

Logistics Management Specialist (GS-11)

SkillBridge Internship

NON-REMOTE/IN-PERSON ONLY

U.S. Customs and Border Protection (CBP)

U.S. Border Patrol (USBP)

Office of Training and Development (OTD)

Locations: Artesia, New Mexico

Salary: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/general-schedule/>

IMPORTANT NOTE: This opportunity is OUTSIDE of USAJOBS.gov and **ONLY** open to DoD SkillBridge interns who are at least TWELVE months of separating and possess or anticipate a [30% or more Disabled Veteran, VRA, and/or Schedule A hiring authority eligibility](#) along with being qualified for the position per the below qualifications.

LOCATION

U.S. Border Patrol Academy Artesia, New Mexico

MAJOR DUTIES AND RESPONSIBILITIES

This position is located within the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), Office of Training and Development (OTD), and serves in a developmental capacity under the leadership and guidance of a higher graded specialist.

A Logistics Management Specialist intern will provide technical guidance to U.S. Border Patrol Academy personnel and project management for various facility projects throughout the assigned area. The incumbent is responsible for the implementation of policies and procedures for the program's space planning within the assigned area.

Responsible for the day-to-day management of the fleet program and/or the warehouse.

- Manages fleet records by creating, accepting, and transferring Agency fleet records.
- Conducts the processing of damaged vehicles and subsequent repairs, and the invoice reconciliation process.
- Conducts local records management and produces various reports.
- Oversees the lost, stolen, destroyed, and missing property program.
- Manages inventories, records management, and provides training in accordance with local and Agency directives.
- Conducts local records management and prepares various property reports.
- Manages the Border Patrol Academy property program to include purchasing, receiving, transferring, excessing, reutilization, repairing, disposal, asset refresh, and retiring of various types of property. Provides direction on creating, accepting, modifying, updating, and transferring of personal property records in accordance with local and Agency directives.
- Performs tasks associated with creating requisitions and purchase orders to ensure budget approval.

- Acquires materials through the Purchase Card program, within delegated authority.
- Coordinates advanced logistics planning for items costing more than delegated levels by overseeing purchase requests, statements of work, sole source justifications, and assuring fund availability.
- Develops and recommends improvements in the logistics support processes and work methods.
- Leads teams and projects involved in redesigning, automating, and reengineering processes to meet the varied and changing requirements of U.S. Border Patrol Academy and satisfy the customers served.

REQUIRED BASIC SKILLSET

To fully support the U.S. Border Patrol Academy operations, this position requires knowledge of or ability to learn functions, processes, policies, regulations, and authorities.

- Some knowledge of principles, concepts, and theories of logistics management and the standard practices, methods, and techniques of the occupation sufficient to perform difficult, but well-precedented, assignments.
- Able to perform studies and prepare reports, documentation, and correspondence to communicate information clearly.
- Experience in applying the principles, concepts, and practices to perform moderately difficult assignments.
- Ability to communicate clearly, concisely, and with technical accuracy, both orally and in writing, as well as work in a professional manner with peers and management.
- Ability to learn and apply analytical techniques to accomplish work in logistics management.

How to Apply:

NOTE: Your resume must explicitly indicate how you meet this requirement, otherwise you will be found ineligible. Please see the "Required Documents" section below for additional resume requirements.

Email Jeffrey.R.Jack@cbp.dhs.gov with SUBJ: CBP – Office of Training and Development (OTD) – **Logistics Management Specialist (GS-11)** – Washington, D.C. – (What Preference Claiming: [30% or More Disabled Veteran, VRA, and/or Schedule A](#)).

Your resume will enable us to determine the grade level for which you qualify; therefore, align it to the specifics as described in the Duties and Qualifications sections above.

Provide details of your education, background, and experience so we can accurately assess your qualifications, and be sure to highlight any superior proficiencies that uniquely qualify you.

Your DD214 (SSN redacted) or Statement of Service with all campaign medals contained therein (SSN redacted), VA Disability Rating Letter and/or Schedule A Letter is also required along with **REFERENCES FROM ALL PAST AND PRESENT EMPLOYERS**