mission briefs, MTAC tour, autopsy, and firearms familiarization.

NCIS FIELD OFFICE EUROPE (EUNA)

- GENERAL CRIMES DEPARTMENT -

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS

Naval Criminal Investigative Service
 European Field Office Naples, Italy
 Admin II, Suite 1005
 Viale Fulco Ruffo di Calabria
 Aeroporto di Capodichino
 80144 Napoli

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
 (202) 433-9161 FAX (202) 433-9164
 E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Administration of Justice
Forensic Sciences	Political Science
Behavioral Sciences	Foreign Language(s)

DESCRIPTION:

The position is located at the **NCIS Europe Field Office, Naples, Italy, General Crimes Department**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Review, on a daily basis, all journal entries that are written by NSA Security and extrapolate all pertinent information for inclusion into the EUNA Criminal Threat Assessment;
- Assist in preparation and presentation of various command briefs provided by EUNA;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISFO Naples intern events including carrier tour, autopsy, firearms familiarization;
- Accompany NCISFO personnel in the support of ship port visits;
- Filing, copying, mailing and hand carrying NCIS Reports to local command representatives;
- Establish and maintain minor property inventory accounts;
- Conduct DRMO delivery, pickup and accounting;
- Participate in briefings and training programs of local commands regarding Domestic Violence Unit (DVU) issues.

NCIS FIELD OFFICE FAR EAST YOKOSUKA (FEYK)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: **NCIS Field Office Far East Yokosuka
Training and Administration Building 1997
Yokosuka Navy Base Japan**

NCISHQ CONTACT: Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Political Science
International Studies Behavioral Sciences

DESCRIPTION: The position is located at the **NCIS Field Office (NCISFO), Yokosuka, Japan (FEYK)**. Responsibilities may include, but are not limited to:

- Research cooperating witness programs, initiative operations programs, Japanese Status of Forces Agreement (SOFA) and constitutional issues to create a “rule of thumb” guide for conducting operational activity in Japan;
- Review pending death investigations for compliance with Criminal Plan objectives prior to referral to the Death Review Board (DRB);
- Review pending investigations to determine suitability for referral to the NCIS Threat Management Unit (TMU);
- Attend and become capable of assisting in conducting child pornography awareness and prevention briefings to serviced commands;
- Serve as an assistant to the Major Crime Scene Response Team (MCRT) leader; become familiar with and ensure necessary equipment, literature, forms and other materials are maintained at the ready for a call-out. Attend call-outs as appropriate;
- Assist in scheduling, planning and administering MCRT training. Document training;
- Serve as an assistant to the Domestic Violence Unit (DVU) coordinator; assist in providing training and pre-coordinate DVU responses with members of the Commander Fleet Activity Yokosuka (CFAY).

NCIS RESIDENT AGENCY MARIANAS, GUAM (FEMI)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Marianas
Building 2, Second Floor
Naval Support Activity
Santa Rita, Guam 96915

NCISHQ CONTACT: Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Political Science
International Relations Administration of Justice

DESCRIPTION:

The position is located at the **NCIS Resident Agency (NCISRA) Marianas, Guam**. Responsibilities include the following:

- Assist in the input, maintenance, and analysis of information related to an antiterrorism and force protection (AF/FP) database locally established and administered by NCISRA Marianas;
- Conduct daily reviews of base police blotter entries to identify crime trends and areas for potential proactive enforcement operations;
- Assist in the preparation of historical case files for archiving;
- Assist in various administrative functions;
- Assist in the tracking and maintenance of NCISRA Marianas monthly case metrics;
- Assist in the presentation of command briefings related to general criminal and counter-terrorism awareness;
- Organize the office technical equipment locker, to include establishment of an inventory system to track stocks of expendable crime scene equipment;
- Research and draft media related articles to promote NCIS within the local community;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Attend autopsies with case (agent(s) on NCISRA Marianas controlled death investigations.

