Defense Logistics Agency Instruction

DLAI 1300.01
Effective April 2, 2013
J1

SUBJECT: Operation Warfighter Program for Service Members at DLA

References: See Enclosure 1.

1. PURPOSE. This Instruction:

   a. Institutes procedures by which DLA will support the Department of Defense (DOD) sponsored internship program, Operation Warfighter (OWF). OWF is designed to provide recuperating wounded, ill and injured Service Members with substantive activity outside of the hospital environment that will assist with their recovery and provide a formal means of transition back to the workforce. OWF is not just about employment. For many recovering OWF Service Members, the program represents their first work experience outside of the hospital. The underlying purpose of the OWF program is to place these OWF Service Members in a supportive work setting that positively impacts their recuperation.

   b. Implements DOD policy (Reference a) by detailing “Wounded Warriors” within DLA who are assigned to a Military Treatment Facility, an Army Warrior Transition Unit, the U.S. Marine Corps Wounded Warrior Regiment, the Air Force Wounded Warrior Program, or the Navy Safe Harbor Program.

   c. Establishes consistent Agency-wide policy, responsibilities, and procedures in the administration of the OWF Program for Service Members within DLA.

NOTE: The detail of an OWF Service Member is a temporary assignment, without change in pay or status, to a different position or a list of duties for a specified period. While on detail, the OWF Service Member continues to occupy his or her regular active duty position while performing the duties of the detailed position and is paid by the Service to which he or she is assigned. There is no cost to DLA and the detail may be terminated at any time with a written cause. After the detail, the OWF Service Member is expected to return to performing his or her regular duties.

2. APPLICABILITY. This Instruction applies to all DLA activities.
3. **POLICY.**

   a. The intent of the OWF detail is to enhance the Service Member’s development program and recovery process by providing flexible training assignments and access to career enhancing experience. OWF Service Members assigned to DLA receive no assurance that they will be offered permanent employment with DLA.

   b. Details will accommodate the recovering Service Member’s treatment schedule and will not conflict with the member’s medical profile. Under no circumstances will any OWF assignment interfere with an OWF Service Member’s medical treatment or affect his/her well-being and recuperation.

   c. Details of OWF Service Members will be documented using the DOD Operation Warfighter Placement Form (Enclosure 2). There is no requirement to initiate a DOD/DLA Memorandum of Understanding.

   d. The manager requesting an OWF intern will be the OWF Advisor acting as an on-site supervisor, coordinating schedules and assignments and providing professional mentoring. The average length of a detail is 3 months, and the average number of hours worked per week is 20. The actual length of the detail and hours worked (up to 40 hours per week) are dependent on the OWF Service Member’s rehabilitation period and medical appointments.

   e. OWF Service Members will be considered for placement without regard to race, color, religion, sex, national origin, age or disability.

4. **RESPONSIBILITIES.**

   a. The J and D code Directors, Primary Level Field Activity Directors and Commanders shall:

      (1) Support this program as their missions allow by providing opportunities for OWF Service Members and ensuring compliance with the policies and procedures prescribed in this Instruction and DOD Instruction 1300.24, Recovery Coordination Program (RCP).

      (2) Identify an OWF Program Manager to lead the effort for the organization.

   b. The OWF Advisors shall:

      (1) Work with the OWF Service Member to develop a meaningful work plan based on the anticipated duration of the detail.

      (2) Provide guidance and mentoring to the OWF Service Member.
(3) Complete all required placement reports and surveys.

c. In addition to the policies and procedures set forth in this Instruction, each OWF Program Manager shall:

(1) Review and adhere to all applicable law, regulatory guidance, and policies, including the DOD issuances available on the Office of Wounded Warrior Care and Transition Policy website located at http://prhome.defense.gov/wwctp/.

(2) Interact with the DOD Operation Warfighter Program Manager and Veterans Affairs (VA) Medical Center points of contacts (POCs) and when possible, upon the request of J1, attend career fairs and events which target wounded warriors to provide information on the DLA OWF program and application process.

(3) Provide information on the program to their managers and senior leaders.

d. The J1 OWF Program Manager shall:

(1) Oversee the Agency OWF program.

(2) Provide guidance and information on the administration of the OWF Program.

