

7 STUDENT INFORMATION

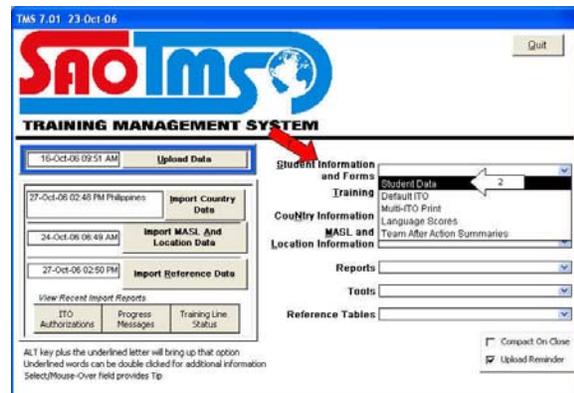
7.0 STUDENT INFORMATION

The following outlines how to enter Student Information into TMS. This information will be used in creating ITOs as well as the International Military Student Information (IMSI) form.

This information is also uploaded to the SAN where it is viewed by MILDEPs, IMSOs and processed by the DSAMs computer system.

7.1 HOW TO ACCESS STUDENT INFORMATION

- ▶ From the TMS Main Menu:
 - Click, the “**Student Information and Forms**” dropdown box
 - Select, “**Student Data**”.



TMS Main Menu

- The “**Student Selection**” window will appear. Use this window to identify and narrow the results down to specific criteria you are looking for.

Student Selection window

- **Hint:** Only enter criteria in fields you want to narrow the results down to, leave the remaining fields empty.
- Criteria can be manually typed into the fields or selected from the dropdown list.
- Click, “OK”

- The “Student List” window will appear.

WCN	CC	FY	Case	Legacy Case	IA	Program Type	Name	ITO Number	ITO Issued	Authorization	
▶ 2416	BN	06	D6I	0001	001	P	I	AUG 06,			
8637	BN	06	D6I	0001	001	P	I			1 of 3	
1401	BN	06	D6I	0001	001	P	I	JUL 06,		1 of 1	
1411	BN	06	D6I	0001	001	P	I	UNAY, Rogelio Jr., B,		1 of 1	
1412	BN	06	D6I	0001	001	P	I			1 of 1	
2415	BN	06	D6I	0001	001	P	I	LADERO, Juan Carl IV Cabelles,		1 of 1	
2451	BN	06	D6I	0001	001	P	I	AUG 06,		1 of 1	
2452	BN	06	D6I	0001	001	P	I	AUG 06,		1 of 1	
6407	BN	06	D6I	0001	001	P	I	JUL 06,		1 of 1	
6636	BN	06	D6I	0001	001	P	I	JUL 06,		1 of 1	
6414	BN	06	D6I	0001	001	P	I	ALCANTARA, Sancho V S.,		1 of 1	
6431	BN	06	D6I	0001	001	P	I	SATO, SHINJE	27-Jul-06	2 of 3	
2412	BN	06	D6I	0001	001	P	I	VINLUAN, Joseph Evangelista,		1 of 1	
1410	BN	06	D6I	0001	001	P	I			0 of 0	
6067	BN	06	D6I	0001	001	P	I			0 of 0	
6066	BN	06	D6I	0001	001	P	I			0 of 0	
2420	BN	06	D6I	0001	001	P	I			0 of 0	
2418	BN	06	D6I	0001	001	P	I			0 of 0	
2417	BN	06	D6I	0001	001	P	I			0 of 0	
2413	BN	06	D6I	0001	001	P	I			0 of 0	
2410	BN	06	D6I	0001	001	P	I			0 of 0	
2408	BN	06	D6I	0001	001	P	I			0 of 0	

