Transportation and Travel

Transportation Coordinators’ Automated Information for Movements System II (TC AIMS II)
SUMMARY OF CHANGE

USAR Pamphlet 55-2
Transportation Coordinators’ Automated Information for Movements System II (TC AIMS II)

This pamphlet provides guidance regarding TC AIMS II fielding to include new equipment training, sustainment training, business processes, system fielding and procedures, data migration and software upgrades.
Transportation and Travel
Transportation Coordinators’ Automated Information for Movements System II
(TC AIMS II)

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History. This is the initial printing of USAR Pamphlet 55-2.

Summary. This pamphlet provides guidance regarding all aspects of TC AIMS II fielding to include new equipment training (NET), sustainment training, business processes, system fielding and procedures, data migration and software upgrades.

Applicability. This pamphlet applies to all Army Reserve deployable units.

Proponent and exception authority. The proponent of this pamphlet is the DCS, G-4. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to the Automation Integration Division Chief under his supervision within the proponent agency in the grade of Lieutenant Colonel or the civilian equivalent.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC (AFRC-LGC), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Distribution: This publication is available in electronic media only and is intended for command level(s) B+. Local reproduction is authorized.

Contents (listed by paragraph number)

| Purpose | 1 |
| References | 2 |
| Explanation of Abbreviations | 3 |
| Background | 4 |
| Scope | 5 |
| Planning Conferences | 6 |
| Memorandum of Agreement | 7 |
| Training | 8 |
| Fielding of TC AIMS II Equipment | 9 |
| Data Clean-up/Migration | 10 |
| Funding for TCAIMS II Fielding | 11 |
| TC AIMS II Servers | 12 |
1. **Purpose**
This pamphlet provides fielding guidance for the Transportation Coordinators’ Automated Information for Movements System II (TC AIMS II).

2. **References**
Required and related publications and prescribed forms are listed in Appendix A.

3. **Explanation of abbreviations**
Abbreviations used in this publication are explained in the glossary.

4. **Background**
The TC AIMS II is a top-down directed program aimed at addressing critical shortfalls in the transportation of materiel and personnel in support of Department of Defense (DOD) operations. Downsizing trends within DOD have created a profound reduction in the strength and number of pre-positioned forces worldwide. As a result, DOD depends more than ever on rapid and effective force deployments to accomplish US defense objectives. To achieve these goals, the DOD must rely on Automated Information Systems (AIS) capable of operating within a leaner infrastructure. The DOD must modernize, standardize and reengineer the AIS that support the Defense Transportation System (DTS). The TC AIMS II emerged as a result of this process and it combines the most efficient current systems into a single AIS capable of meeting both multiple and individual service requirements.

   a. In 1987, the Secretary of Defense issued a joint Staff Memorandum (SM) 3-87 directing the introduction of programs to provide automated support for DOD transportation coordinators. Each Service developed its own system to comply with SM 3-87. However, Desert Shield/Storm highlighted two major deficiencies: the fragmentation of logistics information systems and the inability to integrate Joint planning data with Service-unique execution data.

   b. In October 1993, the Secretary of Defense issued a memorandum containing guidance for a thorough vertical and horizontal integration of Defense AIS. The memorandum ordered accelerated migration of existing parallel and/or stovepipe systems into single multi-purpose and multi-Service AIS. The Office of the Secretary of Defense (OSD) directed the Joint Transportation CIM (Corporate Information Management) Center (JTCC) to migrate systems for DTS to oversee development of requirements, and to monitor implementation of the migrated transportation systems.

   c. The JTCC evaluated all the systems developed as a result of SM 3-87. In March 1995, JTCC identified several legacy systems as "best of breed" to serve as candidate migration systems in pursuit of developing the target TC AIMS II. In March, OSD approved JTCC’s recommendations to migrate
selected portions of Unit Move and Installation Transportation Office/Traffic Management Office (ITO/TMO) functionality of the identified legacy systems into TC AIMS II.

d. In November of 1996, the Deputy Under Secretary of Defense designated the Department of the Army as the lead agency for the program. Acquisition, funding, and management support is provided by the Program Executive Office Enterprise Information Systems.

e. The TC AIMS II fielding priorities include early deployers, power projection platforms, power support platforms, Major Subordinate Command (MSC) HQs, Transportation Terminal Brigades (TTBs), Deployment Support Brigades (DSBs), and selected transportation elements. The projected completion of fielding TC AIMS II to the Army Reserve is FY 07.

