

**DoD SkillBridge Internship**  
**Army Career Skills Program (CSP) Opportunity**  
**Mission Support Specialist (Logistics) (GS-0301-11)**  
**NON-REMOTE/IN-PERSON ONLY**  
**U.S. Customs and Border Protection (CBP)**  
**U.S. Border Patrol (USBP) – Headquarters, Unmanned Technology Operations Center**  
**Location:** Summit Point, WV

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

**LOCATION**

U.S. Border Patrol Headquarters  
Liaison Division  
45 Seitz Court, Summit Point, WV 25446

**REQUIREMENTS:**

- Current Background Investigation/CBP security clearance
- Current state driver's license.
- Experience with Microsoft Office Suite, including MS Teams
- Those with Small Unmanned Aircraft Systems (SUAS) (aka. Drone) and/or Counter Unmanned Aircraft System Programs experience are desired but not required.
- Those with SUAS maintenance experience and/or current FAA Part 107 licenses are preferred, but not required.
- Those with experience with tracking and processing SUAS and CUAS equipment are desired but not required.
- Those with experience with tracking and processing office equipment desired but not required.

**INTRODUCTION:**

This position is located in the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), U.S. Border Patrol (USBP), and serves as a Logistician in the Law Enforcement Operations Directorate (LEOD), Unmanned Technology Operations Center (UTOOC). The incumbent(s) will work alongside and support the CBP' Small Unmanned Aircraft Systems (SUAS) (aka Drone) and/or Counter Unmanned Aircraft System Programs.

**MAJOR DUTIES AND RESPONSIBILITIES:**

In this position you will serve as Logistician. Typical work assignments include:

Serve as logistics assistant and includes in-processing of new SUAS and CUAS equipment. Other tasks include, but would not be limited to: outboard processing of equipment for distribution to field Sectors/locations, assisting with C-UAS equipment outboarding for mass protection events, organizing and cataloging existing equipment,

offering external expertise that can increase efficiency, and supporting bi-annual inventory cycles.

Guidelines include CBP, and USBP-specific directives, policies and procedures primarily pertaining to administration and Logistics, and other written or verbal guidelines and instructions provided by the supervisor or other USBP senior management. Guides are not completely applicable to the work and have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines for application to specific cases or problems. The employee analyzes results and recommends changes including those to current processes and/or long standing policies.

The work includes varied duties requiring many different and unrelated processes and methods applied to the analysis of interrelated issues and effectiveness, efficiency, and productivity of major processes or programs. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data and information. The work requires decisions concerning the interpretation of considerable data from logistics, procurement, budget, etc.; and refining methods and techniques used to achieve program goals.

The work involves applying accepted criteria, principles, and standard methods to resolve a variety of conventional issues and problems and/or portions of broader studies that require developing detailed procedures and guidelines to supplement existing guidance. Work reports and recommendations influence the decisions made by managers and other employees and affect the customer's perception of the overall quality and service of the program.

Performs other duties as assigned

**How to Apply:**

Email [Jeffrey.R.Jack@cbp.dhs.gov](mailto:Jeffrey.R.Jack@cbp.dhs.gov) with **SUBJ: DoD SkillBridge Internship/Army CSP Opportunity, USBP – Summit Point (WV), Mission Support Specialist (Logistics) (GS-0301-11), U.S. Customs and Border Protection (CBP), U.S. Border Patrol (USBP) – Headquarters, Unmanned Technology Operations Center.**