NCIS RESIDENT AGENCY OKINAWA (FEOK)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Okinawa
Building 5699
Camp Foster, Okinawa, Japan

NCISHQ CONTACT: Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Criminal Justice
Behavioral Science Administration of Justice

DESCRIPTION: The position is located at the **NCIS Resident Agency (NCISRA) Okinawa, Japan**. Students assigned to this position will:

- Be provided instruction, practice and observation on the investigative process, including, but not limited to: investigative planning, basic crime scene processing skills (i.e., photography, fingerprinting, impression evidence and casting), report preparation and submission, force protection operations, and Defense Security Service (DSS) security background investigations. The student intern will also participate in ongoing research and/or initiative projects.
- Attain a working knowledge of the following computer programs related to crime scenes:
 - 1) 3-D Eyewitness crime scene sketching program
 - 2) Poser 3 diagramming of a body (death scene or assault)
 - 3) Faces (composites of faces for identification purposes);
- Conduct literature searches and other research on forensic related topics and current criminal trend analysis;
- Conduct an inventory of FEOK crime scene supplies;
- Attend (for observation purposes) Major Crime Scene Response Team (MCRT) call-outs as appropriate;
- Attend (for observation purposes) Post Mortem examinations and when appropriate forensic sexual assault examinations;
- Participate in any other instructional opportunities as may be identified during intern assignment to NCISRA Okinawa.

NCIS CENTRAL FIELD OFFICE (GCPF)

COMPUTER INVESTIGATIONS & OPERATIONS (CIO) UNIT

Qualified Candidates must possess a current SECRET security clearance.

LOCAL ADDRESS

**Naval Criminal Investigative Service
Central Field Office
341 Saufley Street
Pensacola, FL 32508**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Computer Science or related

DESCRIPTION: The position is located at the **NCIS Central Field Office, Pensacola FL, Computer Investigations and Operations (CIO) Unit**. Students assigned to the CIO will assist Special Agents in the following areas of responsibility:

- Infrastructure Protection for the Department of the Navy (DON);
- Computer related aspects of criminal and counterintelligence investigations;
- Proactive and reactive operations;
- Analysis of system's usage and intrusion logs;
- Hacker investigations;
- Documentation of systems and procedures;
- Trouble Shoot networks, systems and individual PCs;
- Vulnerability assessments;
- Analytical and statistical research.

NCIS FIELD OFFICE HAWAII (HIHN)

- FIELD OFFICE SUPPORT OFFICE -

NEW POSITION

LOCAL ADDRESS: NCIS Field Office Hawaii
449 South Avenue
Pearl Harbor, HI 96860-4988

LOCAL Point of Contact: Linda D. Beadle, Field Office Support Officer
(808) 474-1218 x238 FAX (808) 474-1210
mailto: Lbeadle@ncis.navy.mil

NCISHQ CONTACT: Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS: **Freshman/Sophomore**/Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Business Administration Business Management
Business & Office Technologies
Administrative Sciences Criminal Justice
General Studies

DESCRIPTION:

The position is located at the **NCIS Field Office (NCISFO) Hawaii, Office of the Field Office Support Officer (FOSO)**. The FOSO serves as the Administrative Officer for the Field Office with responsibility for management oversight and direction of administrative and technical functions that support the *operational and investigative mission* of the field office and subordinate offices. FOSO responsibilities include interpreting administrative policies/procedures, developing and implementing local policies/procedures in accordance with guidance received from NCIS Headquarters subject matter experts, defining administrative requirements, applying new policies, providing advice on requirements, maintaining administrative systems and preparing administrative paperwork. Qualified intern candidates will possess excellent communication, interpersonal, organizational, research and analytical skills. Intern responsibilities will include, but are not limited to:

- Assist in maintaining PARIS database for Field Office;
- Develop, implement and maintain Field Office government vehicle database;
- Establish and maintain Field Office supply inventory and tracking;
- Assist in tracking and maintenance of Field Office monthly case metrics;
- Assist in various administrative functions.

