

**DoD SkillBridge Internship**  
**Army Career Skills Program (CSP) Opportunity**  
**Management and Program Analyst GS-0343-9/11**  
**IN-PERSON (will consider *virtual*)**  
**U.S. Customs and Border Protection (CBP)**  
**Office of Intelligence / Policy, Planning, and Programs Division**  
**Location:** Washington, DC

**IMPORTANT NOTE**

This opportunity is only open to SkillBridge participants on active-duty who are at least 13 months from separation.

**LOCATION**

Washington, DC

**MAJOR DUTIES AND RESPONSIBILITIES**

Provides technical assistance and direct support to management and staff in matters relating to the application of planning systems and management programs to meet CBP Intelligence Enterprise (IE) mission requirements.

Administers CBP IE governance councils (Senior Intelligence Leadership Council, Intelligence Management Advisory Group (IMAG), and IMAG Boards) and manages oversight / implementation of deliverables.

Plans and manages agency-wide intelligence policies and programs (defining tasks, project monitoring, reporting, developing a project plan, and forecasting issues, etc.).

Advises and provides program guidance and expertise on technical projects.

Plans and conducts special studies (individually or with a team), provides advice to managers, and recommends, develops, and evaluates policies or other processes pertaining to classified and unclassified procedures and/or documents that affect the CBP IE.

Develops fiscal year strategies and strategic planning documents to ensure CBP IE equities are included, and coordinates updates, as required.

Conducts stakeholder outreach to promote coordination and collaboration on identified IE priorities. Participates in agency-wide working groups and meetings to facilitate collaboration.

**How to Apply:**

Email [Jeffrey.R.Jack@cbp.dhs.gov](mailto:Jeffrey.R.Jack@cbp.dhs.gov) with SUBJ: CBP – DoD SkillBridge – Army CSP - Office of Intelligence, Policy, Planning, and Programs Division – Management and Program Analyst GS-0343-9-11, Ronald Reagan Building-Virtual, Washington, DC.