

**DoD SkillBridge Internship**  
**Army Career Skills Program (CSP)**  
**Management and Program Analyst (Facilities/Assets) GS-0343-09**  
**NON-REMOTE/IN-PERSON ONLY**  
**U.S. Customs and Border Protection (CBP)**  
**U.S. Border Patrol (USBP) – Program Management Office Directorate**  
**Southwest Field Office**  
**Location: Tucson, AZ**

**IMPORTANT NOTE**

This opportunity is only open to SkillBridge participants on active-duty who are **AT LEAST 11 months** from separation.

**GS Pay Scale (post internship if selected):**

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

**LOCATION:**

Tucson, AZ

**MAJOR DUTIES AND RESPONSIBILITIES:**

The SkillBridge intern is required to drive a vehicle and drive forklifts and other heavy equipment and machinery as required in a warehouse environment to transport heavy items throughout the storage area. Dependent upon the mission or the program being supported, duties may include supply maintenance, procurement, including acquisition, life-cycle management and disposal, inventory management, quality assurance, property management, production control and property disposal. Other duties of this position may include work in the areas of resources and fiscal management, training, automated data processing and workforce management.

Skills in utilizing standard computer programs (i.e., Microsoft Office Suite), Computerized Maintenance Management Systems, and project management software to develop and maintain electronic files, process documents to prepare various type of issue and project papers, PowerPoint presentations, and spreadsheets that concisely present findings and recommendations.

Ability to communicate and negotiate both orally and in writing with all levels of management and employees effectively to accept and implement recommendations where substantial agency resources are involved. Provides a consistently high level of professional customer service and liaison to supervisors, managers, and executives in USBP and outside agencies and organizations.

Responsible for the receiving function at the warehouse location. Receives, inspects, and unloads all incoming supplies, equipment, and furniture using hand carts, pallet jacks, and other non-mechanized conveyances and/or forklift, as well as a motor vehicle. Implements procedures for receipt, inspection, and acceptance of personal

property and supplies. Requests assistance from technical inspectors to perform acceptance inspections and tests at the time of receipt when required.

Processes receiving documentation. Ensures accountable property is appropriately marked and that documentation is maintained in accordance with CBP standards. Coordinates actions regarding overages, shortages, and damages with other logistics elements.

The work is conducted both inside and outside in multiple environments (i.e. offices, warehouse, outdoor shipping/receiving areas). Incumbent is exposed to injury from handling various materials and materials handling equipment. Incumbent is required to use protective clothing or gear such as mask, safety shoes, goggles, hearing protection, and gloves when handling hazardous materials.

The employee is exposed to all types of weather conditions, such as rain, snow, heat, cold, dusty areas, etc., when transporting equipment, supplies, and materials to storage areas, shipment points, and disposal areas. Work involves the actual physical receipt, inspection, custody, and maintenance, while in storage, of personal property, as well as the shipping of this property to various disposal points.

The work requires standing for prolonged periods of time and bending, kneeling, climbing, etc. Regular and recurring physical exertion, such as lifting items weighing over 30 pounds, is required when loading/unloading property for transport to storage and/or disposal facilities.

Work requires occasional travel to meet mission requirements.

**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 - Management and Program Analyst (Facilities-Assets) – Tucson, AZ**