

PREFACE

The objective of this User Manual is to provide Training Office personnel with the necessary information to effectively utilize the Training Application System.

RESPONSIBILITIES

The information contained in this document is the responsibility of the Human Resources Operations Center. Questions or comments concerning this manual should be addressed to:

DLA Human Resources Operations Center
HROC-AW Building 11, Section 3
3990 East Broad Street
Columbus OH 43213

SECURITY AND PRIVACY

Specific instructions and guidance on the protection, release and use of personnel data are contained in the Federal Personnel Manual, chapter 294. These policies and instructions must be followed in the operation of the DLA Training Application and the use of the data contained therein.

Security for this application is handled programmatically via the users sign-on. A user will only be able to enter and view data relevant to their area of concern.