

3 Country Profile

3.0 COUNTRY PROFILE

The Country Profile in TMS is used for several important functions which are listed below:

- Identify which country or countries the user will be working with in TMS.
 - **Hint:** Before a country's STL can be imported into TMS, a "Country Profile" **must** exist (in TMS) for that country.
- Identify SAO Point-of-Contact information. This information is uploaded to the SAN where it is visible to the Security Cooperation community.
 - TMS 7 now has the ability to capture multiple points-of-contact for the SAO office.

Additional Information which can be found within the Country Profile includes:

- IMET Allocation levels.
 - *Country Allocation*
- Distribution of IMET Allocations throughout the MILDEPs
 - *MILDEP Ceilings*
- Case information associated with Security Cooperation training.

ITO functionality in the Country Profile:

- Some information entered in the Country Profile will automatically appear on the ITO when it is created.
 - SAO Address, Authorized Signature for the ITO, Title
 - Default Remarks for all ITOs
 - Identify if the country is a NATO Member
 - Set Electronic Signature, //Signed//

****Rule!:**

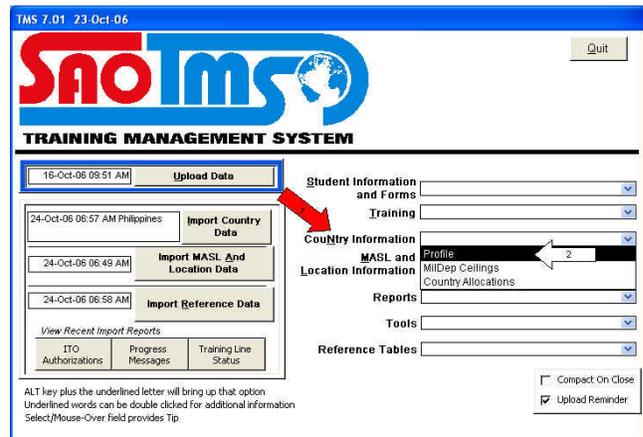
It is essential that information contained in the Country Profile:

- Be kept up-to-date and current
- And it is Uploaded to the SAN!

3.1 ACCESSING THE COUNTRY PROFILE

► From the TMS Main Menu:

- Click, the “Country Information” dropdown box.
- Select, “Profile”



TMS Main Menu

- “Country Profile List” window will appear listing country profiles established in TMS.
 - If your country **is** listed, double click the country’s name to access the profile.
 - If your country **is not** listed, click the **Add** button.
 - Enter your Country Code
 - Click, “OK”



Country Profile List window

- “Country Profile” window will appear.
(See next page.)

"Country Profile" window

3.2 FIELDS OF THE COUNTRY PROFILE WINDOW

Security Assistance Officer(s) (at the top of the window)

- This field lists all the Point of Contacts in the SAO office for each country profile in TMS.
- **Hint:** There can be multiple points of contact identified. Just click the Add button for each additional POC.

- ▶ To **edit** a POC
 - Click the name in the Security Assistance Officer(s) field to edit,
 - Point of Contact window will appear

- ▶ To **add** a POC

- Click the button, on the Country Profile window.
- “Point of Contact” window will appear
- Enter the appropriate information in the “Point of Contact” window.
 - **Hint:** Required fields include: City, State, Zip Code and Programs of Responsibility.
- When finished, click the button.
- A message will appear asking, “Do you want to update the Country Profile form with data entered on this form?”
 - Answer “**Yes**” if you want the “Country Profile” window to display the address that was just entered for the POC. This address will be the one printed on the ITO. (i.e. the Mailing Address)
 - Answer “**No**” if you want the “Country Profile” window to remain as it is.

Mailing Org Address

- The Address of the SAO office.
- This address will automatically appear on the ITO and will be the address the IMSO uses to send back a student’s RIM material.
- ▶ To enter a Mailing Address: **Hint:** (The address fields cannot be updated from the main “Country Profile” window. They must be updated from the SAO POC window.)
 - Create a new SAO Point of Contact or Edit an existing one. (See above: Add POC.)
 - Enter the Mailing Address on the Point of Contact window.
 - Click button to automatically replace the address on the main “Country Profile” window with the one being displayed.
 - Answer to the question, “Do you want to update the Country Profile form with data entered on this form?”
 - The address will be automatically updated on the Country Profile window.

ITO Authorizing Signature and Title Fields

- Name and Title of the person who is authorized to sign ITOs.
- This information will automatically appear on the ITO.

Report Defaults

- Used for calculating dates in various reports. The user can modify these default values.
 - Earliest ECL Test Date is __ Days Prior to Report Date:
 - Identify the maximum number of days, prior to Report Date, the student can take the ECL test.
 - Used for the “ECL Test Schedule” and “ECL Test By PO” reports.
 - Remember: ECL scores are valid for 105 Days.
 - Latest ECL Test Date is __ Days Prior to Report Date:
 - Identify the minimum number of days, prior to Report Date, the student can take the ECL test.
 - Used for the “ECL Test Schedule” and “ECL Test By PO” reports.
 - Remember: There is a penalty for canceling courses less than 60 days prior to the start date.
 - Cancellation Date is __ Days Prior to Start Date:
 - Identify the minimum number of days prior to the start date that a course should be cancelled.
 - Use for the “Cancellation Report”
 - Remember: There is a penalty for canceling courses less than 60 days prior to the start date.

