

Setting Up Email Notification

Job Announcement Email Notification

Defense Logistics Agency Human Resources Site - Microsoft Internet Explorer

Address: <http://www.hr.dla.mil>

DLA HUMAN RESOURCES

Contact Us | FAQs | Accessibility | Privacy and Security Statement

ANNOUNCEMENTS

TSP Age 50 Catch-Up Contributions

EMPLOYMENT

View this page for Employment Information and links to the following automated programs

- Application Status Query
- Resume Builder / Application Form / Check Status
- Job Announcement Search
- Employee In-Processing Forms
- TALX - Employment Verification System
- Classification Standards
- Automated Staffing Program (ASP) FAQs
- MORE...

MILITARY PERSONNEL

- Mission
- Director
- Military Personnel Link
- DLA Quality of Life (QOL)
- DLA Policies
- Washington Area Installations
- Request Military Personnel Records
- DLA Joint Reserve Force
- MORE...

BENEFITS

- Retirement Estimate Request Form
- Employee Benefits Information System (EBIS)
- EBIS/IVRS Survey
- Workers Compensation
- 2003 Pay Rates
- DFAS - MyPay
- MORE...

TRAINING

- DTC Products and Services
- DTC Courses and Schedules
- Career Guides and Training Plans
- DLA Corporate Intern Program
- Succession Training
- Executive Development Program
- Professional Enhancement Program
- Weapons Systems Support Manager training curriculum
- MORE...

HR AUTOMATED SYSTEMS/TOOLS

- Electronic Official Personnel Folder (EOPF)
- DCPDS

OVERSEAS

- Preparing for Employment Overseas
- While You are Overseas
- Returning From Overseas

- If you would like to have vacancy announcements automatically sent to you, you may set up an email notification account.
- By setting up an email notification account, job announcements matching the criteria you select will be automatically sent to the email account you specify upon the opening date of the announcement. To set up an email notification account, go to www.hr.dla.mil
- Click on the Job Announcement Search tool link located under the Employment category.

DLA Start Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.hr.dla.mil/onjans/splash.htm

DLA/DCMA Job Announcements



[Job Opportunity Announcement \(JOA\) Search Page](#)
This tool will allow you to search for open JOAs based on criteria such as series and text contained within the duties of the announcement, grades, locations, and servicing Human Resource Office (HRO). The announcements provided on this page are open to Federal employees as well as those special appointment authorities (i.e., veterans, persons with disabilities, reinstatement eligibles, etc.)

[Recruitment Bulletins \(RBs\) Search Page](#)
This tool will search the Office of Personnel Management's USAJobs web site for DLA/DCMA announcements open to all United States citizens based on agency and location.

[Other Announcements](#)
These announcements are posted as a courtesy since they may be of interest to you. In most cases these announcements were not issued by the HRDC and we are unable to answer questions regarding the information contained within the announcement.

To search for vacancy announcements issued by other agencies you may access the Office of Personnel Management's [USAJOBS](#) site

If you experience any problems or have questions about the job search page please [Contact Us](#)

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- Click on Job Opportunity Announcement Search page

DLA Resume Builder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.hr.dla.mil/onjans/searchform.asp

Welcome to the DLA Human Resources Job Search. This page will help you locate job openings for which you may be interested. Please complete the form below and click on the Search button. A listing of announcements meeting your selection criteria will be displayed. You can select more than one item from the Series, Organization, State and the Country box by holding down your control key when you click on your selections.

You may also choose to [set up email notification](#) when new jobs are announced.

Select a Series from the box below or enter one or more keywords.

Series and Titles

- All Jobs
- 0006 Correctional Institution Administration
- 0007 Correctional Officer
- 0011 Bond Sales Promotion
- 0018 Safety and Occupational Health Management

or

Keywords (if you enter keywords, the series box above will be ignored)

Enter a list of words separated by spaces. i.e. (investigator aircraft accident) would give a list of jobs that had the words "aircraft", "accident", and "investigator" in the major duties section of the job title.

GRADE LEVELS:

Look for grades from 01 to 15

GEOGRAPHIC LOCATIONS:

You can select from both the STATES on the left, and the COUNTRIES on the right.

