

## **4 Country Setup**

## 4.0 COUNTRY SETUP

The “Country Setup” tab in TMS 8 is used to identify SCO Points-of-Contact information and to create a default ITO for all ITOs.

**\*\*Rule!:**

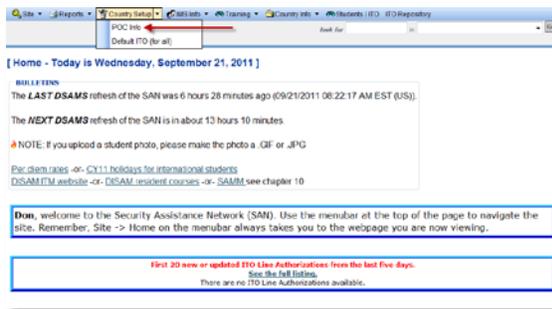
It is essential that information contained in the Country Setup be kept up-to-date and current!

SCO POC information:

- Is stored on the SAN where it is visible to the entire Security Cooperation community, letting them know how to contact you.
- Those listed as a SCO POC will receive certain automated e-mails from the SAN such as warnings when training lines are in jeopardy of being canceled because there is missing student information and the Report Date is within 30-17 days. (A course can be canceled if there is missing student information and the Report Date is within 16 days.)
- TMS 8 has the ability to capture multiple points-of-contact for the SCO office.
- Default ITO (for all): Information entered in the Default ITO will automatically appear on the ITO when it is created.
  - SCO Address, Authorized Signature for the ITO, Title
  - Default Remarks for all ITOs
  - Identify if the country is a NATO Member

## 4.1 ACCESSING POC INFO

- ▶ From the TMS 8 Main Menu:
  - Click, the “Country Setup” dropdown menu
  - Select, “POC Info”



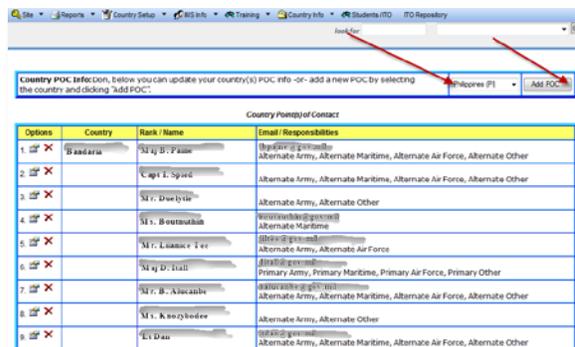
TMS 8 Main Menu

From the POC Info screen, you can add, edit and delete POC information.

## 4.2 ADDING A POC

► From the POC Info screen:

- Click the dropdown for the appropriate country
- Click the “Add POC” button



Fill in all the pertinent SCO information on the screen.

- Click the “Save” button to save the SCO information you just input.

**Hint:** For most screens in TMS 8, you must press the “Save” button before you leave the screen in order to keep the data you input. Leaving a screen without pressing the “Save” button will result in all the information you input being lost.

The screenshot shows the 'Security Cooperation Officer POC (Point of Contact) Defaults for Philippines' form. The form includes fields for 'Rank and Name (last,first)', 'Email Address', 'Program(s) of Responsibility' (with checkboxes for Primary, Army, Air Force, Maritime, and Other), 'Phone Number', 'DSR Phone Number', 'Fax Number', 'DSR Fax Number', 'Message Address', 'Mailing Organization', 'Address line', 'City', 'State', and 'Zip'. A red arrow points to the 'Save' button at the top right of the form. A red warning message at the bottom states: 'Mailing address to be used for receiving students' mail. Do not use Dept of State or Diplomatic Pouch addresses'.

Once you have saved the information, you can return to the POC listing by clicking the “here” hyperlink at the top of the screen.

