

1 General Information

1.0 BACKGROUND – TRAINING MANAGEMENT SYSTEM (TMS)

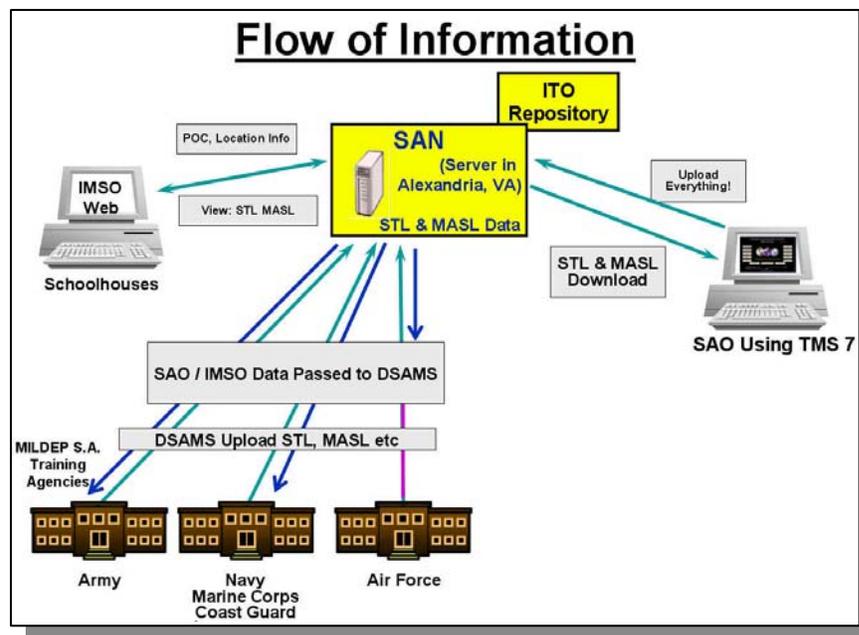
The Security Assistance Office Training Management System [SAO TMS (or just TMS)] is a Microsoft Access-based software application designed to aid SAOs throughout the world in managing all aspects of their international training program.

This application, resident on the user's computer, allows the SAO to view their country's *Standardized Training List (STL)* identifying training courses that have been requested and what the status is of those requests. TMS also enables the SAO to research training activities and training courses available to foreign countries in the *Military Articles and Services Listing (MASL)*. The TMS application even allows the SAO to consolidate student biographical information and create Invitational Travel Orders (ITOs) authorizing the international military student (IMS) to take part in security cooperation training provided by the United States. Finally, the SAO using TMS will upload to the SAN, SAO point-of-contact information, Invitational Travel Orders, student biographical information, and student arrival information. This information can be viewed on the SAN by members of the Security Cooperation community. In addition, the data that is uploaded will be fed into the MILDEPs DSAMS computer system as well as various other government systems for the data to be viewed and acted upon.

Data Cycle:

1. DSAMS uploads (MILDEP) Data to the SAN.
2. SAO Downloads Data and Imports it into TMS.
3. SAO Uploads Data (entered into TMS by the SAO) to the SAN.
4. DSAMS Downloads and Imports SAO Data from the SAN.
5. Cycle then repeats.

Hint: Data is passed from DSAMS to the SAN around 0500 Eastern Standard Time.
Data is passed from the SAN to DSAMS around 1700 Eastern Standard Time.



No Password is needed to operate the TMS software, but access to the Security Assistance Network (SAN) is required to retrieve current STL and MASL data files which are used to update the TMS system. Therefore, one must have an established SAN user account. Contact DISAM at (937) 255-5850 to request a copy of the TMS software.

1.1 SYMBOLS IN THIS GUIDE

- **Find Title** button: Indicates a button in TMS to click. For this example, the button is labeled, “Find Title”.
- ****Rule!**: Indicates a rule that must be followed. This could be a policy that is being complied with or an action that must be performed in order for TMS to function properly.
- **Hint**: Indicates a hint, “trick” or “helpful” information that explains why or how something is done. Often, it is will help save time or accuracy when working in TMS.
- **▶** Black Arrow indicates the guide is getting ready to demonstrate a function in TMS 7.
- **➤** Black and White Arrow indicates a function/action to perform in TMS 7.

