

**9 TEAM AFTER ACTION SUMMARY**

## 9.0 TEAM AFTER ACTION SUMMARY

SAOs are now required to enter information into TMS about Training Team events (i.e. MET, MTT etc.) held in country. The information includes remarks about how well the event went, indicating positive and/or negative aspects that arose from the training, as well as information about all of the students who were trained during the event. This helps to provide a complete picture of who has been trained by US Security Cooperation Training Programs.

## 9.1 ENTERING TEAM AFTER ACTION SUMMARY DATA

To Access **Team After Action Summaries** input window:

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



TMS Main Menu

- Team After Action Summary Selection criteria window will appear. Enter the criteria for the team you are looking for.
- Click “**OK**”
- Team After Action Summary List window will appear displaying the Team Training matching your criteria.

WCN	CC	FY	Case	Is	Program Type	MASL	Title	Due	Received	Event	MI Qty	Civ Qty
0000	A	07	071	001	D	I	0305013	DISAM PLNG & RES MGT ME		10-Sep-07	29	4
0302	B	07	071	001	D	I	0305013	DISAM PLNG & RES MGT ME			0	0
0302	C	07	071	001	D	I	0309000	MTI/TRAINING AIDS			0	0
0026	PI	07	071	001	P	I	P309133	MET ACQUISITION CONT ED		06-Aug-07	31	0
0027	PI	07	071	001	P	I	P309360	MTI JOINT PLANNING OPS			0	0

Team After Action Summary List window

- Locate the Training Team you are looking for in the list and **Double Click** that line.

- The “After Action Summary Detail” window will appear.

After Action Summary Detail window

- Enter the appropriate information in fields provided.
  - Fields outlined in Blue are required entry fields.
  - Enter each student and their associated information into the appropriate blocks.
  - If a student has attended US training in the past and was entered into the TMS program, click the **Student** button. A list of previous students will appear. Double click the returning student and their information will automatically be populated into this form. (Including their SCN.)
- Let TMS calculate the number of students for you. After all students have been entered, click the **Recalculate** button. TMS will then total the quantity of Military and Civilian students.
- When finished, click the **Save/Close** button.