

DoD SkillBridge Internship
Army Career Skills Program (CSP)
Management & Program Analyst (GS-11)
U.S. Customs and Border Protection (CBP)
Office of Trade (OT)
Mission Readiness Directorate (MRD)
Locations: Houston, TX and Washington, DC
Salary: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2025/general-schedule/>

IMPORTANT NOTE

This opportunity is **OUTSIDE of USAJOBS.gov** and **ONLY** open to DoD SkillBridge AND Army CSP internship candidates who are **AT LEAST 11 months AWAY** from military separation.

SALARY IF HIRED

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2025/general-schedule/>

LOCATIONS

Houston, TX or Washington, DC (National Capital Region)

MAJOR DUTIES AND RESPONSIBILITIES

Plans, conducts, and assists with research, personally or through team activities, and develops, recommends and/or evaluates retirement and benefits services throughout OT.

Plans and conducts or participates in studies on organizational effectiveness and aids the team by overseeing project plans and resolving issues related to OT.

Provides program management support to ensure the sustained maintenance and effective operation of major programs within the OT.

Supports the development, evaluation, and implementation of processes in assigned program/project areas, takes, or recommends actions to achieve organizational objectives, and recommends future program objectives, project activities, or process improvements.

Helps and supports internal/external staff in a variety of matters relating to the development of products for key stakeholders and customers throughout CBP.

Knowledge of analytical tools and methodology, management issues and management programs.

Basic understanding or ability to interpret federal regulations and procedures to develop and-or implement, Office of Trade standard operation procedures, regulations and policies that are in line with DHS laws, policies, and regulations.

Demonstrated interpersonal and administrative skills, sufficient to organize and thorough, systematic, professional efforts to meet planning needs, and to provide written and oral reports with conclusions, alternatives and recommendations on Office of Trade policies, projects, or studies to Office of Trade, CBP and/or DHS management.

Ability to plan and organize team and task force efforts, including the ability to monitor progress to ensure that realistic objectives and milestones are established, and to get mission requirements accomplished in a timely manner.

Ability to effectively communicate, both orally and in writing, and to present well-considered and sound suggestions.

HOW TO APPLY

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: **CBP – DoD SkillBridge – Army CSP - Office of Trade (OT) - MPA - (GS-11) – Houston (TX) and-or Washington (DC).**