FMS Pricing

- Check the appropriate block for the price category your country pays for training when using non Grant Programs.
- This information is used to calculate course costs when manually modifying the STL within TMS.

TLA Paid?

- Check appropriate blocks if IMET pays CONUS Travel Expenses and or Living Allowance.
- This information is used to estimate CONUS TLA costs paid by IMET programs when manually modifying the STL within TMS.

OCONUS Travel Costs

- Enter appropriate values for Air Fare, Travel Days and Excess Baggage costs.
- This information is used to estimate OCONUS TLA costs paid by IMET programs when manually modifying the STL within TMS.

- (Optional) Click the **Load Rates** button to automatically enter the DSAMS estimated values for Airfare, Travel Days, and Excess Baggage Cost for the country being displayed.

NATO Member checkbox

- When this box is checked, the Country Name will be followed by the statement “(NATO Member)” in Section 2 of the ITO.

Invitational Travel Order (ITO) for International Military Student (IMS)		
1. ITO Number: BN00D12003	2. Country/Organization: Bandaria (NATO Member)	3. Date: 19-Jun-06
The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended		
Section 2 of the ITO		

3.3 COUNTRY SPECIFIC DATA AVAILABLE FROM THE COUNTRY PROFILE WINDOW (Buttons at the top)

Additional information about a country’s overall Training Program can be found in the Country Profile. Most of this information comes from the MILDEP and is downloaded with the STL.

This data includes Country Allocation amounts (both IMET and CTFP), MILDEP Ceiling amounts, FMS Case information and more.

This data is accessed via the buttons at the top of the “Country Profile” window and also from the Country Information dropdown box on the Main Menu of TMS. The following explains how access this information form the Country Profiles.

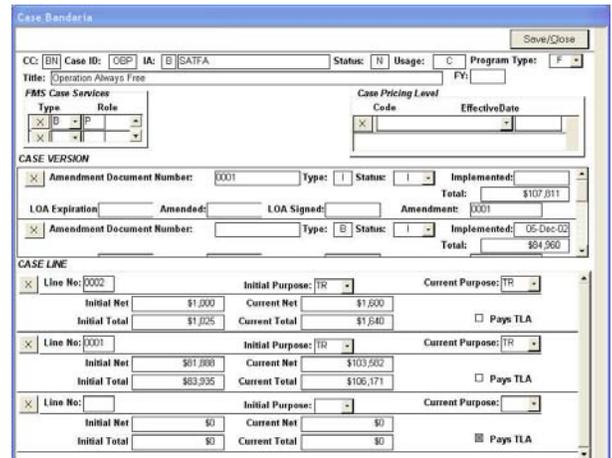


Buttons at the top of the “Country Profile” window

Cases button:

- View Case summary information:
 - IMET, FMS, CTFP etc.
- ▶ To View Case information:
 - From the “Country Profile” window,

- Click the **Cases** button.
- Enter the criteria for the case you wish to view or leave blank to get all cases. Click, OK.
- “Case List” window will appear.
- Double click the case you wish to view.
- “Case Detail” window will appear.
 - *(This window is still under construction.)*



Case Detail Window

Training Tracks button:

- View Training Tracks in TMS.
 - **Hint:** This is at the “track” level. It does not show individual training lines.

Country Allocations button:

- View the Allocation dollar amount that has been released to a country for various Grant Programs. (i.e. IMET, CTFP etc.) per the “As Of Date”.
- ▶ To View Country Allocation information:
 - From the “Country Profile” window,
 - Click the **Country Allocations** button.
 - “Country Allocation” window will appear.
- Use the “Show these Program Types” dropdown box to identify which program allocations to view. (i.e. narrow down the number of allocations displayed.)
- Note:
 - **IMET** allocations are identified by Program Type: I.
 - **CTFP** allocations are identified by Program Type: B.

CC	FY	Program Type	Allocation	As Of Date	On Hold
BN	99	I	\$1,348,000	99-Oct-04	I
BN	98	I	\$1,278,000	98-Aug-27	I
BN	97	I	\$1,295,000	97-Sep-24	I
BN	96	I	\$1,210,000	96-Sep-24	I
BN	95	I	\$1,193,000	95-Sep-15	I
BN	94	I	\$876,000	94-Sep-22	I
BN	06	I	\$2,871,000	06-Mar-03	I
BN	06	B	\$247,000	06-Jun-10	I
BN	05	I	\$2,915,000	05-Oct-04	I
BN	04	I	\$2,675,509	04-Oct-19	I
BN	03	I	\$2,400,000	03-Aug-06	I
BN	02	I	\$2,025,000	02-Sep-20	I
BN	01	I	\$1,436,000	00-Sep-28	I
BN	00	I	\$1,415,000	01-Sep-29	I
			\$0		I

“Country Allocations” window

Columns in the Country Allocations window:

- *Allocation*: Identifies the amount released to a country per CC, FY and Program Type
- *As of Date*: Identifies when the allocation amount was established or last updated.
- *On Hold*: If this box is checked, the country cannot use the allocation amount due to Sanctions or some other event.

