Appendix A

TMS 7

Situations and Exercises

First read each situation and then try to solve it on your own.

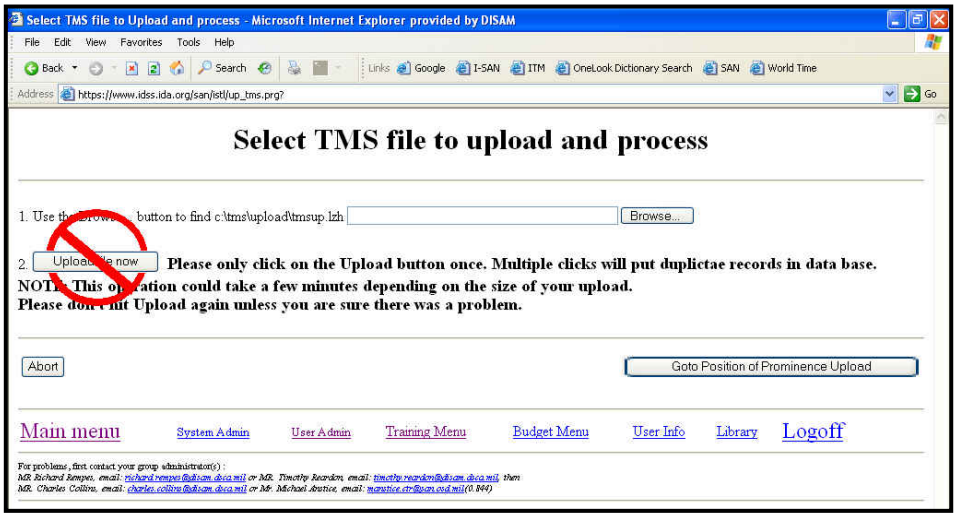
For a solution to the situation, turn the page.

CAUTION!

These exercises are for <u>practice only</u>!

<u>DO NOT UPLOAD ANY DATA!</u>

<u>(ONLY UPLOAD DATA WHEN DOING OFFICIAL BUSINESS!)</u>



(CHAPTER 2)
"MAIN MENU" - SITUATION / EXERCISE

Situation 1:

You notice something strange happening in TMS that you are not sure about. You call the TMS help desk and the operator asks, "What version of TMS you are using?" It is not enough to say, "I am using TMS 7." Now what do you do and how do you answer them?