5. Scope
To provide TC AIMS II fielding guidance to the MSCs. The TC AIMS II provides unit and installation transportation officers throughout DOD with a single, effective, efficient AIS that performs transportation management for movement of units, passengers and cargo for day-to-day operations within the DTS during contingency and peacetime operations. The TC AIMS II -

a. Is a joint data system that was developed to replace Transportation Coordinators’ Automated Command & Control Information System (TC ACCIS). It was designed to provide Joint Headquarters and DTS visibility of unit movements. The system will provide rapid response to changes in the commander's intent, thus quickly updating real equipment lists during the deployment process.

b. Will enhance coordination, control and management of force deployments, including improving in-transit visibility and total asset visibility. The TC AIMS II will enable units to deploy, further deploy and redeploy while constructing Unit Deployment Lists at unit level and using Unit Movement Coordinators (UMCs) at brigade and higher levels to input the Total Package Force Deployment Data source into Joint Operations Planning and Execution System.

c. Will provide interoperability with allied force deployments and provide reception, staging, onward movement and integration of deploying forces into the designated theater of operations.

6. Planning Workshops/Briefings
The TC AIMS II fielding is by installation following the Material Fielding Plan (see plan at https://usarcintra/g4/Automation_Div/TC_AIMS_II/New_Data/TC_Aims_Mstr_Page.htm then scroll down to and click on TC-AIMS USARC Workplan on left side of page. Each installation has three key planning briefs/workshops leading up to the fielding of TC AIMS II. The USARC Headquarters provides funding to each MSC for their representatives’ temporary duty (TDY) prior to planning conference dates. The following briefs/workshops are:

a. Fielding Command/Gaining Command (FC/GC) Brief. This 4-hour briefing informs the installation staff and gaining commands of the upcoming TC AIMS II fielding. Reserve participants include a USARC representative and the gaining units’ MSC representative(s). The MSC representative attending this meeting is considered the single point of contact (POC) for the project. The USARC provides the MSC representative with an updated fielding plan by unit identification code (UIC) prior to the FC/GC Brief.

b. New Material Information Brief (NMIB)/Site Survey Workshop. This is a weeklong workshop normally conducted 90 days after the FC/GC Brief. Army Reserve participants include the same representatives who attended the FC/GC Brief plus a representative from each MSC on the fielding plan for that installation. The fielding plan is validated, training quotas established, and equipment requirements verified during this site survey. This meeting finalizes the Memorandum of Agreement (MOA) among the Program Manager (PM), installation, MACOMS, and fielded units. The RRCs provide the USARC POC and TC AIMS II PM a mobilization list and near-term training schedule. Once training requirements are finalized, the USARC Headquarters sends the NET funds to the MSC. After completion of the Site Survey, the following due-outs are tasked to the MSC:

1) The Standard Army Management Information Systems (STAMIS) Computer Exchange (SCX) Form 3C (STAMIS Exchange Work Request) shipping information (see sample at figure 1).
(2) Provide names of soldiers from each fielded unit(s) scheduled to attend the NET to include the System Administrator/Data Base Administrator (SA/DBA) and the TC AIMS II Joint Users Course (JUC) based on dates given by the PM, TC AIMS II during NMIB/Site Survey.

(3) Enter students’ names and information into ATRRS for the JUC and the SA/DBA courses.

(4) All fielded units are required to update their TC ACCIS data prior to attending the migration workshop. Updating the TC ACCIS data on a continuous basis will eliminate many errors during the migration workshop that is conducted after units complete NET.

(5) Provide the USARC Headquarters and PM with a data migration schedule.

(6) Complete SAAR Form requesting logins and passwords from the SA/DBA (see sample at figure 2) or see form and instructions for filling out at https://usarcintra/g4/Automation_Div/TC_AIMS_II/New_Data/SAAR.doc.

c. Business Process workshop. This workshop is normally a 3-day event hosted by FORSCOM at the fielding installation after the FC/GC Brief. Transportation functionals from USARC and the MSCs should attend this event. During the workshop, the ITOs, divisions, brigades, Army Reserve units and NGB units, discuss in depth how TC AIMS II will be used at that installation once it is completely fielded and operational.

