

## CPO Detail Announcement: Unclassified Duties – Administrative

**OU/Division:** CPO Director's Office  
**Position Title:** Unclassified Duties – Administrative  
**Number of Openings:** 2  
**Commitment:** Full-time  
**Detail Length:** 120 days  
**Location:** Washington, DC  
**Who May Apply:** All qualified employees  
**Open & Close Dates:** March 9 – April 10, 2026

### Major Duties:

The Department of Commerce (DOC), National Institute of Standards and Technology (NIST), CHIPS Program Office (CPO) advances the mission of strengthening the domestic semiconductor industry to support U.S. economic competitiveness and national security. CPO administers the CHIPS for America Semiconductor Incentives Program, authorized by the CHIPS and Science Act of 2022, which provides financial assistance for semiconductor manufacturing and supply chain projects in the United States.

CPO is seeking a detailee to support the planning and execution of key events and engagements, and provide administrative and logistical coordination for the Director and Front Office. This role offers the opportunity to work closely with CPO leadership and external partners in support of the CHIPS Program Office's mission and provides direct exposure to senior leadership and high priority initiatives. A permanent reassignment into the role may be offered following the conclusion of the detail.

In this role, the individual will serve as a trusted advisor providing policy, programmatic, and operational support to CPO leadership. The individual will coordinate with NIST Headquarters, the Department of Commerce, other bureaus, and federal agencies on administrative and logistical matters. Responsibilities include preparing memoranda, correspondence, presentations, and briefing materials for the CHIPS Program Director and other CPO leaders; managing the Director's calendar and scheduling priorities; supporting office operations; coordinating travel and related logistics; capturing key discussion points and preparing meeting summaries; supporting executive meetings; and planning and coordinating engagements with company officials, agency partners, and senior leaders.

### Qualifications:

To qualify for this detail, candidates should demonstrate experience in calendar and event management; making sound decisions or recommendations in fast paced, evolving organizations; interpreting or developing policies or programs in an administrative field; applying knowledge to achieve administrative or program objectives; and communicating effectively, both orally and in writing, to identify problems, propose solutions, and defend recommendations.

### How to Apply

Interested Federal employees should email their resume to E'yanna Coleman at [eyanna.coleman@chips.gov](mailto:eyanna.coleman@chips.gov) and Emily Pigg [emily.pigg@chips.gov](mailto:emily.pigg@chips.gov) by April 10, 2026. Resumes submitted electronically **must** be encrypted to protect personally identifiable information. Note: if you are selected for the detail, **you must have supervisory approval.**

### Questions

If you have questions about this detail opportunity, please contact Emily Pigg at [emily.pigg@chips.gov](mailto:emily.pigg@chips.gov).