

**DoD SkillBridge Internship  
Army Career Skills Program (CSP)  
Management and Program Analyst (GS-13)  
U.S. Customs and Border Protection (CBP)  
Office of Facilities and Asset Management (OFAM)  
OPPORTUNITY TWO**

**SALARY IF HIRED**

<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.

**LOCATIONS**

Washington, DC, Indianapolis, IN, Euless, TX, Aliso Viejo, CA

**MAJOR DUTIES AND RESPONSIBILITIES**

Providing technical assistance and direct support to headquarters and field management staff in a variety of matters relating to the application of planning systems and management programs to meet mission requirements;

Assisting in coordination of activities of support staff, advising and providing analytical support on problem definitions, planning methodologies, policies, and procedures;

Assisting in implementing and monitoring management information systems that focus on long and short range plans, policies and programs in the direction of goals, objectives and priorities established by statutes, Executive Orders, the Agency, the Commissioner, and supervisor;

Monitoring the issuance of performance management actions for each OFAM employee in the Human Resources Business Engine (HRBE) system and providing reports to Program Management Offices, Divisions, and OFAM leadership on outstanding actions; and

Serving as a liaison with Human Resource Management and regularly meeting with and advising managers and supervisors on all phases of labor management bargaining, matters related to employee misconduct and discipline and performance management.

**HOW TO APPLY**

Email [Jeffrey.R.Jack@cbp.dhs.gov](mailto:Jeffrey.R.Jack@cbp.dhs.gov) with SUBJ: **CBP – DoD SkillBridge and Army CSP – OFAM - OPPORTUNITY TWO – MPA – GS-13 – LOCATION DESIRED FROM LIST**