- All
- NONE
- ALABAMA
- ALASKA
- ARIZONA

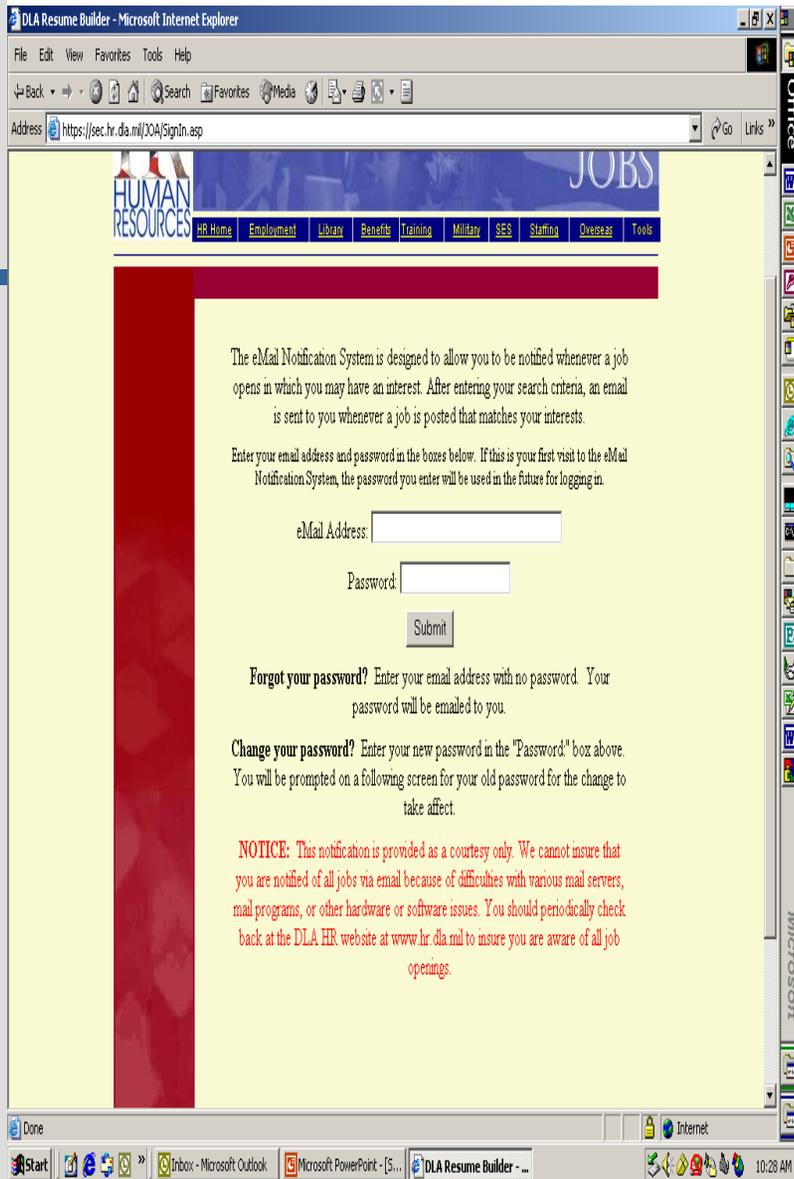
- All
- NONE
- AFGHANISTAN
- ALBANIA
- ALGERIA

