



Application Manager and USAJOBS are the Federal job application systems of choice for the Department of the Navy. If a job opportunity announcement posted on USAJOBS requires the completion of an assessment questionnaire, applicants will be directed to an area referred to as Application Manager. In addition to guiding applicants through assessments, Application Manager provides numerous features and benefits to applicants.

System Features

Application Manager enables applicants to complete, submit and track their application packages. Applicants are guided through the process of completing the assessment questionnaire and uploading the required documents. The system provides access to previously submitted application packages and displays the status of the application in detail.

Benefits to the Applicant

Viewing or printing assessment responses and any of the documents submitted with an application effectively prepares the applicant for interviews. To apply for a new job announcement, simply reuse previously submitted documents and answers to assessments instead of starting from scratch.

Completing Applications with Application Manager

- To complete your application, you need to create an Application Manager account at <https://ApplicationManager.gov>
- Follow the instructions in the Navigation Box to complete the application:
 - Complete the biographic and eligibility information, and the Assessment Questionnaire
 - Upload documents – if not already attached, attach a resume and other supporting documents
 - Submit your answers – review and submit the final application package
- To review the status of application packages, go to ‘**My Application Packages**’ on the main page

NOTE: The first time you access Application Manager, you will be required to enter your Social Security Number and your full name. It is extremely important to accurately enter this information (if you do not enter the correct SSN, it will affect your application consideration).