This screenshot is identical to the previous one, showing the 'Security Cooperation Officer POC (Point of Contact) Defaults for Philippines' form. A red arrow points to the 'Save' button at the top right of the form. A red warning message at the bottom states: 'Mailing address to be used for receiving students' mail. Do not use Dept of State or Diplomatic Pouch addresses'.

### 4.3 EDITING POC INFO

► From the POC Info screen:

- Click the edit entry symbol denoted by a hand on a piece of paper for the SCO whose information you want to edit

*Hint:* If you allow your cursor to hover over icons in TMS 8, a key will appear explaining what the icon is meant to do.

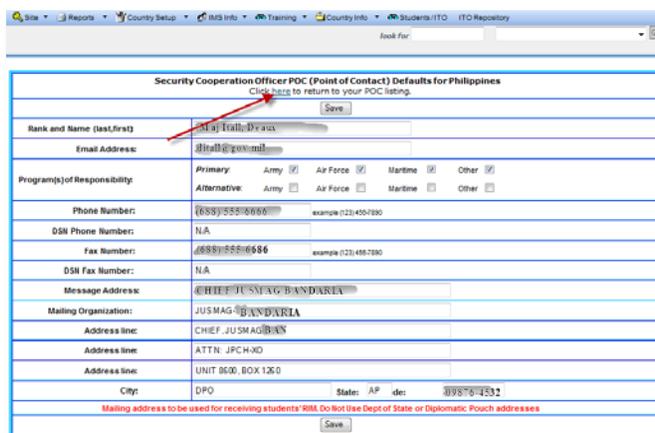


Make the appropriate edit(s) to the SCO information.

- Click the “Save” button to save the SCO information you just input.

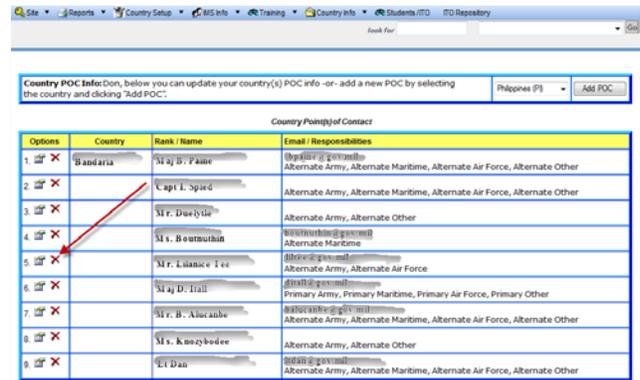


Once you have saved the information, you can return to the POC listing by clicking the “here” hyperlink at the top of the screen.



## 4.4 DELETING POC INFO

- ▶ From the POC Info screen:
  - Click the delete entry symbol denoted by the red x for the SCO whose information you want to delete



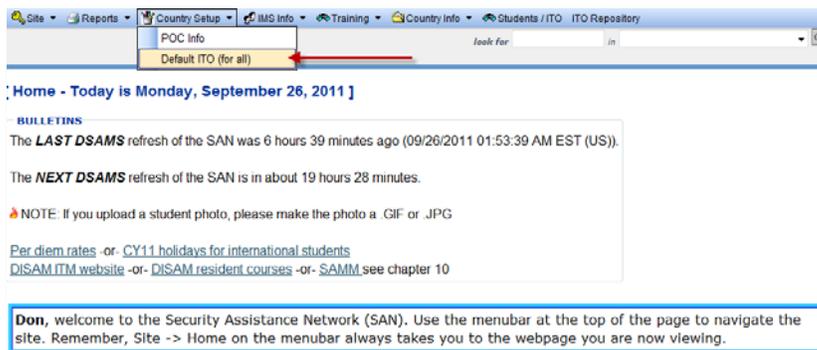
## 4.5 ACCESSING DEFAULT ITO (FOR ALL)

To create a default ITO:

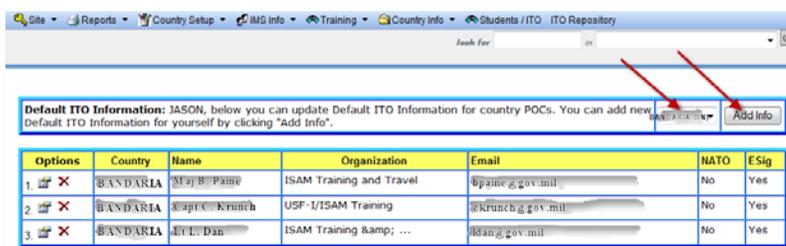
If you are a POC and you create ITOs, you have the capability to create a Default ITO profile for yourself. You must first create a Default ITO before you can create any other ITO in TMS.

► From the TMS 8 Main Menu:

- Click the “Country Setup” dropdown menu
- Select, “Default ITO (for all)”



- Click the dropdown for the appropriate country
- Click the “Add Info” button



Fill in all the pertinent information on the screen.

- Click the “Save” button to save the information you just input.

The screenshot shows the 'Security Cooperation Officer Invitational Travel Order (ITO) Defaults' form for JASON ROTH (Iraq). The form includes fields for NATO Member, Name of Organization, Mailing Address, City, Email Address, Comments/Remarks, Electronic Signature Indicator, Signature, and Title. A 'Save' button is located at the bottom right of the form, indicated by a red arrow.

Once you have saved the information, you can return to the POC listing by clicking the “here” hyperlink at the top of the screen.

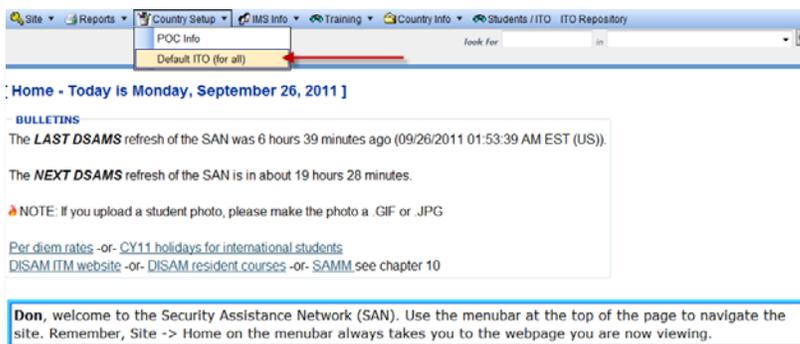
The screenshot shows a web browser window with the following content:

- Browser tabs: Site, Reports, Country Setup, IMS Info, Training, Country Info, Students / ITO, ITO Repository
- Search bar: look for: [ ]
- Form Title: Security Cooperation Officer Invitational Travel Order (ITO) Defaults for JASON ROTH (Iraq)
- Form Instructions: Data Entered below will automatically appear when you create a new ITO. Click here to return to your POC listing.
- Field: NATO Member  When selected, Block 2 displays as: 2. Country/Organization: Iraq (NATO Member)
- Field: Block 4. Issuing Security Cooperation Organization (SCO)
- Field: a. Name of Organization: [ ]
- Field: b. Mailing Address: [ ]
- Field: City: [ ]
- Field: c. Email Address: [ ]
- Note: Mailing Address above to be used for receiving student's mail. Do not use Dept of State or Diplomatic pouch addresses.
- Field: Block 15. Special Comments/Remarks
- Field: Comments/Remarks: [ ]
- Field: Electronic Signature Indicator  When selected, block 17a appears as a Signature of U.S. Authority Authenticating Orders //Signed// LTC John Doe
- Field: Block 17. ITO Authorization
- Field: a. Signature: [ ]
- Field: b. Title: [ ]
- Button: Save