Microsoft

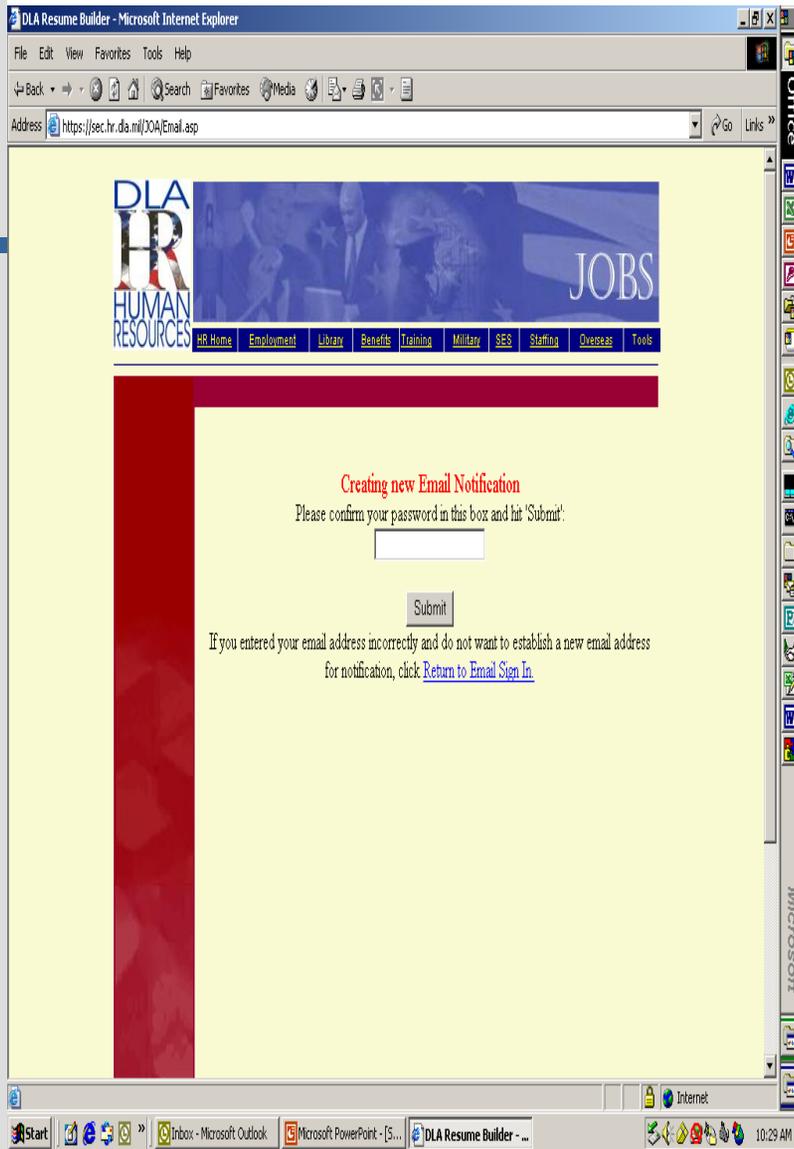
Internet

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [S... | DLA Resume Builder - ... | 10:27 AM

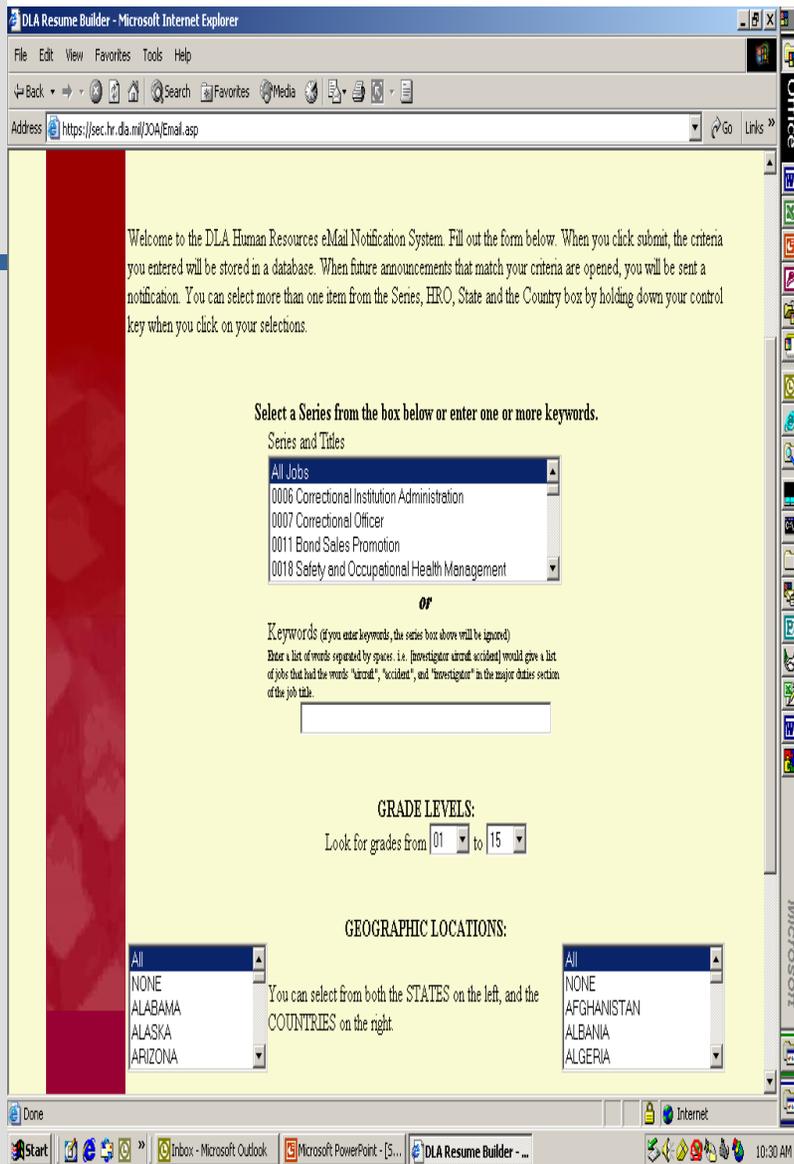
- Click on the set up email notification hyperlink