NCIS FIELD OFFICE HAWAII (HIHN)

- GENERAL CRIMES DIVISION -

LOCAL ADDRESS

**NCIS Field Office Hawaii
449 South Avenue
Pearl Harbor, HI 96860-4988**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Administration of Justice
Forensic Sciences	Political Science
Economics	Finance

DESCRIPTION: The position is located at the **NCIS Hawaii Field Office**. Position may include assignments in the Cold Case Squad, Special Victims Unit, Economic Crimes Unit, and/or Initiative Operations Squad. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assume responsibility of crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Participate in investigative leads such as attending autopsies;
- Attend in-service training provided by the field office, including firearms familiarization.

NCIS FIELD OFFICE SOUTHEAST MAYPORT FL (MPMP)

- GENERAL CRIMES OFFICE -

LOCAL ADDRESS

**Naval Criminal Investigative Service
Field Office Mayport FL
Building 299, Naval Station Mayport
Mayport, FL 32228**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Field Office (NCISFO) Mayport FL, General Crimes Office**. Responsibilities will include the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in obtaining local police reports of relevant incidents;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the preparation and presentation of various command briefs;
- Participate in liaison events with local law enforcement.

NCIS RESIDENT AGENCY JACKSONVILLE FL (MPJX)

- GENERAL CRIMES OFFICE –

LOCAL ADDRESS

**Naval Criminal Investigative Service
Resident Agency Jacksonville FL
Building 8
NAS Jacksonville, FL 32212**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Administration of Justice
Forensic Sciences	Political Science
Economics	Finance

DESCRIPTION:

The position is located at the **NCIS Resident Agency (NCISRA) Jacksonville FL, General Crimes Office**. Student interns will be provided an overview of all areas of the NCIS investigative and operational mission to include: Criminal investigations/operations, the Domestic Violence Unit (DVU), the Cold Case Squad, Force Protection operations and Fraud investigations. Responsibilities will include the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Assist in obtaining local police reports of relevant incidents;
- Assist in the development of training and conferences related to the criminal investigative arena;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the development of and participate in NCIS training programs;
- Participate in the review of Domestic Violence Unit cases for presentation to the DVU Steering Committee;
- Participate in liaison events with local law enforcement.

NCIS RESIDENT AGENCY KINGS BAY GA (MPKB)

- GENERAL CRIMES OFFICE -

LOCAL ADDRESS

Naval Criminal Investigative Service
Resident Agency Kings Bay GA
1350 Sunbird Avenue
Kings Bay, GA 31547-2526

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION:

The position is located at the **NCIS Resident Agency (NCISRA) Kings Bay GA, General Crimes Office**. Responsibilities will include, but are not limited to, the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Assist in obtaining local police reports of relevant incidents;
- Assist in the development of training and conferences related to the criminal investigative arena;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the development of and participate in NCIS training programs;
- Participate in liaison events with local law enforcement.

NCIS RESIDENT AGENCY YUMA AZ (MWYU)

LOCAL ADDRESS

NCIS Resident Agency Yuma AZ
Building 916, Marine Corps Air Station
Yuma, AZ 85369-9124

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX: (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Administration of Justice
Political Science	Forensic Sciences

DESCRIPTION: The position is located at the **NCIS Resident Agency Yuma AZ (MWYU)**. Responsibilities may include the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Provide a comprehensive review of outstanding and closed death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Develop, implement and maintain a database relevant to domestic violence incidents affecting the Marine Corps Air Station (MCAS), Yuma, AZ;
- Research and draft media-related articles to promote NCIS within the local community; assist in the preparation and presentation of various command briefs provided by MWYU;
- Develop innovative ideas and procedures to foster and enhance MWYU's position with outlying installations such as NAF El Centro, CA and Yuma Proving Grounds;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Assist in the development and implementation of an aggressive Special Agent recruitment program;
- Participate in liaison events with local law enforcement.

