



Applying for an Operation Warfighter (OWF) Assignment at DLA

Thank you for your interest in the DOD Operation Warfighter (OWF) program. To ensure that every Service Member interested in an OWF assignment with DLA is considered, we have implemented an internal process for you to indicate the location(s) you are interested in by applying to an assignment notice on USAJOBS.

To make the process simpler, it is best to create your USAJOBS and Application Manager Accounts before applying for an assignment. Please note that once you have created the accounts and uploaded your resume, you can use them to apply for OWF assignments AND for Federal jobs. **If you already have USAJOBS and Application Manager Accounts, you may use the accounts you have and do not need to create new ones.** Please ensure your OWF Application from your OWF Coordinator is saved onto the computer you are using in order to upload it when applying.

GETTING STARTED*

- Create your USAJOBS account by going to <http://www.usajobs.gov/>.
- Click **Create an Account** and follow the prompts. Complete all required fields denoted by an asterisk (*).
- Create your USA Staffing Application Manager account by going to <https://applicationmanager.gov/>.
- Click Create an Account and follow the prompts.

***Omit this step if you have established USAJOBS and Application Manager Accounts.**



APPLYING FOR AN ASSIGNMENT

- View information on assignments by going to <http://www.usajobs.gov/GetJob/ViewDetails/316317300>.
- Click the **Apply Online** tab on the screen top right.
- Input your USAJOBS User Name or Email and Password.
- Select the resume you want to use.
- Click **Apply for this Position**.
- Click **Proceed with My Application** and go to the Application Manager screen.
- Complete all required fields, including the geographic location closest to where you are recuperating. **Please ensure this location is within your commuting distance.**
- You will be asked if you are medically cleared to participate in the process and if you have provided the required OWF Application. If you do not meet these requirements, you will not be considered for an assignment.
- Click **Upload Documents** on the left side of the screen to add your OWF Application.
- Select **Other** for "Document Type".
- Browse to add documents and upload. Uploaded documents move from *Received-Pending Virus Scan* to *Processed* within one hour.
- Click **Submit My Answers** for your answers to process, and to be considered for the assignment.
- Check the *Application Package Status* page to ensure all steps are complete.

For questions about submitting your documents, please contact the POC on the OWF announcement.

Best wishes and thank you for your service!