Student List window

- Authorization Column: Indicates which Training Tracks have lines with “ITO Line Authorizations.” The numbers in this column state how many lines in the track contain ITO Line Authorizations. (i.e. 3 of 4 = 3 of the 4 lines in the track have an ITO Line Authorization.)
 - Each line in a track will receive its own ITO Line Authorization. ITO Line Authorizations are downloaded with the STL.
 - As long as one line in the track has an ITO Line Authorization, the SAO can create the Official ITO without it being flagged as an unauthorized ITO. **BEWARE!** This is not a blanket authorization for the entire ITO. The MILDEP is still working on lines that have not been authorized (i.e. finding dates, establishing funding for the line etc.). It is up to the SAO and “common sense” as to if the Official ITO should be created without all lines in the track being authorized. Creating an Official ITO without all lines having ITO Authorizations may result in the need to create ITO Amendments in the future. Contact your MILDEP CPM if you have questions on whether to create an Official ITO without all lines being authorized or wait for all lines to receive their authorizations.
- The remaining columns on this window are self explanatory.
- **Hint:** - To “**select**” a training line, click **once** on the line to be selected. To “**view**” a training line, **double click** the line to see its details.

- Buttons on the “Student List” window include:
 - **View ITO Authorization** button: View the ITO Authorization for the selected training Line.
 - **Default ITOs** button: Quick access to the Default ITO window.
 - **View ITO** button: View the “Planning ITO” or the “Official ITO” for the selected line of training.
 - **Del ITO/Del Student** button: Delete the ITO and the Student Information for the selected line of training.
 - This should be used if you have created the Official ITO but HAVE NOT “issued” it to anyone.
 - Click the **Del ITO/Del Student** button.
 - Answer, “**Yes**” to the question, “Both the ITO and student will be deleted. Do you want to delete the ITO and Student?”
 - If the ITO has not been uploaded to the SAN or issued to the Student, answer “**No**” to the following question, “Has this ITO been issued?”
 - (If the ITO has been issued, you must first rescind the ITO BEFORE deleting it. (See **ITO Amendment, Rescind ITO section** of this user guide for instructions on rescinding ITOs.)
 - The ITO and Student Information will be deleted.

- **View Track** button: “Student Training Track” window will appear displaying the entire training pipeline for the selected line of training. (i.e. The list of courses a student is scheduled to attend under this track/wcn.)

Student Training Track								
Close								
Case: 071001 WCN: 1713								
Suffix	Status	MASL	TITLE	REPORT	START	END	FS	
A	C	P1590000	INTL OFF LOG PREP-CLC3	22-Jan-07	29-Jan-07	09-Feb-07	U	
Loc: 907 School: ALMC				Required: Clearance	U	ECL 75	OPI	
B	C	P171545	COMBINED LOG CPT CAREER	13-Feb-07	13-Feb-07	30-Mar-07	U	
Loc: 907 School: ALMC				Required: Clearance	S	ECL 75	OPI	
C	C	P171240	COMBINED LOG CCC-ORDNANCE	26-Mar-07	02-Apr-07	11-May-07	U	
Loc: 091 School: ORDM&M				Required: Clearance	C	ECL 75	OPI	
Carry Over Training:								
Suffix	Status	Authorization	MASL	TITLE	REPORT	START	END	FS

Student Training Track window

- “Carry Over Training”: Some training programs (such as CTFP) break up training that span fiscal years by programming them on multiple cases. Training that begins in FY 07 will be programmed on Case 07B. The remainder of the training that “runs over” into FY 08 will be programmed on Case 08B. This training that “runs over” into the following years will be identified as “Carry Over Training” in the ITO.

(Since “Carry Over Training” will take place in future years, an ITO Amendment must eventually be created, once these lines become funded, identifying the new fund cite(s).)