(3) Prepare OWF reports and provide program updates as applicable.

(4) Act as lead for the Operation Warfighter workgroup which is composed of the OWF Program Managers for the organizations.

5. PROCEDURES.

a. OWF Program Managers shall:

(1) Register to access the National Capital Region (NCR) database at the following link: http://204.197.214.110/owf/.

NOTE: Only Program Managers that service organizations with locations in the NCR are required to register for this database.

(2) Review the resumes in the NCR database for possible placement of an OWF Service Member. If the organization is interested in a candidate, the OWF Program Manager will contact the candidate and provide information on applying for DLA assignments as outlined in the Note below.

(3) Regularly canvas their organization for possible OWF assignments.
(4) Request a certificate of candidates when the organization identifies a need by sending an email to the DLA Human Resources Services (DHRS) POCs, copy the J1 Program Manager, with the following information:

(a) Assignment location (Organization, city and state).

(b) Supervisor’s name and email address (The OWF Program Managers can list their information if they want the certificates to come to them rather than individual supervisors).

(c) Brief description of the duties.

(d) Number of assignment opportunities.

Note: An OWF assignment notice is posted on USAJOBS to ensure that every Service Member interested in an assignment with DLA is given an opportunity to be considered. The Service Member applies to the notice and selects the location(s) within commuting distance of where s/he is rehabilitating. When the organization’s OWF Program Manager requests a certificate from the DHRS OWF POC, the HR Specialist pulls a certificate of all the Service Members that have requested that particular location and forwards the certificate to the manager and J1 Program Manager. **There is no screening for qualifications.**

(5) Network with the Services and VA Medical Centers to provide information on the DLA OWF assignment process. To locate a VA Medical Center, search for the POCs located on the Compensated Work Therapy Program of the VA vocational rehabilitation program website at http://www.cwt.va.gov/index.asp.

(6) At the beginning of each assignment, the OWF Program Manager will submit the completed DOD Operation Warfighter Placement Form to the J1 POC at operationwarfighter@dlamil and to the Service Member’s military OWF Coordinator.

(7) Notify the J1 OWF Program Manager when a Service Member’s detail has ended.

b. **OWF Advisors shall:**

(1) Identify assignment opportunities within the organization and inform the organization’s OWF Program Manager of the need.

(2) Review the certificate of eligible Service Members and identify any candidates that appear to have the ABILITY to perform the detail duties.
(3) Contact the OWF Service Members to discuss possible work assignments.

(4) Submit requests for workplace accommodations, if necessary, thru the DOD Computer/Electronic Accommodations Program http://www.tricare.mil/CAP/.

(5) Coordinate with organization Security Representative in processing a DD Form 2875, System Authorization Access Request (SAAR), and submit the completed SAAR to the Terminal Area Security Officer (TASO) to obtain Member access to DLA’s systems and information if the work assignment is acceptable to the Service Member.

**NOTE:** DLA will recognize security clearances issued by any DOD organization and will verify clearances using the DOD Joint Personnel Adjudications System (JPAS).

(6) Return the properly annotated certificate to the HR Specialist via USA Staffing.

(7) Coordinate with the local “Pass and ID Office” to secure an identification card for the OWF Service Member.

(8) Coordinate with the appropriate offices to install phone and computer equipment, as necessary.

(9) Consult with the DLA Safety Office for a physical review of the work site if applicable, to include requirements for Property, Plant and Equipment (safety shoes, glasses, etc.) and any safety training necessary.

(10) Submit a completed Operation Warfighter Placement Form to the organization’s OWF Program Manager at the start of each work assignment.

(11) Submit a monthly performance evaluation using an online survey tool (SurveyMonkey) which can be accessed at https://www.surveymonkey.com/s/OWFMonthlyEval.

(12) Complete the Employer Exit Interview online at https://www.surveymonkey.com/s/OWFExitEmployer when an OWF participant leaves the organization.

(13) Notify the organization’s OWF Program Manager when a Service Member’s detail has ended.

**c.** The J1 OWF Program Manager shall:

(1) Register to access the National Capital Region (NCR) database at the following link: http://204.197.214.110/owf/.
(2) Interact with the DOD Operation Warfighter Program Manager and VA Medical Center points of contacts (POCs) and when possible, attend career fairs/events targeting wounded warriors to provide information on the DLA OWF program and application process.

