AGENCY NAME: United States Naval Criminal Investigative Service (NCIS)

ADDRESS: 821 San Carlos, Building 3813

CITY: Pensacola        STATE: FL        ZIP: 32508

Office Hours: Monday-Friday 0730-1600

**Purpose or goal of agency:**
The mission of the Naval Criminal Investigative Service (NCIS) is to investigate felony violations of criminal law, detect, deter and defeat terrorist and foreign intelligence threats to the United States Navy and Marine Corps. NCIS employs roughly 2,400 personnel, some 1,200 of whom are credentialed U.S. federal law enforcement officers employed as Special Agents. The agency is unique among U.S. military criminal investigative organizations in that it is civilian and is headed by a civilian Senior Executive law enforcement professional who reports directly to the Secretary of the Navy. NCIS Special Agents are trained at the Federal Law Enforcement Training Center in Brunswick, Georgia along with a host of other U.S law enforcement agencies.

NCIS today operates from over 150 locations, including offices in 43 foreign nations. Given the organization’s worldwide forward presence, NCIS is often the first federal law enforcement agency on the scene when U.S. interests overseas are affected. In addition to serving at major naval commands around the world, NCIS Special Agents act as the primary and senior law enforcement official aboard all U.S. Navy aircraft carriers and with amphibious task forces worldwide. NCIS agents routinely conduct advances before the arrival of U.S. Navy ships visit non-Navy ports, working with domestic and foreign law enforcement counterparts to identify and mitigate threats to U.S. assets. NCIS also conducts numerous other missions across the Globe, one of which is personal protection details for senior Department of Navy officials such as the Secretary of the Navy and the Commandant of the U.S. Marine Corps.

**Intern duties:**
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 Panel (DRP) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Filing, copying, mailing and hand carrying NCIS Reports to local command representatives;
Assist in preparation and presentation of various command briefs provided by CNPF;
Assume responsibility for all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
Assist with monthly vehicle inspections and assure proper functionality and maintenance;
Participate in liaison events with local law enforcement;
Participate in firearms familiarization during quarterly firearms qualification evolutions;

**Description of what a student would learn from this placement:**
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, economic crimes, strategic planning, personnel services and operations, criminal intelligence, and forensic sciences. This placement would enable the student to view the workings of Federal, State, and Military criminal justice systems and how they operate on a day to day basis.

**Agency Website:**
www.ncis.navy.mil