

DoD SkillBridge Internship
U.S. Army Career Skills Program (CSP) Opportunity
Special Assistant, GS-0301-13
NON-REMOTE/IN-PERSON ONLY
U.S. Customs and Border Protection (CBP)
Operations Support
Location: 1300 Pennsylvania Avenue NW, Washington, DC 20004

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

LOCATION
1300 Pennsylvania Avenue NW, Washington, DC 20004

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

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a Special Assistant to the Executive Assistant Commissioner (EAC) and the Deputy EAC (DEAC) within the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), Immediate Office of the EAC, Operations Support (OS) and is located in Washington, DC. The incumbent is responsible for the management and implementation of various administrative processes and programs that directly impact the Office of the EAC's internal business processes. Based on an in-depth knowledge of the mission of DHS, the incumbent performs duties that encompass a wide variety of DHS/CBP programs and a range of issues dealing with organizational change, organizational culture, strategic leadership planning, congressional activities, and professional communication. The issues are typically controversial and highly visible to Congress, DHS, and CBP.

Program Advice and Guidance

Serves as a personal consultant on broad projects and programs with national impact. Provides advice and guidance on undefined issues and elements for programs essential to the agency's mission, such as major agency programs of national scope and impact. Maintains close contact with a variety of CBP offices, headquarters and field representatives, and international program partners. Guidance requires extensive interpretation for many different and unrelated program processes and methods, such as interpretations of original legislative or judicial intent. Recommends long-range program plans, goals, and objectives, which serve as the basis for substantive changes in the organization and administration of programs affecting large numbers of people. Coordinates implementation of projects and policies and keeps the supervisor informed of activities and events that may affect programs and policies.

Performs Liaison Activities

The incumbent serves as a focal point and personal liaison, maintains close contact with a variety of CBP offices, headquarters and field representatives. Builds relationships crucial to the success of OS DEAC initiatives and manages a variety of special projects. Plans, and directs liaison operations for critical agency-wide programs, with national or international implications. Advises

and recommends active approaches for avoiding and/or resolving problems and reducing conflicts.

Prepares Written Materials

Researches and writes reports or other working documents that provide guidance on complex program issues. Coordinates the contribution of other writers or subject-area experts to important documents. Writes correspondence, memoranda, briefings/announcements, or other documents relevant to program activities.

Identifies and Resolves Problems

Provides guidance in the resolution of complex problems or issues impacting agency programs. Leads analysis of projects, issues, or programs impacting all or most agency organizations. Performs other duties as assigned

How to Apply:

Email Jeffrey.R.Jack@cbp.dhs.gov with **SUBJ: CBP – Army CSP & DoD SkillBridge – CBP Operations Support – Special Assistant, GS-0301-13 – Washington, D.C.**