_____

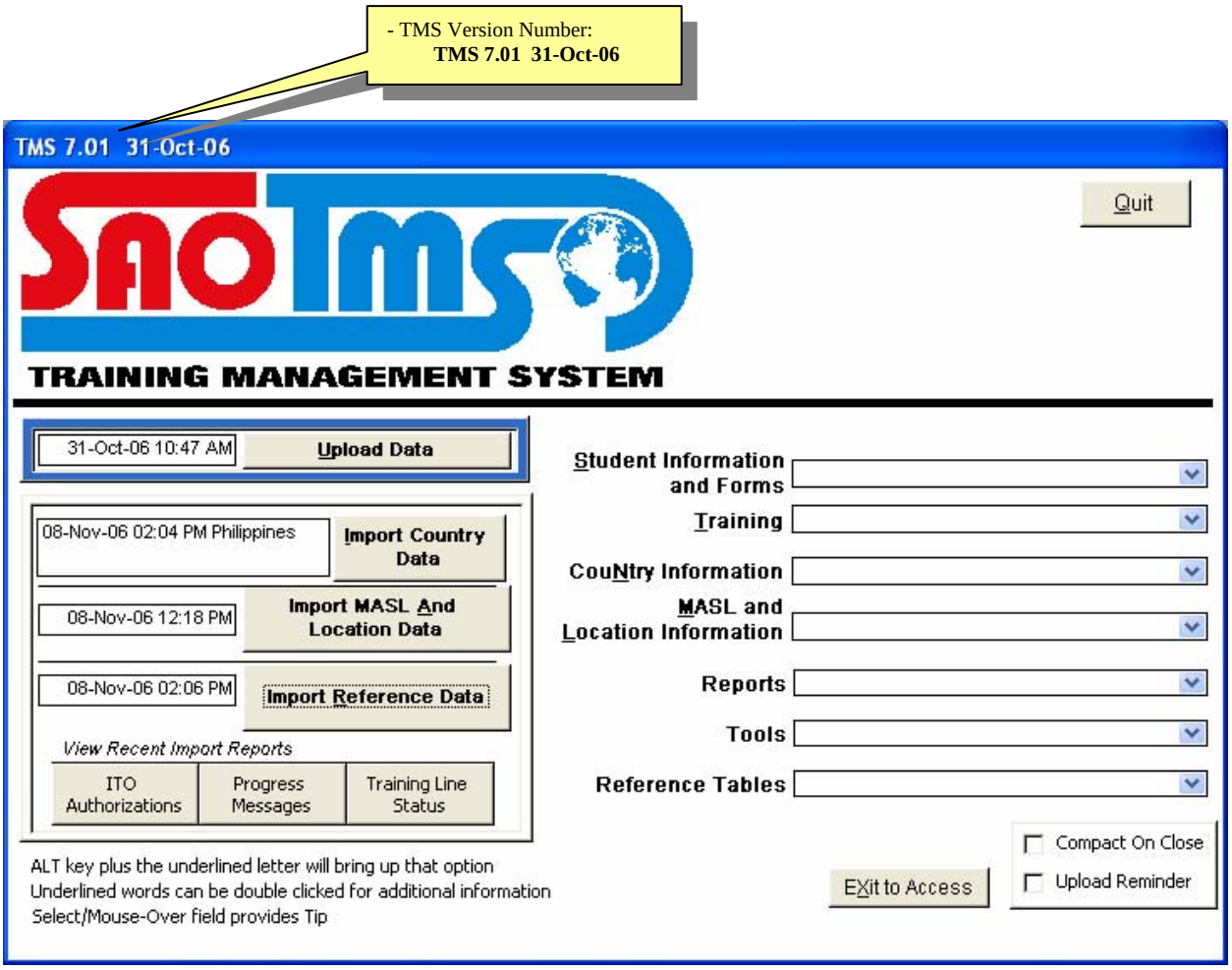
(CHAPTER 2) "MAIN MENU"
- ANSWERS -

Answer to Situation 1:

- Find version number of TMS.

► Open TMS

- On the **TMS Main Menu**
- Read the version number indicated in the blue title bar at the top of the window.
- In the example below, it is: TMS 7.01 23-Oct-06
  (Check with your instructor to determine what the most current version is.)



TMS Main Menu

(CHAPTER 3)
"COUNTRY PROFILE" - SITUATION / EXERCISE

Situation 1:

You have just upgraded your computer in the office and finished installing TMS. What is the first thing you must do in TMS prior to importing your STL (and how do you do it)?

Situation 2:

The SAO has recently hired a new FSN who will assist in managing the Training Program. As a result, the FSN will prepare students and their required documentation (ITOs etc.) as well as assist the IMSO at the schoolhouse with problems encountered or information needed. Enter the new FSN's point of contact information into TMS. (i.e. Add an SAO Point of Contact to TMS and for practice, make up the contact information TMS will ask for.)

If this was a real situation, what must you do after the POC information has been entered, so the training community will be able to view this new information? (Do not perform the steps, just answer the basic question.)

Situation 3: **(This can only be answered AFTER your county's STL has been imported into TMS.)**

Col Precision wants to know how much IMET money and how much CTFP money has been released to your country this fiscal year (FY 08). The COCOM is out of the office and ASD/GSA in Washington DC is closed due to the time difference. The Col wants this information now! Look up the data in TMS so that you can give him the answer?

(CHAPTER 3) "COUNTRY PROFILE"
- ANSWERS -

Answer to Situation 1:

- The first thing you must do is **establish** a Country Profile in TMS.

► From the TMS Main Menu:

- Click, the "Country Information" dropdown box.
- Select, "Profile"
- "Country Profile List" window will appear.
- Click the Add button.
- Enter your Country Code
- Click, "OK"
- The "Country Profile" window will appear
- Now you can enter the appropriate information.

- TMS now knows which country you are working with and will allow you to import the STL.

Answer to Situation 2:

- Enter SAO PoC Information in TMS.

► From the TMS Main Menu:

- Click, the "Country Information" dropdown box.
- Select, "Profile"
- "Country Profile List" window will appear.
- Double click the country you wish to work with.
- The "Country Profile" window will appear.
- Click the Security Assistance Officer(s) Add button.
- Point of Contact window will appear
- Enter the appropriate information in the fields provided.
- Click Save/Close
- To update the address on the Main Country Profile screen, answer YES to "Do you want to update the Country Profile form with data entered on this form?"
  - (Notice the Address information is now filled in on the main form.)

- Click the Save/Close button when finished.

- If this was a real scenario, you would want to **upload** this information to the SAN so the training community can view it. (**DO NOT UPLOAD THIS DATA NOW**!)

Answer to Situation 3:

- IMET and CTFP Allocations.

► From the TMS Main Menu:

- Click, the "Country Information" dropdown box.
- Select, "Country Allocations"
- Enter the Country Code (i.e. BN)
- Click, "OK"

- From the "Show these Program Types" dropdown box
- Select, "**I: Single Year IMET**"
- Locate the FY 08 line
  - Make note of the (IMET) dollar Allocation amount released to the country.
    - This amount is valid as of what date?
    - Is it on hold?

- Now, from the "Show these Program Types" dropdown box
- Select, "**B: Counter Terrorism**"
- Locate the FY 08 line
  - Make note of the (CTFP) dollar Allocation amount granted to the country.
    - This amount is valid as of what date?
    - Is the amount on hold?

(CHAPTER 4)
"GETTING YOUR DATA" - SITUATION / EXERCISE

Situation 1:

In order to ensure that your TMS program has the most current information, what 3 files must be imported into TMS on a regular basis and what type of information do they contain?

1. _____
2. _____
3. _____

Situation 2:

When you download these files from the SAN, where will you save them prior to importing them into TMS?

_____

Situation 3:

Ahhhh, it is a new day and the start of a brand new week! You want to get the latest data concerning the MASL, Reference Files and of course your country's STL. Download this information from the SAN and import it into TMS.

As you access the data, take notice of the date and time this information was last updated on the SAN.

(CHAPTER 4) "GETTING YOUR DATA"
- ANSWERS -

Answer to Situation 1:

- The 3 files to keep up-to-date:

1. Country STL - (CC.exe): Courses Requested and Allocated, Student Information, ITOs etc.
2. MASL – (MASL.exe): Course and Location Information
3. Reference Files – (TMSREF.exe): Misc. tables and definitions to codes.

