

**DoD SkillBridge Internship  
Army Career Skills Program (CSP) Opportunity  
Program Manager (Asset Management)  
NON-REMOTE/IN-PERSON ONLY  
U.S. Customs and Border Protection (CBP)  
Harpers Ferry, West Virginia**

**IMPORTANT NOTE:** This opportunity is only open to DoD Skillbridge and Army CSP participants on active duty who are **AT LEAST 11 MONTHS AWAY** from separation.

**LOCATION**

440 Koonce Rd, Harpers Ferry WV 25425.

**INTRODUCTION**

This position is located in the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), Operations Support (OS), Law Enforcement Safety & Compliance Directorate (LESC), Asset Management Branch (AMB), Harpers Ferry, West Virginia.

**MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent is responsible for managing and overseeing program activities for CBP's sensitive law enforcement assets such as body armor, firearms, and less-lethal devices on behalf of Operations Support. The employee will utilize standard program management processes and tools, develop strategies to streamline and coordinate program activities, and coordinate and interpret quantitative analysis to measure program performance to implement new program strategies. The employee will lead and advise a team of Inventory Management Specialists, Program Managers, Mission Support Specialists, and/or contract personnel.

**Life Cycle Asset Management:**

The employee will plan, organize, coordinate, control, and evaluate total life cycle management of CBP sensitive law enforcement assets such as body armor, firearms, less-lethal devices, and related equipment. Under the leadership of an Assistant Director the incumbent directs activities or projects, which include project management, operational availability analysis, configuration and change management, and asset management. Oversees the overall planning, direction, and timely execution of major sensitive asset management projects.

**Program Management:**

The employee is responsible for ensuring that assigned programs and processes are covered by internal controls, and that appropriate precautions are taken to prevent fraud, waste, and misuse of resources. Incumbent is responsible for identifying problems and developing and implementing solutions. The work requires the incumbent to conduct

recurring reviews of operating procedures and advising affected programs in planning, developing, and integrating an organizational capability, from an overall program management standpoint, to accomplish the business and operational aspects of the program.

**Program Forecasting:**

The employee will collaborate with program office leadership to negotiate, decide on, and coordinate work changes affecting the assigned program. The employee provides timely, authoritative, and sound advice to Assistant Director and operating officials relative to the programs managed. Provides information for submission to higher echelons regarding programs within their area of responsibility. The employee maintains contact and liaison with appropriate persons to maintain awareness of policies, regulations, and technological changes.

**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 - Program Manager (Asset Management) - Harpers Ferry, West Virginia**