7. Memorandum of Agreement (MOA)

A draft MOA is established among the PM Transportation Information System (TIS), USARC representative and the fielded unit(s) prior to departure at the FC/GC. Fielded units are required to review the draft MOA for accuracy with the USARC representative at the NMIB/Site Survey. A finalized version of the MOA is instituted, reviewed and signed by the USARC G-4, FORSCOM G3, Army Test and Evaluation Center, PM, TC AIMS II, National Guard Bureau (NGB) and Director, C4 Test Directorate, US Army Operational Test Command. The finalized version of the MOA is administered after the NMIB/Site Survey but prior to delivery of equipment.

8. Training

The MSC POCs ensures that Unit Movement Officers (UMOs), alternate UMOs and UMCs are registered in ATRRS in a timely manner and meet prerequisites for training.

a. Acceptable levels for class fill include:

   (1) Classes less than 30 days from start must be 70% filled by ATRRS registration otherwise class consolidation or cancellation will be considered. Lost seats will not be available for NET at a later date.

   (2) Classes 30 to 60 days from start must be at least 50% filled by ATRRS registration. The PM notifies coordinators of potential consolidations or cancellations (rescheduling NET for a later date may be an option).

   (3) Classes more than 60 days from start must be at least 30% ATRRS filled. The PM notifies coordinators to monitor training registration.

b. The TC AIMS II JUC. This is an 80-hour training course for the UMO/UMC and their alternates. The ATRRS registration for the JUC is located through the following processes:

   (1) School Code = 026

   (2) Course Number = TC AIMS II JUC

   (3) Course = TC-AIMSII JUC

   (4) The USARC Training Coordinator can be reached at (404) 464-8092.

   (5) Course Prerequisites are found at https://www.tis.army.mil/training.htm.

   (6) The JUC is required prior to attending the UMO/UMC training.

c. System Administrator/Data Base Administrator (SA/DBA). Most Area Support Groups, Corps Support Groups, transportation commands, MSCs, and select brigades will be fielded servers in either a tower or laptop configuration. Each command to be fielded a server is responsible for sending one SA/DBA to the NET. The TC AIMS II SA/DBA training is a 40-hour course held in a traditional
classroom. Students must register through ATRRS under school code 026, SA/DBA Course. Prerequisites for the SA/DBA course are shown on line at https://www.tis.army.mil/training.htm.

d. Sustainment Training. The 88N Military Occupational Skill Qualification TC AIMS II sustainment training is currently available through Sacramento Regional Training Site-Maintenance (RTS-M) and will soon be available through the Army Reserve Regional Training Center (ARRTC), Fort McCoy (start time TBD). Class information for Sacramento RTS-M are:
  (1) School Code = 924
  (2) Course Number = 8C-F33/553-F15.
  (3) Course = TC AIMS II FUNCTIONAL USER.

e. Multimedia Training. This is an on-line training tool provided by the PM for personnel requiring refresher training or supervisors who cannot attend the NET or sustainment training. This self-paced training may be accessed from the TC AIMS II website at https://www.tis.army.mil/training.htm or the multimedia training can be requested in CD format through the USARC’s system administrator at 404-761-2751. The multimedia training is also loaded on each TC AIMS II workstation.

f. Scenario Base Training (SBT). This is a collective training opportunity for the installation to test the applicability of the TC AIMS II automated system, required to effectively manage unit movements and cargo operations. The SBT provides users with a step-by-step flow through the TC AIMS II application to include creating a scenario and executing the installation’s business process with a descriptive checklist, to exercise the pre-deployment, deployment and redeployment of a brigade size element. The USARC G-4, tasks the MSCs to provide 2-3 units and their UMOs to represent the Army Reserve. During the SBT, Army Reserve representatives are able to provide the subject matter expert recommended modifications to the support installation ITO Business Process. Units participating provide names of attendees, UICs, and Organizational Equipment Lists to the USARC TC AIMS II POC 30 days prior to the SBT exercise.

9. Fielding of TC AIMS II Equipment

a. The following is the process for shipping TC AIMS II equipment:
  (1) The PM notifies the vendor of systems to ship after NMIB/Site Survey verification.
  (2) Vendor ships computers to the USARC SCX in Colonial Heights, VA.
  (3) The USARC G-4 representative inventories and processes DD Forms 250 (Material Inspection and Receiving Report) for the vendors.
  (4) The SCX records all TC AIMS II equipment in the DOD database.
  (5) The PM sends a configuration team to SCX to upload software and validate connectivity with USARC servers (when TC AIMS II moves to Block 2, the team will be verifying connectivity to the Citrix server).
  (6) The RRC POC provides the USARC with shipping addresses and other pertinent SCX Form 3C information (see sample form at figure 1).
  (7) The USARC develops SCX Form 3C for shipment from SCX to select locations.
  (8) The SCX ships to the MSC POC in time for the unit to have workstations prior to the Data Migration Workshop. *NOTE: The RRC Combat Service Support Automation Management Offices (CSSAMOs) must further configure systems to meet requirements for use on local domain (renaming computer, security patches, etc.)*