Answer to Situation 2:

- The 3 files listed above will all be saved in the following folder: C:\tms\download

Answer to Situation 3:

- (1) Download the data from the SAN.

► Open your internet browser:

- Log on to the SAN at: https://san.osd.mil/SAN/LOGIN
- On "Special Notice" page, click, "**Continue**".
- Click, "**Training**"
- Click, "**SAO Data Download (STL, MASL, etc.)**"
  - (This page will tell you when the data was last updated.)
- Click, "**TMS 7.x downloads**"

- Click, "**Download TMS 7.0 reference files to your PC**"
- **Save** the file in the following folder: C:\tms\download
- Click, "**Close**" on Download Complete window.

- Click, "**Download TMS 7.0 MASL and Other Training files**"
- **Save** the file in the following folder: C:\tms\download
- Click, "**Close**" on Download Complete window.

- Click, "**Download TMS 7.0 COUNTRY file(s)"**
- When asked to run or save the file, click **Save**.
- Save the file in the following folder: C:\tms\download
- Click, "**Close**" on Download Complete window.

- **Close** the internet browser. You are now ready to import the data into TMS.

(continue to the next page)

- (2) Import all data files into TMS. (a. Reference, b. MASL, c. STL)
  - The following steps assume you have already downloaded the data files from the SAN.

► Open TMS to the Main Menu :

(To Import Reference Files)

- Click, "**Import Reference Data**" button on TMS Main Menu.
- Click, "**Step 2. Import Reference Files**" button.
- "**Close**" the message, "Import of TMS Reference data was successful."

(To Import the MASL)

- Click, "**Import MASL And Location Data**" button on TMS Main Menu.
- Click, "**Step 2. Import MASL and Location Data**" button.
- "**Close**" the message, "Import of MASL and Location data was successful."

(Import STL)

- Click, "**Import Country Data**" on TMS Main Menu
- Select the "**Reconciliation Reports**" you wish to view or "**Clear All**".
- Place a **checkmark** only in the box(s) for the **country** you are importing the STL for.
- Click, "**Step 2. Import Country Data**"
- Click, "**OK**" on the message, "Import Complete"

- Close any Reconciliation Reports by clicking the "**Close**" icon in the Toolbar. (Do Not Use the big red X.)

(CHAPTER 5)
"MASL" - SITUATION / EXERCISE

Situation 1:

In an e-mail, your MILDEP CPM suggested that MASL P176026 may be a good course for your country to take. Before you can recommend this to the country you need to find out a few things.

- What is the title of the course? _____

- Where is it taught? _____

- What is the Security Classification Requirement? _____

- What is the course price for IMET effective as of 01 Oct 08? _____

- Does the course have any course prerequisites? _____

Situation 2:

Your country wants a Transportation and Distribution type of course. How can you get a list of courses that qualify as Transportation/Distribution courses?

If you wanted to, how could you print out this list and give to the country to look over?

Situation 3:

Your country is looking for a cook. How can you get a list of courses that either have the word "cook" in the title or in the course description?

Situation 4:

You are preparing a student, who will be leaving soon, to attend U.S. ARMY SERGEANTS MAJOR training (MASL B171200). During the pre-departure briefing, is there any additional information the IMSO wants you to pass on to the student in addition to the course description? Where would you find this additional information?

During this training, will the student live on or off base? (Hint, see International Notes.)

(CHAPTER 5) "MASL"
- ANSWERS -

Answer to Situation 1:

- MASL Details.

► From the TMS Main Menu:

- Click, "**MASL and Location Information**" dropdown
- Select, "**MASL Data**"
- Under MASL ID enter, **P176026**
- Click, "**OK**"
- Double click, **P176026**
- "MASL Detail" window will appear

- Title of the course? MILITARY LAW DEV PROGRAM

- Where is it taught? PDI – Defense Institute of International Legal Studies, Newport, RI

- What is the security classification? Unclassified

- IMET price, effective as of 01 Oct 07: $14,501.00

- Course Prerequisites? None

Answer to Situation 2:

- Locating "Transportation and Distribution" courses.

► From the TMS Main Menu:

- Click, "**MASL and Location Information**" dropdown
- Select, "**MASL Data**"
- Leave MASL ID and Location blank. Click, "**OK**"
- Click, "**Category**"
- Place a checkmark in **153, Transportation/Distribution**
- Click, "**OK**"
- "**MASL Training Category Results List**" window will appear listing of all courses categorized as Transportation/Distribution courses. To see the details of a particular course, double click the line.

- To print out the listing above, continue to next page.

► From the "MASL Training Category Results List" window:

- Click, "**Select All**"
- Click, "**Print Selections**"
- To send to the printer, click the "**Printer**" icon. (*Do not do this in class.*)

Answer to Situation 3:

- Locating "cook" in the course title or course description.

► From the TMS Main Menu:

- Click, "**MASL and Location Information**" dropdown
- Select, "**MASL Data**"
- Click, "**OK**"
- Click, "**Text Search**"
- Click, "**Search Options**"
- On the first line, enter the word: **cook**
- Click, "**Search**"
- "**MASL Text Search List**" window will appear listing all courses that have the word "cook" in the course title or course description. To see the details of a particular course, double click the line.

Answer to Situation 4:

- The additional information from the IMSO can be found in the "International Notes" section of the MASL.

- To locate International Notes for U.S. ARMY SERGEANTS MAJOR training.