NCIS FIELD OFFICE NORTHEAST (NENP)

- COLD CASE HOMICIDE UNIT -

LOCAL ADDRESS

**NCIS Field Office Northeast Newport RI
344 Meyerkord Avenue #3
NAVSTA Newport
Newport, RI 02841-1607**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Forensic Sciences Psychology
Criminal Justice Behavioral Sciences

DESCRIPTION:

The position is located within the **NCIS Field Office Newport RI, Cold Case Homicide Unit**. NCIS has developed a comprehensive methodology that focuses on the passage of time, changes in personal relationships, and technological improvements as criteria to apply to the investigation of previously unresolved homicides. Interns assigned to this unit will participate in the review of active case files, extract pertinent information relative to solvability factors and prepare detailed time-lines illustrating sequence of events. Interns will prepare written case fact sheets and oral case summaries to articulate their case findings. Interns may have the opportunity to shadow agents in fieldwork activity.

NCIS FIELD OFFICE NORTHEAST (NENP)

- COMPUTER INVESTIGATIONS & OPERATIONS (CIO) -

LOCAL ADDRESS

NCIS Field Office Northeast Newport RI
344 Meyerkord Avenue #3
NAVSTA Newport
Newport, RI 02841-1607

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Computer Sciences, Computer Engineering

DESCRIPTION: The position is located within the **Computer Investigations and Operations (CIO) Department** of the NCIS Field Office Northeast Newport RI. The primary focus of this department is information infrastructure protection for the Department of the Navy and investigating crimes involving digital evidence. The CIO supports computer related aspects of criminal and counterintelligence investigations and operations. Candidates should have a solid background in computer programming in a high-level language (C, HTML Java, or C++), various computer operating systems (WindowsX, Unix/Linux, DOS, MacOS), the ability to work individually, and knowledge of the field of Computer/Network Forensics. Depending on the candidate's interests and/or abilities, s/he may be asked to perform or assist in:

- Install, test, and implement various Windows and DOS based computer forensic software tools;
- Perform internet traces;
- Analysis of systems usage and intrusion logs;
- Trouble shoot systems (Unix/Linux, WindowsX);
- Documentation of systems and procedures;
- Perform original computer programming, web development, and scripting;
- Generate computer forensics reports;
- Participate in the planning stage leading up to the execution of search warrants;
- Observe interviews conducted to gather evidence in criminal investigations;
- Produce/update PowerPoint presentations designed to provide training to first responders to electronic crime scenes, system administration personnel, and computer users;
- Research, update, and document proper forensically sound seizure procedures for various operating systems.

**COMPUTER INVESTIGATIONS AND OPERATIONS
DEPARTMENT**

INTRUSION RESPONSE GROUP – NORFOLK (NFNF)

*** CANDIDATES MUST POSSESS CURRENT SECRET CLEARANCE ***

LOCAL ADDRESS

**Navy Computer Incident Response Team
Fleet Information Warfare Center
Naval Amphibious Base
Norfolk, VA**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX: (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Computer Science
WINDOWS & UNIX SKILLS are highly desired.

DESCRIPTION:

This position is located within the **Navy Computer Incident Response Team at the Fleet Information Warfare Center, Naval Amphibious Base, Norfolk VA.** The Intrusion Response Group, co-located with the NAVCIRT, is tasked with 24 X 7 response to intrusions and related events targeting the Department of the Navy Information Infrastructure. Students assigned to the Intrusion Response Group will assist Special Agents and NAVCIRT personnel in the following:

- Standing watch;
- Assisting in vulnerability assessments;
- Compiling statistics;
- Working a computer laboratory environment on “hacker “ tools, virus codes, and related software issues.

NCIS FIELD OFFICE NORFOLK VA (NFNF)

NCIS RESIDENT AGENCY LITTLE CREEK, VA (NFLC)

- DOMESTIC VIOLENCE UNIT -

LOCAL ADDRESS

**Naval Criminal Investigative Service Resident Unit
Naval Amphibious Base Little Creek
1430 Helicopter Road, Suite 210
Norfolk, VA 23521-2929**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX: (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Behavioral Sciences
Forensic Science	Women's Studies
Psychology	Sociology
Political Science	

DESCRIPTION:

This position is located within the **NCIS Field Office Norfolk VA (NFNF), Domestic Violence (DVU)**. Responsibilities may include, but are not limited to:

- Participate in the review of active case files;
- Assist in the maintenance and continued development of a DVU database;
- Liaison with area task forces, victim shelters, and local police department DVU's to promote the NCIS DVU mission;
- Research and draft media-related articles to promote NCIS within the local community;
- Observe interviews conducted by Special Agent personnel;
- Utilize the Internet and other resources to conduct research related to sex crimes and family violence.