b. Accountability. The USARC G-4 prepares a hand-receipt for the receiving unit to fax (404) 464-8082) or digitally send to the USARC POC. Receiving unit posts hardware to the property book and hand-receipt to the using unit accordingly. *NOTE: Laptop servers (C27435) are synonymous with issued workstations (C27367). The property book officers (PBOs) must account for these systems using the proper Charlie Line Number (CLIN). The SCX designates which system is the server.*
10. Data Clean-up/Migration
Units are required to update their TC ACCIS data prior to conversion to TC AIMS II. The USARC Headquarters coordinates with the PM to establish data migration dates and locations for data clean up teams to assist fielded units. Each unit is responsible for signing up for a 4-hour block of time for data completion/clean up. To ensure proper data clean up, each unit should bring a Property Book representative, a HAZMAT certified individual and a TC AIMS II Operator (usually the UMO). As unit equipment is added, deleted or reconfigured, changes must be entered into TC AIMS II.

a. Server Access. Thirty days prior to the Data Migration Workshop, units submit an SAAR Form (see form at https://usarcintra/g4/Automation_Div/TC_AIMS_II/New_Data/SAAR.doc) to the USARC SA/DBA. Units have to request the SAAR from the USARC SA/DBA. The request is used to obtain user password(s) for access to each fielded unit’s unclassified information.

b. The SAAR is used for connectivity rights to the TC AIMS II server. Once the SAAR is completed and sent to the SA/DBA, operators/users are assigned a personal identification code in the user profile to log onto the application.

11. Funding for TC AIMS II Fielding
Funding for TC AIMS II fielding is provided by the PM or USARC. The RRCs provides classrooms to support their training requirements as determined at the Site Survey. The USARC provide funding (budget permitting) to units as described in this paragraph. The RRCs provide information at Appendix B of this pamphlet to support the funding requirement.

a. The FC/GC Briefing: The USARC provides Reserve Pay and Allowances (RPA)/Operational Maintenance Army Reserve (OMAR) funds for up to two representatives per MSC. The RRCs fund additional personnel they determine necessary to attend this briefing.

b. Site Survey Workshop: The USARC provides RPA/OMAR funds for one representative per MSC of units being fielded with the RRC POC.

c. New Equipment Training (NET): The USARC provides RPA/OMAR funds to support TDY for two UMOs per authorized workstation.

d. System Administrator/Data Base Administrator (SA/DBA) Training. The USARC provides RPA/OMAR funds for one SA/DBA per authorized server.

e. The TC ACCIS Data Clean-up. Units are required to maintain updated TC ACCIS data in accordance with FORSCOM Reg 55-2. The USARC does not provide additional funding for this action.

f. The TC AIMS II Migration/Clean-up. The USARC provides RPA/OMAR funds for one representative per fielded unit in support of this requirement. Each “AA” unit will be given a 4-hour appointment with the PM migration team. The TDY will cover 2 travel days and one day for the workshop. The USARC also provides RPA funds for one HAZMAT certified person to support all units migrating within the RRC during the entire migration period.

12. The TC AIMS II Servers
All USAR TC AIMS II operational servers currently reside at the USARC Headquarters and at an alternate site (for security purposes). Under Block II, TC AIMS II will be web enabled with centralized servers located in Springfield, VA (to view Block II guidance, go to https://usarcintra/g4/Automation_Div/TC_AIMS_II/New_Data/TC_Aims_Mstr_Page.htm, scroll down to Future Upgrades on right and click on Block II). The USARC maintains Block I (Mobilization and Movement Planning) servers until TC AIMS II is web enabled. Servers scheduled for ASG, CSG, DSB, TTBs and movement control units, are considered deployable. Servers fielded to these units are in a workstation configuration. It is imperative for the receiving units to identify an SA/DBA for these deployable workstation servers.
13. Workstation Configurations
The CSSAMOs from the MSCs configure issued systems to meet the standards of their particular domain. The following checklist should meet part of this process. Changes to the naming configuration take place when units are migrated to the Active Directory.
   a. Basic Input/Output System change time/date.
   b. Rename the systems to standard using Renamer utility.
   c. Configure security policy (do not display last user).
   d. Configure Domain Name System/Windows Internet Naming Service.
   e. Add G-6 Tech Support Group to the system, i.e., ISSO, Sysadmin, {S/N Local Pwr User}.
   f. Add the system to the Enterprise/Logistics/Workstation Operating Unit. Wait 15 minutes for this change to replicate.
   g. Add system to the Network.
   h. Ensure the local administrative password change is done.
   i. Windows Information Assurance Vulnerability Alert patch update.
   j. Configure administrative shares (enabled) by editing the registry.