► From the TMS Main Menu:

- Click, "**MASL and Location Information**" dropdown
- Select, "**MASL Data**"
- Enter, "**B171200**" for the MASL ID and click, "**OK**"
- Double click the course title
- Click, "Additional Information"
- Read/scan "International Notes" the IMSO has entered about this course.

- The "International Notes" for the U.S. ARMY SERGEANTS MAJOR course state: "USASMA International Students *live off-post in local apartments*. <u>Students need to come prepared with finances to acquire their apartments and autos</u> for the duration of their stay".

(CHAPTER 6)
"LOCATION INFORMATION" - SITUATION / EXERCISE

Situation 1:

While gathering information for one of your students who is going to U.S. Sergeants Major Academy (MASL B171200) you want to provide her a print out of the IMSO's PoC information and information in general about the schoolhouse.

- What is the location code of the schoolhouse for this course? _____

- What city and state is the IMSO located in? _____

- Can unaccompanied students live off base while attending this course? _____

- How can you print out general information about the schoolhouse to give to the students? (Go to this information in TMS.)

(CHAPTER 6) "LOCATION INFORMATION"
- ANSWERS -

Answer to Situation 1:

- Find Location Information for MASL B171200.

► From the TMS Main Menu:

- Click, "**MASL and Location Information**" dropdown
- Select, "**MASL Data**"
- Under MASL ID enter, **B171200**
- Click, "**OK**"
- Double click, **B171200**
- "MASL Detail" window will appear

  - Location code of the schoolhouse is in the Location field:
    400 is the Location Code for Sergeants Major Acadamy.

- Continue on to find the city and state where the IMSO is located.

- Double click the yellow "Location" field, (location code 400) on the MASL Detail Screen.

  - The Primary IMSO is in Ft. Bliss, TX.

- Continue on to find if unaccompanied students can live off-base.

- Click, "Additional Information"

  - Billeting and Housing sections states: "All unaccompanied students live off-post. Students need to bring enough funds to set themselves up in a local apartment, acquire furniture, purchase an auto and auto insurance."

- (Do not do this in class.) To print out the IMSO POC and Location Information, click the "Print" button. This is excellent information to give to the student during the pre-departure briefing.

(CHAPTER 7)
"STUDENT INFORMATION" - SITUATION / EXERCISE

Situation 1:

You need to send an **IMET student** to training.

- What are 2 ways to identify IMET Training?

  1) Program Type = _____
  2) Case ID Ends with a what? _____

(If you do not have an IMET Program, skip to Situation 2.)

- If your country has an IMET Program, select a "recent" IMET training track and pull up the "Student Information" window in TMS to begin entering information needed for the ITO. (*Write down* the details of the track so you will be able to find it again later. i.e. WCN, CC, Case, IA, Program Type)

- Several fields on this window must have data entered into them before the Student's Information can be saved. How are these fields identified on the "Student Information" window?

- Is there a name already present? If not, enter a name.
  (If there is a name, make sure both the First and Surname fields are filled in. Answer "No" to: Is this a new student.)

- Make up the student's details and enter the information on the "Student Information" window.

- This student happens to have a dependent that will accompany her. Add the following Dependent information.

- **Name**: Sandeer Vulke	- **Passport #**: 74994822
- **Sex**: M	- **Issued**: 20 Dec 06
- **Relationship**: Child	- **Expiration**: 20 Dec 07
- **DoB**: 1 May 04	- **VISA Type**: A2
- **PoB**: Harare, Bandaria	- **Number**: 993874447
- **Nationality**: Bandarian	- **Issued**: 20 Dec 06
- **Citizenship**: Bandaria	- **Expiration**: 20 Dec 07
- **Health care bills sent to:**	- **Insurance Company:** First Health
First Health	- **Mailing Address:** 123 Second St, Wadi, BN
123 Second St.	- **Policy Number**: 3647492
Wadi, Bandaria	- **Phone Number:** 736-384-4482

- Enter Arrival Information for the student, so that when the data is uploaded to the SAN, the IMSO will have all the information he needs when he views this on his IMSO Web page.

- You know the IMSO will probably be asking for the IMSI Bio information. Pull up the "IMSI Bio" window for this line of training? What is the title of block 23 of the IMSI form? _____ (You do not need to fill in all the IMSI information now. Just be able to know where to go to enter the information for future requirements.)

Situation 2:

You need to send an **FMS student** to training.

- What is one way to identify FMS Training?

  1) Program Type = _____

(If you do not have an FMS Program, skip to Situation 3.)

- If your country has an FMS Program, select a "recent" FMS training track and pull up the "Student Information" window in TMS to begin entering information needed for the ITO. (*Write down* the details of the track so you will be able to find it again later. i.e. WCN, CC, Case, IA, Program Type)

- Several fields on this window must have data entered into them before the Student's Information can be saved. How are these fields identified on the "Student Information" window?

- Is there a name already present? If not, enter a name.
  (If there is a name, make sure both the First and Surname fields are filled in. Answer "No" to: Is this a new student.)

- Make up the student's details and enter the information on the "Student Information" window.

- This student happens to have a dependent that will accompany her. Add the following Dependent information.