NCIS FIELD OFFICE NORFOLK VA (NFNF)

- GENERAL CRIMES DEPARTMENT -

LOCAL ADDRESS & POINT OF CONTACT:

Naval Criminal Investigative Service
Field Office Norfolk, VA
1329 Bellinger Boulevard
Norfolk, VA 23571

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX: (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Administration of Justice
Forensic Sciences	Political Science
Behavioral Sciences	Foreign Language(s)
Economics	Finance

DESCRIPTION: The position is located at the **Naval Criminal Investigative Service Field Office (NCISFO) Norfolk VA, General Crimes Office**. Student interns will be provided an overview of all areas of the NCIS investigative and operational mission to include: Criminal investigations/operations, the Domestic Violence Unit (DVU), the Cold Case Squad, Force Protection operations and Fraud investigations. Responsibilities will include the following:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by NFNF;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Accompany NCISFO personnel in support of ship port visits;
- Filing, copying, mailing and hand carrying NCIS reports to local command representatives;
- Establish and maintain minor inventory accounts;
- Assist in the preparation, documentation and dissemination of final investigative products;
- Participate in liaison events with local law enforcement;
- Assist in coordinating local college recruitment visits;
- Serve as the primary liaison point of contact between outer office and U-40 criminal squad via courier;
- Assist the NCISFO staff in various administrative/professional areas when time permits.

NCIS FIELD OFFICE NORFOLK VA (NFNF)

- SPECIAL OPERATIONS UNIT -

NEW POSITION

**LOCAL ADDRESS &
POINT OF CONTACT:**

Naval Criminal Investigative Service
Field Office Norfolk, VA
1329 Bellinger Boulevard
Norfolk, VA 23571

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX: (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Computer Science	Criminal Justice
Political Science	Administration of Justice

DESCRIPTION: The position is located at the **Naval Criminal Investigative Service Field Office (NCISFO) Norfolk VA, Special Operations Unit**. Candidates should possess excellent computer skills and have either a background in programming or extensive database management experience. Expertise with Microsoft Access is required, including the ability to build queries/reports/forms and knowledge regarding how relational databases work. Intern responsibilities will include, but are not limited to:

- Maintaining the Criminal Intelligence Program for the Unit (e.g., data entry, building reports/queries/forms, etc.);
- Reviewing urinalysis de-briefings and entering information into database;
- Assisting with maintaining Undercover Operations vehicles;
- Establish and maintain inventory of surveillance equipment; assist in determining needs of the Unit for surveillance equipment (wires, cameras, etc.).
- Participate in liaison events with local law enforcement;
- Assist the NCISFO staff in various administrative/professional areas when time permits.

NCIS FIELD OFFICE NORTHWEST (NWBG)
NCIS RESIDENT AGENCY BREMERTON WA (NWBR)

- SPECIAL ASSAULT UNIT -

LOCAL ADDRESS Naval Criminal Investigative Service Resident Agency
Puget Sound Naval Shipyard
2240 Decatur Avenue – Building 506
Bremerton, WA 98314-5255

NCISHQ CONTACT: Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS: Junior/Senior/Graduate Student

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

DESCRIPTION:

The position is located within the **NCIS Resident Agency Bremerton, WA (NWBR), Special Assault Unit (SAU)**. Responsibilities may include, but are not limited to:

- Participate in the review of active case files;
- Assist in the maintenance and continued development of a SAU database;
- Liaison with area task forces, victim shelters and local police department SAU’s to promote the NCIS Domestic Violence mission;
- Research and draft media-related articles to promote the NCIS within the local community;
- Observe interviews conducted by Special Agent personnel;
- Utilize the Internet and other resources to conduct research related to sex crimes and family violence.