## 4.6 EDITING A DEFAULT ITO

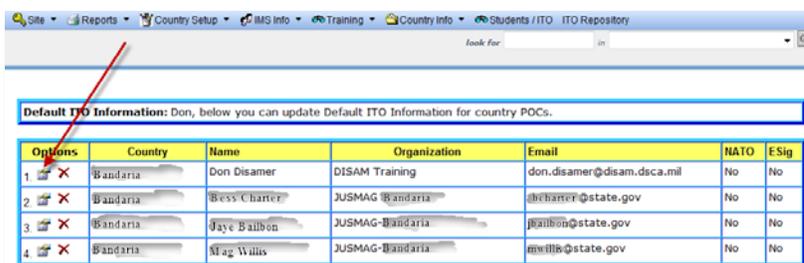
► From the TMS 8 Main Menu:

- Click, the “Country Setup” dropdown menu
- Select, “Default ITO (for all)”



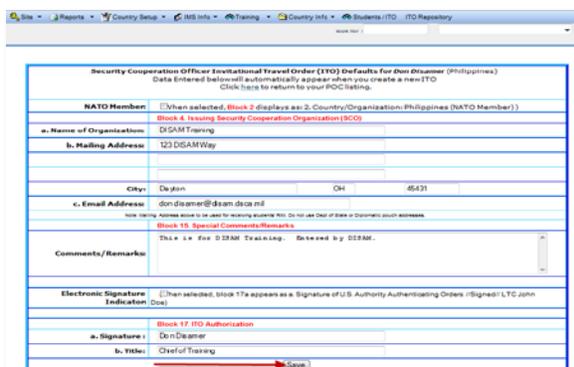
► From the Default ITO Information screen:

- Click the edit entry symbol denoted by a hand on a piece of paper for the SCO whose default ITO you want to edit

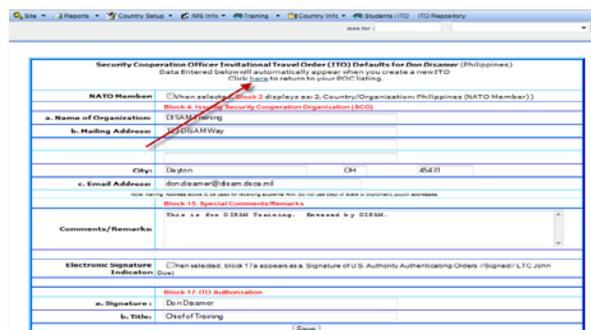


Edit all the pertinent information on the screen.

- Click the “Save” button to save the information you just input.



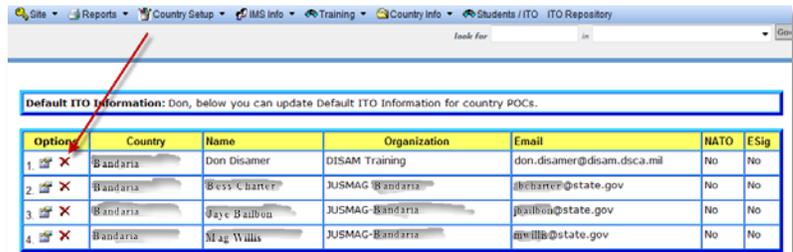
Once you have saved the information, you can return to the POC listing by clicking the “here” hyperlink at the top of the screen.



## 4.7 DELETING A DEFAULT ITO

► From the Default ITO Information screen:

- Click the delete entry symbol denoted by the red x for the ITO you want to delete



Default ITO Information: Don, below you can update Default ITO Information for country POCs.

Options	Country	Name	Organization	Email	NATO	ESig
1. 	Bandaria	Don Disamer	DISAM Training	don.disamer@disam.dsca.mil	No	No
2. 	Bandaria	Bess Charter	JUSMAG-Bandaria	bcharter@state.gov	No	No
3. 	Bandaria	Jaye Bailbon	JUSMAG-Bandaria	jbailbon@state.gov	No	No
4. 	Bandaria	Mag Willis	JUSMAG-Bandaria	mwillis@state.gov	No	No