

DoD SkillBridge Internship
Army Career Skills Program (CSP)
Acquisition Program Analyst (GS-12/13)
U.S. Customs and Border Protection (CBP)
Location: Washington, D.C.

IMPORTANT NOTE

This opportunity is **ONLY** open to DoD SkillBridge and Army CSP interns who are **AT LEAST 11 MONTHS AWAY** from separation.

REQUIRED BASIC SKILLSET

Acquisition Program Analyst located within the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), Enterprise Services (ES), in the Acquisition Portfolio Management Directorate. The Program Analyst advises management on a wide range of qualitative and quantitative methods to assess planning, evaluating, reviewing, and prioritizing financial resources associated with assigned acquisition programs.

The primary purpose of the position is to serve as a program analyst in the Acquisition Portfolio Management Directorate performing a variety of planning and programming related functions to include the following: advising acquisition decision makers on budget methodology and control; performance measurement; information systems; management techniques and theories; organizational structure; appropriation laws; policies and directives required for successful program planning and execution.

Conducts quantitative and qualitative analysis of the acquisition program's requirements, making changes in out-year planning to meet adjusted program milestones. Consults with program managers to develop out-year planning acquisition documentation to ensure program requirements and schedules are met. Reviews and assists in preparing all program acquisition documentation. Develops multi-year plans in support of the Resources Allocation Plan (RAP)/Procurement Request decisions. Anticipates and identifies issues and their program implications, and recommends adjustments or corrective actions based on acquisition phase and learned best practices.

Responsible for implementing, coordinating, and oversight of planning and programming, budgeting and accountability (PPBA) to ensure proper planning and programming processes are implemented in the acquisition program. Analyzes and advises management on financial management laws, governing policies, guidelines, rules, regulations, and precedents to provide advisory services to management. Keeps management informed of inconsistencies in work processes and discusses, explains, and presents analytical findings and data in support of recommendations to management officials.

Researches and conducts analyses of Federal Appropriations Laws, Federal Acquisition Regulations, OMB Circulars, DHS and CBP specific policies, and

other policies and guidance pertaining to international and domestic resource management as it relates to federal budgetary and financial work processes, functions, costs, and systems applicable for reporting or sharing information. Utilizes automated enterprise resource planning (ERP) tools to query, report on, and update the Future Year Homeland Security Plan (FYHSP) for acquisition program out year planning.

Recommends and advises management on policies and directives in assigned areas of responsibilities related to: budget trend analyses, and acquisition program forecasting functions. Identifies potential applicability and effect of new or proposed legislation, executive orders, DHS directives, and other agency decisions on acquisition programs, requirements, including developing reclamation to proposed adjustments and assisting program manager with developing business case analysis. Prepares comments, impact statements and recommendations on these issuances for executive and managerial consideration.

HOW TO APPLY

Email Jeffrey.R.Jack@cbp.dhs.gov with **SUBJ: RUSS – DoD SkillBridge and Army CSP - Acquisition Program Analyst (GS-12-13) – Washington, DC.**