Buttons on the Country Allocations window

- **Rollover** button: Manually copy an allocation and roll it over into another year.
- **Delete** button: Manually delete an allocation in TMS.

MILDEP Ceilings button:

- View how the Allocation dollars are distributed among the MILDEPS. Identifies how much money can be spent per MILDEP. Contact your MILDEP CPM if redistribution of money is needed.

► To View MILDEP Ceiling information:

- From the “Country Profile” window
- Click the **MILDEP Ceilings** button.
- “MILDEP Ceilings” window will appear.

Columns

- *Program Type*: I = IMET, B = CTFP
- *Confirmed*: Dollar amount allocated to a specific MILDEP.
- *Pending*: Dollar amount that is being redistributed to a specific MILDEP and waiting for final approval by the MILDEPs involved.

CC	FY	Program Type	Implementing Agency	Confirmed	Pending
BN	02	I	B SATFA	\$1,027,517.00	\$0.00
BN	02	I	D AFSAT	\$260,383.00	\$0.00
BN	02	I	P NETSAFA	\$737,100.00	\$0.00
BN	03	I	B SATFA	\$1,168,238.00	\$0.00
BN	03	I	D AFSAT	\$358,484.00	\$0.00
BN	03	I	P NETSAFA	\$873,278.00	\$0.00
BN	04	I	B SATFA	\$1,549,294.00	\$0.00
BN	04	I	D AFSAT	\$487,156.00	\$0.00
BN	04	I	P NETSAFA	\$639,059.00	\$0.00
BN	05	I	B SATFA	\$1,746,796.00	\$0.00
BN	05	I	D AFSAT	\$483,138.00	\$0.00
BN	05	I	P NETSAFA	\$638,866.00	\$0.00
BN	06	B	B SATFA	\$16,000.00	\$0.00
BN	06	I	B SATFA	\$1,606,000.00	\$0.00
BN	06	B	D AFSAT	\$0.00	\$0.00
BN	06	I	D AFSAT	\$546,000.00	\$0.00
BN	06	B	P NETSAFA	\$231,000.00	\$0.00
BN	06	I	P NETSAFA	\$719,000.00	\$0.00

“MILDEP Ceiling List” window

PO Allocations button:

- View how Allocation amounts are distributed among the Country’s Program Originators. The SAO maintains this form. It does not affect the distribution of Implementing Agency Allocations (i.e. MILDEP Ceilings).

► To View PO Allocation information:

- From the “Country Profile” window,
- Click the **PO Allocations** button.
- “PO Allocations” window will appear.

The screenshot shows a window titled "PO Allocations" with a table of data. The table has columns for Country Code (CC), Fiscal Year (FY), Program Office (PO), Program Type, and PO Allocation. The data is organized by program office (B, C, D, K, L, P, S) and includes program types like Army, Coast Guard, Air Force, Marine Corps, Counter Narcotics, and Navy. Each row shows a specific allocation with a dollar amount and a unique identifier.

CC	FY	PO	Program Type	PO Allocation
IN	06	B	Army	I \$0 (IN06BI)
IN	06	B	Army	Q \$0 (IN06BQ)
IN	06	B	Army	X \$0 (IN06BX)
IN	06	C	Coast Guard	I \$0 (IN06CI)
IN	06	C	Coast Guard	Q \$0 (IN06CQ)
IN	06	C	Coast Guard	X \$0 (IN06CX)
IN	06	D	Air Force	I \$0 (IN06DI)
IN	06	D	Air Force	Q \$0 (IN06DQ)
IN	06	D	Air Force	X \$0 (IN06DX)
IN	06	K	Marine Corps	I \$0 (IN06KI)
IN	06	K	Marine Corps	Q \$0 (IN06KQ)
IN	06	K	Marine Corps	X \$0 (IN06KX)
IN	06	L	Counter Narcotics	I \$0 (IN06LI)
IN	06	L	Counter Narcotics	Q \$0 (IN06LQ)
IN	06	L	Counter Narcotics	X \$0 (IN06LX)
IN	06	P	Navy	I \$0 (IN06PI)
IN	06	P	Navy	Q \$0 (IN06PQ)
IN	06	P	Navy	X \$0 (IN06PX)
IN	06	S	OSD	I \$0 (IN06SI)
IN	06	S	OSD	Q \$0 (IN06SQ)

PO Allocations window