Student Training Track								
Close								
Case: 06B001 WCN: 3601								
Suffix	Status	MASL	TITLE	REPORT	START	END	FS	
CO		P173200	699 SPECIAL OPERATIONS-MS	27-Dec-05	05-Jan-06	30-Sep-06	U	
Loc: PGS School: NAVAL POSTGRADUATE SCHOO				Required: Clearance	U	ECL	OPI	
Carry Over Training:								
Suffix	Status	Authorization	MASL	TITLE	REPORT	START	END	FS
Case: 07B	001	WCIE	3601					
Z	C		P173200	699 SPECIAL OPERATIONS	01-Oct-06	01-Oct-06	15-Jun-07	U
LOC: PGS School: NAVAL POSTGRADUATE SCHOO				Required: Clearance	U	ECL	OPI	

Student Training Track window - Carry Over Training -

- **Add Team Student or OT** button: Displays training lines for students attending MET training that will require an ITO (i.e. Regional METs taking place in a different country). Also included is Orientation Training.
 - **Find** button: Enables one to search a column for information that matches a specified criteria.
 - Click once in the column you wish to search.
 - Click the **Find** button
 - Enter the criteria you wish to look for.
 - “Match:” field should say, “Any Part of Field”
 - “Search:” field should say, “All”
 - Click the **Find Next** button. TMS will highlight the first instance of your criteria in the column that it finds.
 - Click the **Find Next** button again to look for next occurrence of that criteria.
 - **Edit** button: Takes the user to the “Student Information” window for the selected WCN.
 - **Hint:** To sort by a column, click the button at the top of that column. An arrow will appear indicating the order of the sort:
 - ↓ = Descending
 - ↑ = Ascending
- To view the student information details associated with a line of training, locate the appropriate WCN and double click the line to bring up the “**Student Information**” window.
 - “**Student Information**” window will appear for the selected WCN.

7.2 THE STUDENT INFORMATION WINDOW

The Student Information window is used to enter information about a student. This information will be included on the ITO as well as the International Military Student Information (IMSI) form. Both of these documents can be accessed from the “Student Information” window. This window also allows students, who have previously attended Security Cooperation training and are returning to the program for additional training, to be linked in such a way to show a complete record of all Security Cooperation training a student undergoes throughout their career. (see “Students button/SCN” section below.)

Student Form							
Language Scores	Arrival Msg	IMSI BIO	ITO	Track	Print	Undo	Save/Close
CC: PI Case: 081 001 Program Type: I WCN: 1823 PO: B IA: B							
<input type="button" value="Students"/>	First: <input type="text"/>	Surname: <input type="text"/>		E-Mail: <input type="text"/>		SCN: <input type="text"/>	FIN: <input type="text"/>
Sex: <input type="text" value="M"/>	Service: <input type="text"/>	Service Number: <input type="text"/>					
Student Code: <input type="text"/>	U.S. Grade: <input type="text"/>	U.S. Rank: <input type="text"/>	Country Rank: <input type="text"/>				
Required Clearance: <input type="text" value="S"/>	Clearance: <input type="text"/>	Unit: <input type="text"/>	Unit Date: <input type="text"/>				
Position: <input type="text"/>		Flight Crew: <input type="text"/>					
PLACE OF BIRTH City: <input type="text"/>		Country: <input type="text" value="Philippines"/>		DOB: <input type="text"/>			
		Country of Citizenship: <input type="text" value="Philippines"/>					
SCREENING (Dates Accomplished)				Medical Billing: <input type="text"/>			
Security: <input type="text"/>		Medical: <input type="text"/>					
Student Passports and Visas			DEPENDENTS <input type="text"/>				
<input type="button" value="Add Passport and Visa"/>			<input type="button" value="Add"/>				
Student Position of Prominence							
<input type="button" value="Add Position of Prominence"/>							
Language (Select ECL, OPI, GRE, or TOEFL to Edit Language Data)							
<input type="button" value="ECL"/>	Required: <input type="text" value="75"/>	Score: <input type="text"/>	<input type="button" value="OPI"/>	Score: <input type="text"/>	<input type="button" value="GRE"/>	Score: <input type="text"/>	<input type="button" value="TOEFL"/>
Remarks <input type="text"/>							

Student Information window

7.2.1 Student Information Window (Body):

Hints: for selected fields on the “Student Information” window.