- **Name**: Marleen Castous	- **Passport #**: 94038366
- **Sex**: F	- **Issued**: 20 May 06
- **Relationship**: Child	- **Expiration**: 20 May 07
- **DoB**: 15 Jun 05	- **VISA Type**: A2
- **PoB**: Harare, Bandaria	- **Number**: 383845009
- **Nationality**: Bandarian	- **Issued**: 20 May 06
- **Citizenship**: Bandaria	- **Expiration**: 20 May 07
- **Health care bills sent to:**	- **Insurance Company:** First Health
First Health	- **Mailing Address:** 123 Second St, Wadi, BN
123 Second St.	- **Policy Number**: 3647492
Wadi, Bandaria	- **Phone Number:** 736-384-4482

- Enter Arrival Information for the student, so that when the data is uploaded to the SAN, the IMSO will have all the information he needs when he views this on his IMSO Web page.

- You know the IMSO will probably be asking for the IMSI Bio information. Pull up the "IMSI Bio" window for this line of training? What is the title of block 25 of the IMSI form? _____
  (You do not need to fill in all the information now. Just be able to know where to go to enter the information for future requirements.)

Situation 3:

You need to send a student to **Combating Terrorism Training**. (CT Training)

- What are two ways to identify CT Training?

  1) Program Type = _____

  2) Case ID ends with a what? _____

(If you do not have a CT Program, discontinue this portion of the exercise.)

- If your country has an CT Program, select a "recent" CT training track and pull up the "Student Information" window in order to begin entering information needed for the ITO. (*Write down* the details of the track so you will be able to find it again later. i.e. WCN, CC, Case, IA, Program Type)

- Several fields on this window must have data entered into them before the Student's Information can be saved. How are these fields identified on the "Student Information" window?

- Is there a name already present? If not, enter a name.
  (If there is a name, make sure both the First and Surnames are filled in. Answer "No" to: Is this a new student.)

- Make up the student's details and enter the information on the "Student Information" window.

- This student happens to have a dependent that will accompany her. Add the following Dependent information.

- **Name**: John Gischer	- **Passport #**: 384724404
- **Sex**: M	- **Issued**: 25 Sep 06
- **Relationship**: Spouse	- **Expiration**: 25 Sep 07
- **DoB**: 17 Apr 70	- **VISA Type**: A2
- **PoB**: Harare, Bandaria	- **Number**: 39384621
- **Nationality**: Bandarian	- **Issued**: 25 Sep 06
- **Citizenship**: Bandaria	- **Expiration**: 25 Sep 07
- **Health care bills sent to:**	- **Insurance Company:** First Health
First Health	- **Mailing Address:** 123 Second St, Wadi, BN
123 Second St.	- **Policy Number**: 3647492
Wadi, Bandaria	- **Phone Number:** 736-384-4482

- Enter Arrival Information for the student, so that when the data is uploaded to the SAN, the IMSO will have all the information he needs when he views this on his IMSO Web page.

- Extra Credit: CT Training is special in that each student must be individually approved. What is the "package" called that is submitted and what program is used to submit the package for approval? Who is the final approval authority for CT Training?

(CHAPTER 7) "STUDENT INFORMATION"
- ANSWERS -

Answers to Situation 1:

- 2 ways to identify an **IMET Training line**.

  1) Program Type = I

  2) Last character of the Case ID is an I. (i.e. 08I001)

- Pull up the "Student Information" window for an IMET training track.

  ► From the TMS Main Menu:

  - Click, "**Student Information and Forms**" dropdown
  - Select, "**Student Data**"
  - Enter the following criteria:
    - Country: Your Country Code
    - IA: Pick an Implementing Agency (B, D or P)
    - Case: Pick an IMET Case

      Or

      Enter, Program Type: I
  - Click, "**OK**"
  - Pick one of the training tracks. (*Write down* the WCN, CC, Case, IA, Program Type).
  - Double click the track.
  - "Student Information" window appears

- How are Mandatory Fields identified?
  Fields outlined in bold blue: First, Surname, Sex, Service, Student Code, Unit

- Enter student information.

  ► From the "Student Information" window:

  - Enter the appropriate information in the fields. (Make up the details for now.)

- Add the Dependent's information.

  ► From the Student Detail window:

- Click, the "**Add**" button in the Dependents' section of the window
- Enter the data in the appropriate empty fields of the **Dependents window**.
- When finished, click "**Save/Close**"

- Enter "Arrival Information".

► From the "Student Information" window:

- Click, "**Arrival Msg**" button
- Enter information in the appropriate blocks. (Make up the details for now.)
- When finished, click "**Save/Close**"

- Pull up the IMSI Bio window.

► From the "Student Information" window:

- Click, "**IMSI BIO**" button
- "International Military Student Information" window will appear.

- The title of block 23 in this window is: Preferences (Food, drink, tobacco, entertainment, sports, hobbies, other special interests.)

Answers to Situation 2:

- One way to identify an **FMS Training line**.

1) Program Type = F

- Pull up the "Student Information" window for an FMS training track.

► From the TMS Main Menu:

- Click, "**Student Information and Forms**" dropdown
- Select, "**Student Data**"
- Enter the following criteria:
  - Country: Your Country Code
  - IA: Pick an Implementing Agency (B, D or P)
  - Case: Pick an FMS Case

    Or

    Enter, Program Type: F

- Click, "**OK**"
- Locate a training track (*Write down* the WCN, CC, Case, IA, Program Type).
- Double click the track.
- "Student Information" window appears

- How are Mandatory Fields identified?
  Fields outlined in bold blue: First, Surname, Sex, Service, Student Code, Unit

- Enter student information.

