

MILPERSMAN 1300-996

ASSIGNMENT TO NAVAL CRIMINAL INVESTIGATIVE SERVICE

Responsible Office	NAVPERSCOM (PERS-405)	Phone:	DSN COM	882-4870 (901) 874-4870
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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References	(a) OPNAVINST 6110.1J (b) SECNAV M-5510.30 of Jun 2006 (c) NAVPERS 15665, Navy Uniform Regulations (d) OPNAVINST 3591.1F
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1. Background

a. Naval Criminal Investigative Service (NCIS) Headquarters Washington, DC is the echelon 2 command fulfilling the criminal investigative, counterintelligence, combating terrorism and protective service missions for the Secretary of the Navy and the U.S. Navy and Marine Corps (afloat, ashore and in cyberspace).

b. Personnel assigned to NCIS offices are Active and Reserve Component, civil service employees and contractors. Assigned personnel are expected to adhere to strict standards that will not jeopardize their security clearances or impugn their integrity in any manner. Military members must be able to work in a diverse and large organization while largely operating independently.

c. Personnel assigned will have ample opportunity to pursue personal and professional growth. There are many intangible rewards in being assigned to the Navy's premier law enforcement agency. Members who are looking for a challenging and extremely rewarding assignment are encouraged to apply.

d. Location. Billets are located at NCIS offices worldwide.

e. **Authorization to Apply.** First tour Sailors (officer and enlisted) are not authorized to apply due to the nature of the assignment and requirement to operate independently.

f. **Weapons.** Master-at-arms serving in Navy enlisted classification (NEC) P02A - investigator and NEC P09A - protective service billets must maintain qualification in various assigned weapons.

g. The following Navy occupational specialties are currently eligible for assignment (i.e., subject to additions and deletions):

Enlisted
builder (Seabee ratings)
construction electrician
cryptologic technician (linguist)
cryptologic technician (networks)
gunner's mate
intelligence specialist
information systems technician
legalman
logistics specialist
master-at-arms
mass communications specialist
Navy counselor
personnel specialist
utilitiesman
yeoman
Officer
unrestricted line officer (1050-coded billets)
120x special duty officer (human resources)
181x special duty officer (cryptologic warfare)
183x special duty officer (intelligence)
250x Judge Advocate Generals Corps
64xx, 681x, 683x limited duty officer
74xx, 783x chief warrant officer

2. **All Officer and Enlisted Personnel Applying for NCIS Duty**

a. To qualify for assignment to NCIS, applicants must:

- (1) Be in or selected for pay grade E-5 and above,

(2) Complete an NCIS background investigation. NCIS Military Program Manager will provide selected members, who are identified as applicants, with all applicable forms,

(3) Complete NCIS 2M (military) screening with a favorable adjudication prior to execution of orders,

(4) Have passed the last two most recent physical fitness assessments (PFA), per reference (a), with a minimum overall score of "Good," no failures within the past 3 years (waiverable). Complete and pass a PFA with no waivers before the application, if completing a period of limited duty,

(5) Be a U.S. citizen and possess, at a minimum, a secret clearance (non-waiverable). Some billets require the member to hold a current single scope background investigation (SSBI) for top secret (TS) and sensitive compartmented information (SCI) access prior to transfer per reference (b),

(6) Have no alcohol-related incidents, nonjudicial punishment, courts-martial or civil convictions (excluding minor traffic violations) within the past 48 months (non-waiverable),

(7) Qualify for and maintain eligibility for a Government travel charge card (GTCC). Loss of eligibility for a GTCC may result in disqualification and subsequent reassignment from NCIS,

(8) Not previously been assigned to NCIS and subsequently disqualified, regardless of length of time since previous duty; waivers will not be considered,

(9) Have tattoos within standards, see reference (c),

Note: All waivers must be sent to Director, Navy Criminal Investigative Service (DIRNAVCRIMINSERV QUANTICO VA). Use message format contained in [MILPERSMAN 1306-900](#), exhibit 2 (as applicable). Waiver requests must contain full justification and rationale for consideration. Waiver requests for tattoos must also include pictures of the member in the Navy service uniform and business casual attire displaying tattoos, along with close up photos of each visible tattoo. Photos will be sent via e-mail to: ncisomsadmin@NCIS.NAVY.MIL.

(10) Have a strong command of the English language (oral and written), and

(11) Have received a minimum of 3.0 on all performance traits and a recommendation for retention on the last three regular performance evaluations.

Note: A member may be descreened from NCIS assignment at any time, even after orders have been executed. If descreened, member will be removed from the billet and made available for assignment via the detailing process.

b. Pay grade substitutions are not authorized for this program without NCIS, Office of Military Support (01AM) approval.

c. Required obligated service is 36 months, with the exception of Bahrain duty.

3. Specific Requirements for Personnel Desiring Assignment to NEC P02A and NEC P09A Billets. Personnel:

- a. must possess a valid driver's license (non-waiverable),
- b. must have qualified as sharpshooter or above, per reference (d), on their last two Navy handgun qualification courses,
- c. loss of NEC P02A status will result in disqualification and subsequent reassignment from NCIS,
- d. must pass a panel review conducted by NCIS within 9-12 months of projected rotation to NCIS,
- e. must have normal hearing, vision (correctable to 20/20) and color and depth perception,
- f. loss of NEC P09A will result in disqualification and subsequent reassignment from NCIS,
- g. must present a clean, fit and well-groomed appearance while in uniform or business casual attire (e.g., slacks and polo shirt),
- h. must hold a current SSBI or initiate an SSBI for TS and SCI access prior to transfer, per reference (b),

i. must have passed last two PFAs with an overall minimum score of "Excellent" with no waivers of any events and

j. must have received a promotion recommendation of must promote or higher on last two regular evaluations (waiverable).

4. Specific Requirements for Personnel Desiring Assignment to NEC K13A Navy Tactical Counter-Intelligence (CI) and Human Intelligence (HUMINT) Specialist Billets. Personnel must:

a. hold a current SSBI for TS and SCI access prior to transfer,

b. be a graduate of the Marine Air Ground Task Force, CI/HUMINT School,

c. be enlisted information warfare specialist qualified prior to screening (waiverable),

d. have completed one successful operational tour as a CI/HUMINT specialist,

e. possess a valid driver's license (non-waiverable),

f. maintain a "Good" or higher on past four physical readiness tests,

g. possess GTCC (loss of eligibility for GTCC will result in disqualification and subsequent reassignment from NCIS),

h. be willing to submit to a CI polygraph examination,

i. pass a panel interview conducted jointly with NCIS and Naval Intelligence Activity within 9 months of projected rotation to NCIS. Individuals selected for a CI specialist billet must demonstrate an aptitude to successfully work in complex and challenging operational environments, exercising sound judgment. Interview may be conducted at the NCIS field office closest to the candidate or via video teleconference if the candidate is not located in the National Capital Region.

Note: Those individuals selected for a CI specialist billet with NCIS will receive advanced CI training at the Joint Counterintelligence Training Academy.

5. Specific Requirements for Personnel Desiring Assignment to Enlisted Information Warfare Community Billets. Personnel must:

- a. have qualified as an information warfare specialist prior to assignment and
- b. hold a current SSBI for TS and SCI access prior to transfer.