- Fields outlined in Blue are required entry fields
- Surname: is the student’s last name
- U.S. Grade: is the US Equivalent pay grade of the student. (i.e. 05, 06 etc)
- U.S. Rank: is the title of the US Equivalent Grade spelled out. (i.e. Lieutenant Colonel, Colonel etc)
- Required Clearance: is the highest clearance required for the entire training track the student will be participating in. This field is automatically populated by TMS.
- Clearance: is the actual U.S. equivalent security clearance the student holds.
- Unit: is the unit the student is a member of. This entry is used to support the “Foreign Military Training Report” required by DSCA. Be sure to complete it accurately.
- Position: Present Position held. This will automatically appear on IMSI form.

- Flight Crew: Title of the position the student holds if a member of a flight crew.

Students button:

Enables the user to view a list of Students who have attended training in the past and their associated Student Control Number (SCN). Use this button to **link** the SCN and automatically populate many of the fields on the “Student Information” window from data collected when the student last went through Security Cooperation training. Linking the SCNs correctly will enable one to view the entire history of all Security Cooperation courses a student has attended throughout their career. (See, “Look up Student by Name” single country report)

- ▶ From the Student Information window:

- Click **Students** button:

- The “Existing Student List” window will appear.

Last	First	SCN	DOB	Service Number
(AKA: MIRANDA, LEMDRE, PANLA), GUIMOSING, LI		PI000441		
, ILETO, JAIME V		PI001353		
, NANO, JOSE C		PI001363		
, PENILLA, CECILIO R		PI001362		
, TOTANES, VIRGILIO G		PI001361		
, ABADIA, LOVEN C		PI000491		
, ABALOS, RENATO R		PI001548		
, ABANIA, SULPICIO R		PI001462		
, ABELLO, EDWIN G		PI000603		
, ABELLON, RUPERTO		PI002087		
, ABELLON, RUPERTO III D		PI001444		

Existing Students window

- Locate the “returning” student.
- Double click the student’s name.

- “Data Selection” window will appear.

Data Selection window

- Click, “OK”.
- The student’s information will be carried forward and automatically populated into the “Student Information” window.

Most importantly, the “Student Information” window will now contain the original **SCN** number of the student, linking this training with the previous training. Therefore, providing a complete training history for this student.

Medical Billing button:

If the student is participating in US training under a **non-US Grant** program (i.e. FMS, etc.), use this button to enter information about medical insurance and where medical bills should be sent to cover medical care for the student.

- ▶ From the Student Information window:

- Click **Medical Billing** button
- “IMS Medical Billing Information” window will appear.
- Enter the appropriate information. (Click the “Choose Previously Used...” buttons to auto populate the field with data that has been entered before from another student.)
- Click, “Save/Close”

Passport and Visa(s) window

Add Passport and Visa button:

Use this button to access the “Passport and Visa(s)” window, where Passport and Visa information for the student is entered and modified if needed.

Passport and Visa(s) window

Once this window is closed, the data will be displayed on the “Student Information” window.

Add Student Position of Prominence button:

If the student holds a Position of Prominence in country, use this button to identify and modify information about the prominent position held.

Passport and Visa(s) window

Once this window is closed, the data will be displayed on the “Student Information” window.

To **edit/modify** existing information about a prominent position:

- ▶ From the Student Information window:
 - Click once on the “Prominent Position” to edit. The “Position of Prominence” window will appear for you to make changes.

To **add** multiple Positions of Prominence:

- ▶ From the Student Information window:
 - Click the **Add Position of Prominence** button each time you wish to add a new or different position of prominence the student has held .
 - The “Position of Prominence” window will appear.

To **print** Positions of Prominence:

- ▶ From the Student Information window:
 - Click the **Print** button at the top of the “Student Detail” window.

Dependents **Add** button:

Use this button to **authorize** and provide information about **accompanying** dependents. The information provided in this window will automatically be populated on the ITO.

