

1 General Information

1.0 BACKGROUND – TRAINING MANAGEMENT SYSTEM (TMS)

The Security Cooperation Office Training-Web[SCO-TWeb (or just TMS 8)] is a Web-based application designed to aid SCOs throughout the world in managing all aspects of their international training program.

This application allows the SCO to view their country's *Standardized Training List (STL)*, identifying training courses that have been requested and the status of those requests. TMS 8 also enables the SCO to research training activities and training courses available to foreign countries in the *Training Military Articles and Services Listing (T-MASL)*. TMS 8 even allows the SCO 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 SCO using TMS 8 will directly make changes to their programs in the Security Assistance Network (SAN); and update SCO point-of-contact information, ITOs, 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 input will be fed into the MILDEP's Defense Security Assistance Management System (DSAMS) computer system as well as various other government systems for the data to be viewed and acted upon.

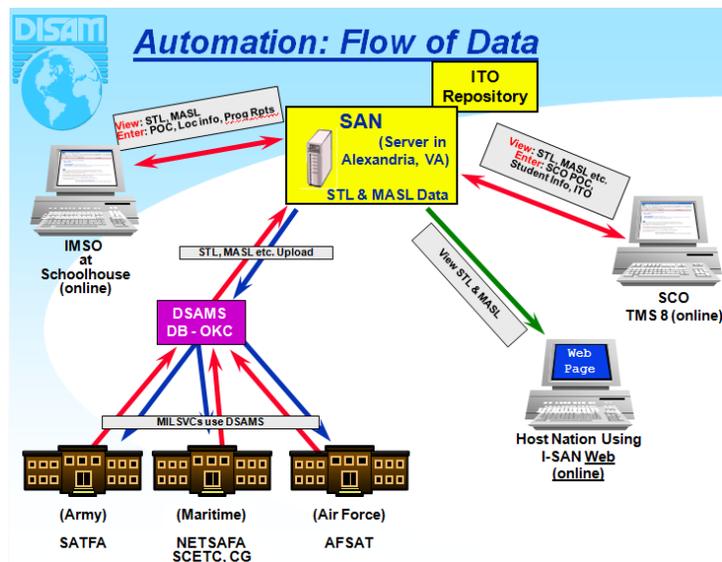
Data Cycle:

1. DSAMS uploads (MILDEP) Data to the SAN.
2. SCOs make changes to their Data in TMS 8.
3. DSAMS Downloads and Imports SCO Data from the SAN.
4. Cycle then repeats.

Hint:

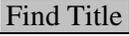
Data is passed daily from DSAMS to the SAN around 0230 Eastern Standard Time.

Data is passed daily from the SAN to DSAMS around 1700 Eastern Standard Time.



In order to make changes in TMS 8, access to the Security Assistance Network (SAN) is required. Therefore, one must have an established SAN user account. Click the "How to Request a SAN Account" link on the SAN Login page (<https://www.idss.ida.org/san/login.prg>) for instructions on requesting a SAN account.

1.1 SYMBOLS IN THIS GUIDE

-  button: Indicates a button in TMS 8 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 8 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 8.
-  Black Arrow indicates the guide is getting ready to demonstrate a function in TMS 8.
-  Black and White Arrow indicates a function/action to perform in TMS 8.

1.2 TRAINING PROGRAM IDENTIFICATION

Identifying Training levels.

All Security Cooperation Training Programs are 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, CTFP Case, FMS Case). Cases are identified by the Country Code, Implementing Agency, and Case Designator.

BN-B-12I 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 (12I)

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-12I001-1340@
 BN-B-12I001-1340A
 BN-B-12I001-1340B

Bandaria (BN), Army (B),

BN-B-12I..... **IMET Case (12I)** (i.e. IMET program for the year 2012)
 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),
FMS Case (TAB)**

BN-D-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:** SCO 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 12 will be programmed on Case 12B. The remainder of the TLA that “runs over” into FY 13 as well as follow-on Courses that begin in FY13 will be programmed on Case 13B 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):** Funding Status attempts to identify the funding status for a training line. Due to MILDEP processes and inconsistent use of funding status **DO NOT RELY** 100% on the accuracy of this identifier.
 - F - Funded
 - U - Unfunded
 - BI – Billed
 - PD – Paid
 - CF – CRA Funded
 - B – Budgeted
 - FF – Future Funded
- **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 OPENING TMS 8

- ▶ To open TMS 8
 - Log onto the SAN

WARNING: You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC, monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
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-At any time, the USG may inspect and seize data stored on this IS.

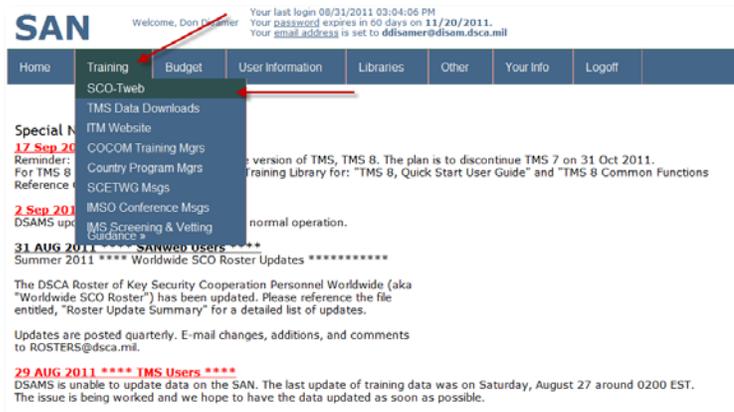
SAN Login

Username

Password

For problems, contact your group administrator(s) first, then your [SAN Administrators](#)

- Select, "Training"
- Select, "SCO-TWeb"



- TMS 8 will open to the "Main Menu"

