

DoD SkillBridge Internship Opportunity
Program Manager (Property) (GS-0340-13)
NON-REMOTE/IN-PERSON ONLY
U.S. Customs and Border Protection (CBP)
Law Enforcement Safety and Compliance (LESC)
Location: Harpers Ferry, West Virginia
Pay Scale IF Hired: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2025/general-schedule/>

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

LOCATION

440 Koonce Rd, Harpers Ferry WV 25425.

MAJOR DUTIES AND RESPONSIBILITIES

This position will plan and carry out a wide variety of mission support duties relative to property management, fleet management, logistics and information technology. Including developing and implementing life-cycle sustainment for asset and fleet programs. The incumbent provides technical expertise and guidance and performs a variety of comprehensive services relative to the mission support areas described above.

Property Management

Manages the Law Enforcement Safety and Compliance (LESC) property program to include overseeing all property in the LESC cost center that is accountable in the financial system. Oversees the lost, stolen, destroyed, or missing property program. Manages inventories and assigns local inventory takers in order to complete mandated inventories. Conducts local records management and prepares various property reports. Manages the LESC property program to include acquisition, receiving, transferring, excessing, reutilization, repairing, disposal, asset refresh, and retiring of various types of property. Provides agency direction on creating, accepting, modifying, updating, and transferring of personal property records in accordance with local and higher headquarters directives. Monitors and maintains the property inventory records for security, management, and budgetary purposes, and to ensure maximum utilization of real property.

Fleet

Manages the LESC fleet program to include overseeing the ordering, receiving, inventorying, transferring, and excessing fleet vehicles. Manages fleet records by creating, accepting, and transferring agency fleet records. Conducts the processing of damaged vehicles and subsequent repairs, and the serves as the budget officer for the invoice reconciliation process. Conducts local records management and produces various fleet reports.

Administrative Services

Assists with any administrative requests required by the Directorate. Recommends system or procedures for providing these services, coordinates individual requests, and assists customers.

Manages the LESC telecommunications programs and submits change/repair requests for all other telecommunication issues. Coordinates and/or performs actions in support of telecommunications systems.

Manages the LESC Self-Inspection Program ensuring that worksheets are properly assigned in web SIRS and completed in a timely manner; recommends corrective actions to senior management as applicable.

How to Apply:

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: **CBP – DoD Skillbridge – Program Manager (Property)- (GS-0340-13), Harpers Ferry, WV.**