► From the "Student Information" window:

- Enter the appropriate information in the fields. (Make up the details for now.)

- Add the Dependent's information.

► From the Student Detail window:

- Click, "**Add**" button in the dependents' section of the window
- Enter the data in the appropriate empty fields of the **Dependents window**.
- When finished, click "**Save/Close**"

- Enter "Arrival Information".

► From the "Student Information" window:

- Click, "**Arrival Msg**" button
- Enter information in the appropriate blocks. (Make up the details for now.)
- When finished, click "**Save/Close**"

- Pull up the IMSI Bio window.

► From the "Student Information" window:

- Click, "**IMSI BIO**" button
- "International Military Student Information" window will appear.

- The title of block 25 in this window is: Civilian Education (University, college, or highest level schools, locations, major courses, degrees, honors…)

Answers to Situation 3:

- 2 ways to identify a **CT Training Line**.

  1) Program Type = B

  2) Last character of the Case ID is a B. (i.e. 07**B**001)

- Pull up the "Student Information" window for a CT training track.

  ► From the TMS Main Menu:

  - Click, "**Student Information and Forms**" dropdown
  - Select, "**Student Data**"
  - Enter the following criteria:
    - Country: Your Country Code
    - IA: Pick an Implementing Agency (B, D or P)
    - Case: Pick a CT Case

      Or

      Enter, Program Type: B
  - Click, "**OK**"
  - Locate a training track (*Write down* the WCN, CC, Case, IA, Program Type).
  - Double click the track.
  - "Student Information" window appears

- How are Mandatory Fields identified?
  Fields outlined in bold blue: First, Surname, Sex, Service, Student Code, Unit

- Enter student information.

  ► From the "Student Information" window:

  - Enter the appropriate information in the fields. (Make up the details for now.)

- Add the Dependent's information.

► From the Student Detail window:

- Click, "**Add**" button in the dependents' section of the window
- Enter the data in the appropriate empty fields of the **Dependents window**.
- When finished, click "**Save/Close**"

- Enter "Arrival Information".

► From the "Student Information" window:

- Click, "**Arrival Msg**" button
- Enter information in the appropriate blocks. (Make up the details for now.)
- When finished, click "**Save/Close**"

- What is the package called that is submitted? Student Nomination Package.
- What is the program used to submit the package? SAOweb on the SAN.
- Who is the final approval authority? ASD/GSA

(CHAPTER 8)
"ITO" - SITUATION / EXERCISE

Situation 1:

For each student that was added to a line of training in the previous exercise (Chapter 7) create an Official ITO. (When complete, the ITO will have a date and will be locked.)

Situation 2:

You notice that the first ITO created above (Situation 1) the Passport number is incorrect. The student has already been given their ITO and it has also been uploaded to the SAN. Create an Official ITO Amendment changing the Passport Number to: 5566778899

Situation 3:

The next day, the student from Situation 2 above calls and says that due to unforeseen circumstances, she will be unable to attend the scheduled training. It is a good thing that you were proactive and have a backup student (Joseph Mellone) for just this kind of situation. Rescind the ITO from Situation 2 and Reissue it for Joseph Mellone.

(CHAPTER 8) "ITO"
- ANSWERS -

Answers to Situation 1:

- Create an Official ITO.

► From the TMS Main Menu:

- Click, "**Student Information and Forms**" dropdown
- Select, "**Student Data**"
- Enter the criteria and click, "**OK**"
- Locate the appropriate training line
- **Double click** the line to bring up the "Student Information" window.
- Verify and correct any mistakes in the data
- Click, "**ITO**"
- Review the fund citation if there is one, and which lines are authorized.
- Click, **"ITO"**
- Review, the ITO, enter any information you want for practice.
- When ready, click "**Print ITO**"
- Answer, "**Yes, lock the ITO**"
- Congratulations, the Official ITO has just been created.

- Repeat above steps for each Student that was created in the Chapter 7 exercise.

Answers to Situation 2:

- Create an ITO Amendment correcting the Passport number.

► From the TMS Main Menu:

- Click, "**Student Information and Forms**" dropdown
- Select, "**Student Data**"
- Enter the appropriate criteria:
- Click, "**OK**"
- Locate appropriate training track and **double click** the line.
- Click, "**ITO**"
- Click, "**ITO**"
- Click, "**Amend**"
- Click, "**Add**"
- Click, "**ITO Section**" dropdown box
- Select, "**6. IMS Information i. Passport Number:**"
- Enter the correct Passport Number**: 5566778899**
- Click, "**Save/Close**"
- Click, "**Print ITO Amendment**"

- Click, "**YES**"
- Amendment has been created.
- Close and return to the Main Menu.
- (Don't forget, you still would need to upload this amendment to the SAN. But not here in class.)

Answers to Situation 3:

- Rescind and Reissue an ITO.

- Step 1. Rescind the original ITO.

► From the TMS Main Menu:

- Click, "**Student Information and Forms**" dropdown
- Select, "**Student Data**"
- Enter the appropriate criteria:
- Click, "**OK**"
- Locate appropriate training track and **double click** the line.
- Click, "**ITO**"
- Click, "**ITO**"
- Click, "**Amend**"
- Click, "**Add**"
- Click, "**ITO Section**" dropdown box
- Select, "**0.0 Rescind ITO**"
- Click, "**Save/Close**"
- Click, "**Print ITO Amendment**"
- Answer, "**Yes**" lock the ITO
- The ITO has now been rescinded.
- Close the windows and return to the "Student List"

- Step 2. Delete the ITO and Student Information.