- ▶ From the “Student Information” window:
 - Click Dependents **Add** button

- The “Dependents” window will appear.
- Enter the appropriate information about the Dependents.
- **Hint:** As dependent information is entered (i.e. name etc.), additional fields will appear allowing for multiple accompanying dependents to be entered.

The screenshot shows a 'Dependents' window with the following sections:

- Healthcare bills should be sent to:** (ITO Blocks 12.b.2.a.ii.a., 12.b.2.a.ii.b., 12.b.2.a.iv.a., 12.b.2.b.ii.a., 12.b.2.b.ii.b., 12.b.2.b.iv.a.)
- Qualifying Health Insurance:** (ITO Blocks 12.b.2.a.i., 12.b.2.a.iv.b., 12.b.2.b.i., 12.b.2.b.iv.b.)
- Insurance Company:** [Text Field]
- Mailing Address:** [Text Field]
- Policy Number:** [Text Field]
- Phone Number:** [Text Field]
- Dependent 1:**
 - *First Name: [Text Field]
 - *Last Name: [Text Field]
 - *Sex: [Dropdown]
 - *Relationship: [Dropdown]
 - DOB: [Text Field]
 - POB: [Text Field]
 - PASSPORT: [Text Field] Number: [Text Field] Issued Date: [Text Field] Expiration Date: [Text Field]
 - VISA: [Text Field] Type: [Dropdown] Number: [Text Field] Issued Date: [Text Field] Expiration Date: [Text Field]
 - Nationality: [Text Field] Citizenship 1: [Text Field] Citizenship 2: [Text Field]
 - Background: [Text Field]
- Dependent 2:** (Similar fields to Dependent 1)

Record: 1 of 1

Dependents window

- **Hint:** Fields outlined in blue are required entry fields.

- ****Rule!** Dependent Medical Coverage - **Every** dependent accompanying a student during training **MUST** be covered for medical care either by the country or by commercial medical insurance. Enter the health care coverage information for the dependents on this form.

If a student brings dependents to training without this information on the ITO or the without appropriate medical coverage for the dependents, either an ITO Amendment will be required or the student will be removed from training and sent home.

Language Section:

Use this section to enter the language scores of the student after taking a test.

- ▶ From the “Student Information” window:
 - Click one of the following buttons to display the “Student Language Scores” window:
 - ECL** for English Comprehension Level
 - OPI** for Oral Proficiency Interview
- OPI CD: DLI assigned Code Number for the interview.
 - GRE** for Graduate Record Exam
 - TOEFL** for Test of English as a Foreign Language

Student Language Scores window

- Enter the appropriate information
Hint: Language scores must be entered from the “Student Language Scores” window. They cannot be entered directly on the “Student Information” window.

Remarks field:

An area for the SAO to make notes about a student. (These remarks do not appear on the ITO.)

7.2.2 Student Information Window (Buttons at the top):

Language Scores button:

If student information had been collected and entered into TMS at the time of ECL testing, the student can be selected (double click student) from the pop up screen and their information will automatically be entered into the Student Information form.

Arrival Msg button:

Enter Arrival Information for the first school the student will be attending. This information will be uploaded to the SAN where you and the IMSO can view the information via the IMSO and SAO Web. This information is important for the IMSO so they know how to meet the student.

Arrival Message window

IMSI Bio button:

Access the International Military Student Information Form for the student. Data entered in this form is uploaded to the SAN for access by the IMSO.

ITO button:

Access the ITO Authorization and the ITO Form

Track button:

Display the full training track for the selected line of training. (i.e. The list of courses a student is scheduled to attend.)

- Planned Follow-on Training: See “New Terminology” section for a definition.

Print button:

Print the Student Detail Information and all Positions of Prominence the student has held.

Undo button:

Undo any recent changes and reset the form to when it was last saved.

Save/Close button:

Save changes and close the form.