

DLA TRAINING APPLICATION SECURITY PROFILE
DATA MAY BE SUBJECT TO THE PRIVACY ACT

- | | |
|----------------------------------|--------------------------------|
| 1. NAME: _____ | 8. SSN: _____ |
| 2. USER ID: _____ | 9. PHONE NUMBER: _____ |
| 3. OFFICE SYMBOL: _____ | 10. PRIMARY ACCESS MENU: _____ |
| 4. TRNG COORD CMPLTNS: _____ | 11. SERVICE ACTIVITY: _____ |
| 5. PURGE: _____ | 12. EMPLOYING ACTIVITY: _____ |
| 6. COURSE EQVL: _____ | 13. EMPLOYING ORG: _____ |
| 7. QUALITY ASSURANCE AUTH: _____ | 14. EEO ACTIVITY (S): _____ |

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WHAT TYPE OF SOFTWARE DO YOU USE AT YOUR SITE TO ACCESS THE
DLA-TA? _____

TERMINAL TYPE? _____
(EXAMPLE: VT100 OR NCSA)

INFORMATION BELOW TO BE FILLED OUT BY HROC-AI:

RECEIVED: _____

FIELD ACTIVITY: _____

POC: _____

DATE ACTION COMPLETED: _____

REMARKS:

INSTRUCTIONS FOR DLA TRAINING APPLICATION SECURITY PROFILE FORM –

1. **EMPLOYEE NAME** – LASTNAME, FIRSTNAME AND MIDDLE INITIAL
2. **USER ID** – LOGON ID CURRENTLY BEING USED AT EMPLOYEES WORKSITE
3. **OFFICE SYMBOL** – EXAMPLE: HROC-AIA
4. **TRAINING COORDINATOR COMPLETIONS** – IF THE TRAINING COORDINATOR IS AUTHORIZED TO ENTER COMPLETIONS, ENTER **Y** FOR YES, OTHERWISE ENTER **N** FOR NO.
5. **PURGE** – IF **Y** FOR YES IS ENTERED IN THIS FIELD, THE USER WILL HAVE ACCESS TO PURGE TRAINING COMPLETIONS AND THE COURSE CONVERSION OPTIONS. ENTERING **Y** WILL ALSO ALLOW USERS TO PURGE TRAINING COMPLETIONS FROM THE APPLICATION FOR SEPARATED/INACTIVE EMPLOYEES AND CONVERT LOCAL AND STANDARD COURSES. BY ENTERING **N** FOR NO, THE USER IS NOT AUTHORIZED ACCESS TO THE ABOVE MENTIONED INFORMATION
6. **COURSE EQVL** – ENTER **Y** FOR YES TO ALLOW AN AUTHORIZED TRAINING OFFICE USER TO UPDATE THE COURSE EQUIVALENCY SCREEN. THE COURSE EQUIVALENCY MAINTENANCE SCREEN IS AVAILABLE ONLY FOR THE TRAINING OFFICE USER. ENTER AN **N** FOR NO FOR ALL UNAUTHORIZED USERS. A COURSE EQUIVALENCY INQUIRY SCREEN IS AVAILABLE FROM THE INQUIRY MENU FOR ALL USERS.
7. **QUALITY ASSURANCE AUTHORITY** – IF THE USER IS AUTHORIZED TO INPUT AND VIEW QA TRAINING AND PERSONNEL DATA, ENTER AN **Y** FOR YES, OTHERWISE, ENTER AN **N** FOR NO.
8. **SSN** - ENTER SSN FOR EMPLOYEE
9. **PHONE NUMBER** – COMMERCIAL AND DSN
10. **PRIMARY ACCESS MENU** – **UPET26** FOR TRAINING OFFICE MENU
UPET82 FOR TRAINING COORDINATOR MENU
11. **SERVICE ACTIVITY** – THE CPOID THAT THE USER SERVICE’S (e.g. DSCC – ‘H6’, DDC – ‘H1’)
12. **EMPLOYING ACTIVITY** – LIST THE EMPLOYING ACTIVITIES THAT THE USER SERVICES WITHIN THE ABOVE SPECIFIED CPOID. IF YOU NEED TO SERVICE ALL, WRITE ‘ALL’.
13. **EMPLOYING ORG** – LIST THE EMPLOYING ACTIVITIES THAT THE USER SERVICES WITHIN THE SPECIFIED CPOID AND EMPLOYING ACTIVITY. IF ALL ORGS ARE SERVICED, WRITE ‘ALL’
14. **EEO ACTIVITY** – ENTER THE SPECIFIC EMPLOYING ACTIVITIES THAT THE USER REQUIRES ACCESS TO OR ‘ALL’ TO SEE ALL ACTIVITIES WITHIN THE CPOID THAT YOU SERVICE. (e.g. ‘AA’, ‘KC’,...)