► From the "Student List":

- Locate appropriate training track and **single click** on the line. (The cursor should be blinking on the line.)
- Click, "**Del ITO/Del Student**" button
- Answer, "**Yes**", delete both ITO and Student.
- Answer, "**Yes**", ITO has been issued.
- The ITO and Student information has now been deleted.

- Step 3. Reissue the Official ITO.

► From the "Student List":

- Locate the appropriate training line
- **Double click** the line to bring up the "Student Information" window.
- Enter the new name, **Joseph Mellone** and the remaining student information.
- Click, "**ITO**"
- Review the fund citation if there is one, and which lines are authorized.
- Click, **"ITO"**
- Review, the ITO, enter any information you want for practice.
- When ready, click "**Print ITO**"
- Answer, "**Yes, lock the ITO**"

Congratulations, the Official ITO has just been re-created. At the end of the ITO number there should be a "**– A**"

(CHAPTER 9)
"TEAM AFTER ACTION SUMMARY" - SITUATION / EXERCISE

Situation 1:

You are preparing for a MET that will be coming to your country and just received 2 students' names who will be attending the training. In order to stay ahead, you decide not to wait for the entire list but will go ahead and enter these names in the "Team After Action Summary".

Enter the following information in the Team After Action Summary for one of your Team Training Tracks.

- Student 1: Col. Hanse Milder, Male, Army, Service # 494885, Unit 56th Tactical
- Student 2: Col. Franze Hammerstein, Male, Army, Service # 995853, Unit 56th Tactical

(CHAPTER 9) "TEAM AFTER ACTION SUMMARY" *- ANSWERS -*

Answer to Situation 1:

- Enter Student Information for Team After Action Summary.

► From the TMS Main Menu:

- Click, "**Student Information and Forms**" dropdown
- Select, "**Team After Action Summaries**"
- Enter your criteria, or leave blank
- Click "**OK**"
- Select one of the Team Training lines from the list and **double click** it.
- Enter: a date in the **Event Date** field
- Enter a remark in the **SAO Remark** field. (This can be re-edited later.)
- Enter the **students' information** (name etc.)
- Click, "**Recalculate**" to count the students.
- Congratulations, you are on your way to completing the After Action Summary!
- Click "**Save/Close**" when finished.

(CHAPTER 10)
"REPORTS" - SITUATION / EXERCISE

Situation 1:

Col. Precision wants to know the courses and their statuses which are currently programmed in this year's (FY 08) IMET Program. (Depending on your training program, you may not have an IMET Program, but check anyway.) Pull up one of the reports that would provide this information.

Situation 2:

Col. Precision wants to know the courses and their statuses which are currently programmed on an FMS case. (Depending on your training program, you may not have any FMS Program, but check anyway. If you do have FMS programs, pick one and create the report.)

Situation 3:

Col. Precision wants to know which students need to be ready to leave for training next month. Produce a report displaying training that has its first report dates next month. (Depending on your training program, you may not have any students, but check anyway.)

Situation 4:

Col. Precision wants to know all the courses a particular student has attended. Pick one of your students who have attended training in the past and create the report. (Hint, students' names are listed on the Country STL in case you do not know any names for this exercise.)

Situation 5:

Col. Precision wants to know all the students from your country who has attended the Ranger course (MASL ID: B121181). Create a report displaying the information. (Depending on your training program, you may not have any students who have attended this training, but check anyway.)

(CHAPTER 10) "REPORTS"
- ANSWERS -

Answer to Situation 1:

- Create IMET STL report for fiscal year 08.

► From the **TMS Main Menu**:

- Click, "**Reports**" dropdown
- Select, "**Single Country**"
- Select, "**a. Country STL**"
- Enter the following:
  - CC: Your **country code**
  - Case ID: **08I**
- Since IMET usually pays TLA, click, "**STL with TLA - OK**"
- Your report will be displayed. (Note: There may be multiple pages.)

Answer to Situation 2:

- Create FMS report.

► From the **TMS Main Menu**:

- Click, "**Reports**" dropdown
- Select, "**Single Country**"
- Select, "**a. Country STL**"
- Enter the following (in this order on the criteria window):
  - CC: Your **country code**
  - Program Type: Select, "**F – FMS: Foreign Military Sales**"
  - Case ID:
    - Because you selected Program Type: F above, only FMS cases will now be listed in the Case ID dropdown menu. If you have any FMS listed, **select one**.
- Since FMS normally does not pay TLA, click, "**STL no TLA – OK**"
- Your report will be displayed. (Note: There may be multiple pages.)

Answer to Situation 3:

- Create report displaying the first report dates for next month.

► From the **TMS Main Menu**:

- Click, "**Reports**" dropdown
- Select, "**Single Country**"

- Select, "**7. First Report Date**"
- Enter the following:
  - CC: Your **country code**
  - Beginning Date: (First day of next month, dd mmm yy)
  - Ending Date: (Last day of next month, dd mmm yy)
  - Leave remaining fields blank
- Click, "**OK**"
- Your report will be displayed. (Note: There may be multiple pages.)

Answer to Situation 4:

- Create report displaying courses a particular student has attended.