NCIS FIELD OFFICE NORTHWEST (NWBG)

NCIS RESIDENT AGENCY WHIDBEY ISLAND (NWWH)

- COLD CASE HOMICIDE UNIT -

**LOCAL ADDRESS &
POINT OF CONTACT:**

Naval Criminal Investigative Service Resident Agency
Naval Air Station – Whidbey Island
975 West Forrestral Street – Building 220
Oak Harbor, WA 23521-2929

NCIS HQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Forensic Sciences Psychology
Criminal Justice Behavioral Sciences

DESCRIPTION:

The position is located within the **NCIS Field Office Northwest (NWBG), Cold Case Homicide Unit**. The Cold Case Homicide Unit’s office is located at the **Naval Air Station Whidbey Island, Oak Harbor, WA**.

NCIS has developed a comprehensive methodology that focuses on the passage of time, changes in personal relationships, and technological improvements as criteria to apply to the investigation of previously unresolved homicides. Interns assigned to this unit will participate in the review of active case files, extract pertinent information relative to solvability factors and prepare detailed time-lines illustrating sequence of events. Interns will prepare written case fact sheets and oral case summaries to articulate their case findings. Interns may have the opportunity to shadow agents in fieldwork activity.

NCIS FIELD OFFICE SOUTHWEST SAN DIEGO CA (SWND)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS

**NCIS Field Office Southwest San Diego CA
Box 368130
3405 Welles St., Ste 1
San Diego, CA 92136-5050**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX: (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice	Administration of Justice
Forensic Sciences	Political Science
Behavioral Sciences	Psychology

DESCRIPTION:

The position is located at the **NCIS Field Office Southwest, San Diego CA (SWND)**. Responsibilities may include the following:

- Assist in obtaining local police reports of relevant incidents;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Develop, implement and maintain a database of relevant operational issues involving educational briefings, detection and interdiction of Rave/Club drug narcotic activity within the Navy Commands and local areas with NCISFO San Diego’s area of responsibility (AOR);
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.

NCIS FIELD OFFICE SOUTHWEST SAN DIEGO CA (SWND)

- ECONOMIC CRIMES UNIT –

LOCAL ADDRESS

**NCIS Field Office Southwest San Diego CA
Box 368130
3405 Welles St., Ste 1
San Diego, CA 92136-5050**

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX: (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice Accounting
Economics Business Administration

DESCRIPTION:

The position is located at the **NCIS Field Office Southwest, San Diego CA (SDND)**.
Responsibilities may include the following:

- Assist in the review, collation, analysis, indexing of seized documents in major economic crimes investigations;
- Design or update computer data bases used for indexing and collation of seized documents;
- Conduct relational analysis of seized data using computer data base models;
- Prepare summary reports of data;
- Develop a strategy to present data in an understandable format;
- Assist in the preparation and presentation of various briefs provided to the Assistant US Attorney;
- Develop innovative ideas and procedures to analyze and present the volumes of data pertinent to major procurement fraud or economic crime cases.

NCIS RESIDENT AGENCY PORT HUENEME (SWPH)

LOCAL ADDRESS

Naval Criminal Investigative Service
Resident Agency Port Hueneme CA
4111 San Pedro Street, 2nd Floor East
Port Hueneme, CA 93043-4372

NCISHQ CONTACT:

Cheryl Marsh, NCIS Recruitment Program Manager
(202) 433-9161 FAX (202) 433-9164
E-mail: cmarsh@ncis.navy.mil

PREFERRED STATUS:

Junior/Senior/Graduate Student

PREFERRED MAJOR (S):

Criminal Justice Forensic Sciences Psychology
Political Science Behavioral Sciences

DESCRIPTION: Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Provide a comprehensive review of outstanding and closed death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community; assist in the preparation and presentation of various command briefs provided by SWPH;
- Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Develop trend analysis for criminal activities within the field office area of responsibility (AOR);
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Participate in liaison events with local law enforcement.