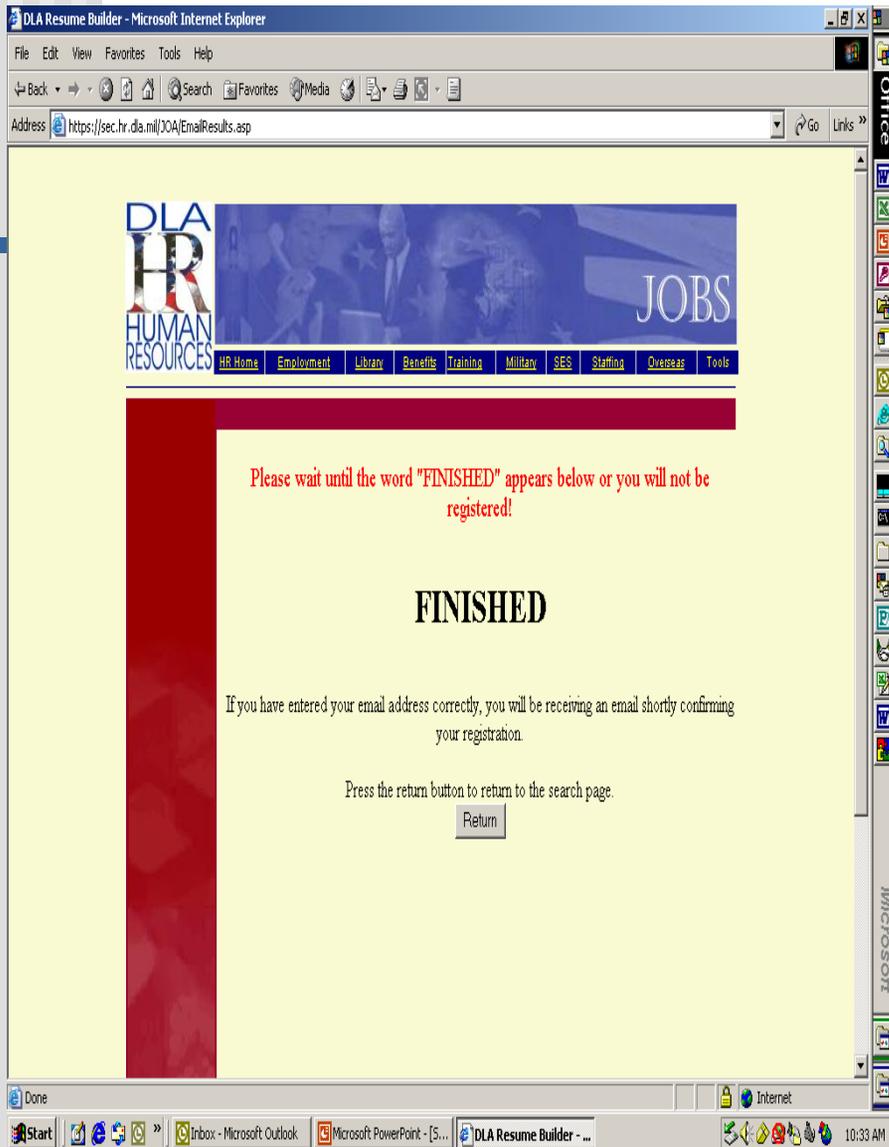
- Enter your email address and a password of your choosing (the password is case sensitive and you will be expected to retype the password in the same manner you initially entered it).



- Retype your password and click on "Submit"



- On this screen, you will select the criteria of vacancy announcements for which you would like to be notified. To select multiple series or locations, hold down on your control key and click on the various series and/or locations. After making your selections, click on the Search key.



- This will complete the set up process and you will begin to receive announcements matching the criteria you selected as they are opened.