► From the **TMS Main Menu**:

- Click, "**Reports**" dropdown
- Select, "**Single Country**"
- Select, "**4. Lookup Student Name**"
- Enter the following:
  - CC: Your **country code**
  - Options, choose one or the other method below:
    - 1. Name: Enter a student's name (It can be first, last, or just a few letters)
    - 2. SCN: If known, enter the student's SCN number
- Click, "**OK**"
- Your report will be displayed. (Note: There may be multiple pages.)

Answer to Situation 5:

- Create report listing all the students who have attended the Ranger course (MASL ID: B121181).

► From the **TMS Main Menu**:

- Click, "**Reports**" dropdown
- Select, "**Single Country**"
- Select, "**5. Students by MASL**"
- Enter the following:
  - CC: Your **country code**
  - MASL ID: **b121181**
- Click, "**OK**"
- Your report will be displayed. (Note: There may be multiple pages.)

(CHAPTER 11)
"UPLOAD DATA" - SITUATION / EXERCISE

Situation 1:

It has been a busy day working with TMS; you have added *SAO Point of Contact* information for a new person assigned to the SAO office, *assigned a student to a Training Track* and entered her student information, *created an ITO* for another student who is leaving for training, *entered Student Arrival Information*, and completed the *Team After Action Summary* listing all the students who were trained in as part of a team training event.

In order to ensure this data is not lost from TMS and to share the information with others in the Training Community what must you do? _____

Situation 2:

Pretend you have actually performed the entries above, do all the steps needed (**EXCEPT THE FINAL ONE**) to answer the question above.

PRACTICE THE STEPS.
BUT DO NOT COMPLETE THE FINAL ONE. (i.e. do not click "Upload File Now" button!)
WE DO NOT WANT TO ACTUALLY PASS BAD DATA SINCE THIS IS ONLY PRACTICE.

Situation 3:

What "automation programs" do the following members of the Training Community use to view the information that has been uploaded to the SAN?

- SAO: _____
- IMSO: _____
- MILDEP: _____

(CHAPTER 11) "UPLOAD DATA"
- ANSWERS -

Answer to Situation 1:

- To prevent loss of data and to share information with the Training Community:

  Upload this data to the SAN.

Answer to Situation 2:

- Practice the steps to Upload data to the SAN. (EXCEPT THE LAST ONE)

► From the **TMS Main Menu**:

- Click, "**Upload Data**" button
- When the "Upload TMS Data" brown screen appears:
  - Wait 10 seconds to be redirected, or
  - Go ahead and click the following link on the page, "**https://www.idss.ida.org/san/istl/up_tms?**"
- **Log on** to the SAN
- On Special Notice page, click, "**TMS Upload**"
- **Copy** the path: **c:\tms\upload\tmsup.lzh**
- **Paste** the path into the box next to the Browse button.

- **STOP HERE!** Since this is practice, we do not want to really upload data.

- If we were going to upload data, we would complete the process by:
  - Clicking, "**Upload file now**" button
  - **Close** the browser, after receiving the SAN message, "**Your Upload Was Successful**"
  - In TMS, answer "**Yes**" to the question, "Was your Upload successful?"

Answer to Situation 3:

- The Training Community can view TMS data uploaded to the SAN using various web pages and computer systems. They are as follows:

  - SAO: SAOweb on the SAN

  - IMSO: IMSOweb on the SAN

  - MILDEP: DSAMS computer system - (Defense Security Assistance Management System)

(CHAPTER 14)
"REFERENCE TABLES" - SITUATION / EXERCISE

Situation 1:

While reviewing the latest STL in TMS, Col. Precision notices one of the training lines has a **Status Code** of **FO**. Col. Precision comes to you asking, "What does status code FO mean? Is this bad?" Where in TMS can you find the definitions of all Status Codes? What are you going to tell him about FO?

_____

Situation 2:

Col Precision is really studying the information available in TMS about the country. He notices training is taking place under several types of Programs, a few he does not recognize. What will you tell him when he asks you what the following Program Type codes mean?

- Program Type: A = _____

- Program Type: B = _____

- Program Type: D = _____

Situation 3:

While Col Precision was reviewing the latest IMET STL for the country, he notices a code appearing in the Waiver column. What do you tell him when he asks what does **Waiver Code H** mean?

_____

(CHAPTER 14) "REFERENCE TABLES"
- ANSWERS -

Answer to Situation 1:

- Look up the definition of Status Code: FO.

► From the **TMS Main Menu**:

- Click, "**Reference Tables**" dropdown
- Select, "**Training Line Status**"
- Locate, **FO** from the list of all Progress Messages.

- FO = Forfeited. Yes this is bad. The training was not cancelled in time (60 days prior to the Start Date) and a penalty has been accessed.

Answer to Situation 2:

- Look up what a Program Type code means.

► From the **TMS Main Menu**:

- Click, "**Reference Tables**" dropdown
- Select, "**Program Types**"
- Locate the appropriate program type code from the list that appears.

  - Program Type **A** = ALP: Aviation Leadership Program

  - Program Type **B** = CTFP: Combating Terrorism Fellowship Program

  - Program Type **D** = Section 1004: Counter-Drug Training Support

Answer to Situation 3:

- Look up what Waiver Code H means.

► From the **TMS Main Menu**:

- Click, "**Reference Tables**" dropdown
- Select, "**Waiver Types**"
- Locate waiver code **H** from the list of all Waiver Codes that is displayed.
  - Waiver Code **H** = High Cost Training, Training Tuition $50,000 or higher