(3) Monitor the USA Staffing database for new applications and notify the OWF POC for the particular location that candidates are available.

(4) Work with the OWF and DHRS POCS to ensure certificates are requested, issued, and returned.

(5) Notify the DHRS POC if s/he determines that a Service Member is no longer available so the application can be inactivated.

(6) Track OWF Service Member placements.

(7) Respond to questions about the OWF Program.

(8) Ensure the OWF Workgroup Members are updated on program changes as they occur.

(9) Provide reports and briefings as requested on the status of the program.

6. **INTERNAL CONTROLS:** The following controls will be used to monitor DLA compliance with this Issuance:

   a. Submission of DOD Operation Warfighter Placement Forms.

   b. Periodic status updates with the OWF workgroup members.

   c. Surveys to OWF participants.

7. **RELEASABILITY:** UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DLA Issuances Internet Website.

9. **EFFECTIVE DATE:** This Instruction:

   a. Is effective on April 2, 2013.

   b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective April 1, 2023 and be removed from the DLA Issuances Website.
Enclosures

   Enclosure 1 – References
   Enclosure 2 – DoD Operation Warfighter Placement Form
ENCLOSURE 1

REFERENCES


(h) U. S. Marine Corps Wounded Warrior Regiment, http://www.woundedwarriorregiment.org/
ENCLOSURE 2

DOD OPERATION WARFIGHTER PLACEMENT FORM

This form is used to capture critical information about each placement. It is the responsibility of the Employer to review and complete this form prior to the start of an internship. Once it is complete, the Employer and Warrior in Transition each digitally sign the form to confirm the accuracy of the information and acknowledge their agreement with the outlined terms and conditions. The signed form should then be e-mailed as an attachment to the OWF Coordinator.

Part A - Service Member Information

Name (e.g. John Smith): ___________________________  Rank: ___________________________

Mobile Number: ___________________________  Other Contact Number: ___________________________

Email Address: ___________________________

Part B - Employer Information

Supervisor Name: ___________________________

Telephone: ___________________________  Email: ___________________________

Agency: ___________________________  Sub-component: ___________________________

Work Address: ___________________________

Part C - Responsibilities

The volunteer’s responsibilities under this Agreement are:
- To perform the duties listed in Part D; and
- To observe all workplace rules, including those relating to conduct, safety, honesty, integrity, and confidentiality of records.

The employer's responsibilities under this Agreement are:
- To provide a suitable workstation and/or equipment for the intern to perform the services under this Agreement; and
- To provide relevant duties and sufficient guidance to afford the intern the opportunity to successfully perform those duties.

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Part D - Duties & Work Schedule (please list)

The Intern shall perform the above duties according to the following proposed schedule. The Employer understands that this schedule is flexible according to the treatment and rehabilitation schedule of the Intern. Under no circumstance will any OWF assignment interfere with a Service member's medical treatment or adversely affect the well-being and recuperation of an OWF participant.

Projected Work Schedule (Days and Hours per week):

Days per week: [ ] Hours per week: [ ]

Part E - Terms and Conditions

The Warrior-in-Transition (Intern) and the Employer understand that:

- The Intern shall receive no remuneration (pay and/or benefits) of any kind whatsoever from the employer, shall not work nights, holidays or overtime hours, nor earn leave from the Employer while rendering gratuitous services under this Agreement.
- This internship is for training and vocational purposes to assist in the transition and rehabilitation process.
- This Agreement does not guarantee the appointment of the Intern to any position with the Employer.
- The Intern shall undergo an appropriate background investigation if necessary prior to placement.
- The Intern shall observe all Employer rules governing conduct, safety, honesty, integrity, and the confidentiality of records during the performance of services under this Agreement.
- The Employer may terminate the Internship with a written cause at any time.

Part F - Warranty of Signature

The signatories below warrant and represent that they have competent authority to enter into the obligations set forth in this Agreement.

Warrior-in-Transition

[Signature]

Employer Representative/Supervisor

[Signature]

Operation Warfighter Program Manager

[Signature]

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