1.2 TRAINING PROGRAM IDENTIFICATION

Identifying Training levels.

All Security Cooperation Training Programs are now referred to as “Cases”. This includes training under an FMS Case as well as training under the IMET Program and other SC programs. (i.e. IMET Case, CT Case, FMS Case). Cases are identified by the Country Code, Implementing Agency, and Case Designator.

BN-B-07I refers to a training case for:

- The country of Bandaria (BN)
- Training programmed by the Implementing Agency, Army (B)
- Under the IMET Program Case Designator (07I)

Lines of training are further identified by the Case Line Number then by the Training Track (i.e. the WCN) and finally by the Training Track Line (i.e. the WCN with a Suffix.) (see below).

Case
Case Line
Training Track/WCN
Training Track Line(s)/WCN Suffix(s)

Examples:

BN-B-07I001-1340@
 BN-B-07I001-1340A
 BN-B-07I001-1340B

Bandaria (BN), Army (B),

BN-B-07I..... **IMET Case (07I)** (i.e. IMET program for the year 2007)
 001.....Case Line
 1340.....Training Track/WCN
 1340@.....Training Track Line (first) /WCN Suffix
 1340A.....Training Track Line (second) /WCN Suffix
 1340B.....Training Track Line (third) /WCN Suffix

BN-D-TAB999-6005@
 BN-D-TAB999-6005A
 BN-D-TAB999-6005B
 BN-D-TAB990-1512A
 BN-D-TAB990-1512B

Bandaria (BN), Air Force (D),

BN-D-TAB..... **FMS Case (TAB)**
 999.....Case Line
 6005.....Training Track/WCN
 6005@.....Training Track Line (first) /WCN Suffix
 6005A.....Training Track Line (second) /WCN Suffix
 6005B.....Training Track Line (third) /WCN Suffix
 990.....Case Line
 1522.....Training Track/WCN
 1522A.....Training Track Line (first) /WCN Suffix
 1522B.....Training Track Line (second) /WCN Suffix

1.3 “NEW” TERMINOLOGY

- **After Action Summary:** SAO entered remarks about Team Training (MTT) that occurred in country. The summary will include the list of students who were trained.
- **Carry Over Training:** Some training programs (such as CTFP) break up training that span fiscal years by programming them on multiple cases. For example, Training that begins in FY 07 will be programmed on Case 07B. The remainder of the TLA that “runs over” into FY 08 as well as follow-on Courses that begin in FY08 will be programmed on Case 08B and will have a different fund cite. This training/TLA that “runs over” into the following years will be identified as “Carry Over Training” on 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).

- **Follow-on Training:** Courses in a training track that come after the first course.
- **Funding Status (FS):** Attempts to identify the funding status for a training line. Due to MILDEP processes and inconsistent use funding status has been removed from most screens in TMS. **DO NOT RELY** on the accuracy of this identifier.
 - F - Funded
 - U - Unfunded
 - BI – Billed
 - PD – Paid
- **ITO Line Authorization:** Authorization from MILDEP to create the “Official” ITO. Each training line in a Training Track is given its own individual ITO Line Authorization. The authorization is imported into TMS with the STL.
- **Student Control Number (SCN):** A control number assigned to a student when they enter training. It is to stay with that student forever. If the student is trained again in the future under Security Cooperation program they are to use the SAME SCN as before. This is critical in that it will provide a complete history of all Security Cooperation training that student has received (past, present and future). (Refer to the Student Information section on how to assign the SCN to a returning student.)
- **Program Type Code:** Identify what Security Cooperation Program is paying for the training. (This used to be the Type of Assistance TA code.) For example:
 - I = 1 Year IMET
 - B = CTFP
 - F = FMS
 - N = FMF
 - (See TMS Reference Tables for a complete list Program Type Codes.)
- **Progress Message:** Message from the IMSO or MILDEP about the status of a specific student or line of training at a certain point in time.
 - EN - Enrolled as Scheduled
 - AW – Academic Warning
 - (See TMS Reference Tables for a complete list of Progress Messages.)
- **Role Types:** Identify what kind of person the line is programmed for.
 - IMS – International Military Student
 - OTP – Orientation Tour Participant
 - OTEO – Orientation Tour Escort Officer
 - TS – Team Student: A student who is *being trained* by a team (i.e. MTT, MET etc)
 - TM – Team Member: An instructor who is *teaching* in a team event (i.e. MTT, MET etc.)
 - CLO – Country Liaison Officer
- **Training Line Status:** Identify the status of the training line.
 - i.e. Confirmed, Enrolled, Completed, User Canceled etc.

