

**DoD SkillBridge Internship**  
**Army Career Skills Program (CS)**  
**Special Assistant to the Executive Assistant Commissioner (GS-12/13)**  
**U.S. Customs and Border Protection**  
**Operations Support**  
**Immediate Office of the Executive Assistant Commissioner**  
**Location: Washington, DC**

**IMPORTANT NOTE**

This opportunity is only open to DoD SkillBridge and Army CSP participants on active-duty and **AT LEAST 11 MONTHS AWAY**.

**PAY IF HIRED**

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

**LOCATION**

Ronald Reagan Building, 1300 Pennsylvania Ave, NW; Washington, DC 20004

**MAJOR DUTIES AND RESPONSIBILITIES**

Serving as a consultant on broad projects and programs with national impact. Providing 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.

Serving as a focal point and liaison, maintaining close contact with a variety of CBP offices, headquarters, and field representatives. Building relationships crucial to the success of OS EAC initiatives and managing a variety of special projects.

Researching and writing reports or other working documents that will provide guidance on complex programs and issues. Writing correspondence, memorandum, briefing / announcements, or other documents relevant to program activities.

Providing guidance in the resolution of complex problems or issues impacting agency programs.

**Knowledge, Skills, and Abilities:**

Knowledge of federal executive branch organization programs and mission goals, objectives and relationships with other government and non-government entities to include liaison with foreign governments and consulates.

Ability to serve as a resource person and problem solver to management and provide expert advice involving a variety of mission issues to senior leadership.

Skill to plan, organize, and implement programs, plans, and proposals involving substantial organizational resources or that require extensive changes in established procedures.

Ability to interface with senior management in strategics planning, and forecasting.

Ability to expertly lead resource allocation development and requirements justification.

Ability to orally and written communicate to prepare comprehensive reports, studies, and correspondence. Skill in the preparation and presentation of informal and formal oral briefings to a wide range of audiences.

Travel Requirements: Occasional travel may be required.

**How to Apply:**

Email [Jeffrey.R.Jack@cbp.dhs.gov](mailto:Jeffrey.R.Jack@cbp.dhs.gov) with SUBJ: **CBP – DoD SkillBridge – Army CSP – Special Assistant to the Executive Assistant Commissioner, Operations Support, Washington, DC**