- **Training Pipeline:** The sequence of courses a student is programmed for.
- **Training Person:** Same as Student
- **Training Track:** Same as WCN. Refers to all training in a pipe line. Does not identify a specific line of training. (i.e. 6002)
- **Training Track Line:** Refers to a specific line of training within a training track. The Training Track Line will include the suffix. (i.e. 6002A, 6002B, 6002C)

1.4 TMS SCREEN RESOLUTION

TMS is set to resize itself to fit screen resolutions of 1024 x X and 800 x X.

If the TMS program does not fit on the screen properly, try adjusting your computer's screen resolution to 1024 x X or 800 x X.

1.5 TMS SHORTCUTS

Keyboard shortcuts can be used instead of manually clicking buttons with the mouse.

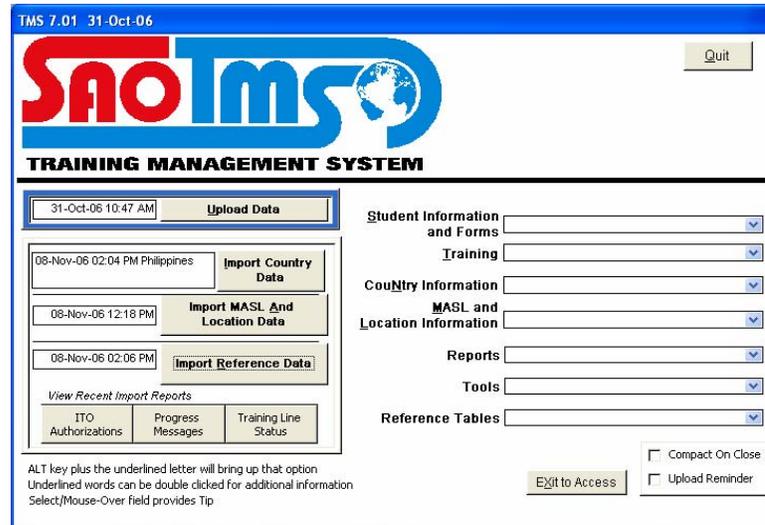
To execute a shortcut, hold down the Alt key and the underlined letter of the button or field name.

1.6 OPENING TMS

TMS can operate on MS Access 2000 or higher.

- ▶ To **open** TMS 7
 - Double click the TMS 7 icon on your desktop (created during the installation of TMS 7)
 - Or
 - Open **MS Access**
 - Select, "**F**ile"
 - Select, "**O**pen"

- Look in, “c:\tms”
- Double click the file, “TMS7.mdb”
- TMS 7 will open to the “Main Menu”

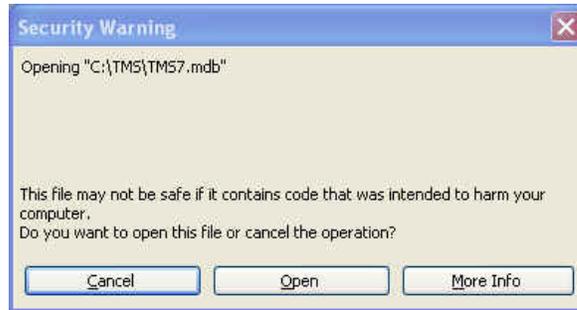


TMS Main Menu

1.7 MS ACCESS 2003 AND TMS 7

TMS can operate with MS Access 2003, but the Macro Security setting must be set to Low or Medium. TMS 7 will not function properly when Macro Security setting is High.

- ▶ To **check or set** MS Access 2003 Macro Security
 - Open **MS Access**
 - Select, “**T**ools”
 - Select, “**M**acro”
 - Select, “**S**ecurity”
 - Select, “**M**edium” or “**L**ow”
 - Click, “**O**K”
 - *Hint:* If Macro Security setting is set to “Medium”, you will get the following message when opening TMS 7.



Security Warning

- Click, **“Open”**
- TMS 7 will open to the **“Main Menu”**