14. Help Desk Support
   a. Telephone support:
      703-752-0806
      Toll Free: 866-TCAIMS2 (866-822-4672)
      Server Support: 404-761-2751
   b. Email contact: TCAIMSIIfhlpdesk@eis.army.mil

15. Warranty
Units will request an exchange with the SCX through their local CSSAMOs. The SCX works directly with the manufacture for all warranty work.

APPENDIX A
REFERENCES

Section I
Required Publications

FORSCOM Regulation 55-2, Unit Movement Data Reporting

Section II
Related Publications

Army Regulation 350-41, Training in Units

FORSCOM Regulation 55-1, Unit Movement Planning


Section III
Required Forms

SCX Form 3C, STAMIS Exchange Work Request.

SAAR Form, System Authorization Access Request (SAAR) for TC-AIMS II Server.
APPENDIX B
TEMPORARY DUTY (TDY) FUNDING REQUIREMENTS

Temporary Duty Funding estimates are needed annually to expedite the budget analysis per MSC to ensure adequate costs for TC-AIMS II annual functions, i.e., FC/GC site surveys, meetings, training workshops, etc. Funding is programmed through DAG 4 for TC-2 Programs.

a. To validate proper connectivity of TC AIMS II software to USARC servers, all units scheduled to receive TC AIMS II have to submit NLT 30 days prior to shipment the following to the USARC G-4, TC AIMS II POC(s):
   (1) Unit(s) TC AIMS II POC(s).
   (2) Unit(s) complete shipping address.
   (3) Unit(s) phone number(s).
   (4) Receipt POC (this person(s) is responsible for receiving all shipped equipment from the SCX. Note: Suggest receipt POC be either TC AIMS II representative, PBO, UMO, or supply sergeant.)

b. The following funding estimates are needed to expedite budget analysis for each RRC headquarters per fiscal year:
   (1) Costs for the number of persons attending FC/GC.
   (2) Costs for persons attending NMIB/Site Survey.
   (3) Costs for persons attending the Business Process Meeting.
   (4) Costs for persons attending NET/SA/DBA.
   (5) Costs for persons attending sustainment training (G-7 issue).
   (6) Costs for persons attending Data Migration Workshop.
   (7) Number of persons attending Data Clean Up.

c. Funding estimates must include number of days, lodging, travel costs, rental car, per diem costs.
d. Identify and separate funding estimates into two categories: RPA and OMAR.
**Figure 1. SCX Form 3C, STAMIS Exchange Work Request.**
SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)
For TC-AIMS II Server

PRIVACY ACT STATEMENT
Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your “System Authorization Access Request (SAAR)”. Disclosure of records or the information contained therein may be specifically disclosed outside the DOD according to the “Blanket Routine Uses” set forth at the beginning of the DISA compilation of systems of records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act.

PART I
(Template filled in by User)

1. NAME (LAST, First, MI) 2. SOCIAL SECURITY NUMBER
3. ORGANIZATION 4. OFFICE SYMBOL/DEPARTMENT 5. EMAIL ADDRESS
6. JOB TITLE/FUNCTION ADP-I ADP-II ADP-III (Circle Designation) 7. GRADE/RANK 8. PHONE (DSN)

STATEMENT OF ACCOUNTABILITY
I understand that I am responsible for password protection, will comply with the instructions provided me, and will not divulge them to any unauthorized person. I further understand that I will report to an appropriate security officer any problem I may encounter in the use of passwords or any misuse of passwords by other persons. I also understand that my issuance and acceptance of password(s) for access to unclassified Government systems provides me access to computer systems which are for OFFICIAL USE ONLY.
USER SIGNATURE DATE

PART II
(Security Division)

9. CLEARANCE LEVEL 10. TYPE OF INVESTIGATION 11. DATE OF INVESTIGATION
12. VERIFIED BY (Signature) 13. PHONE NUMBER 14. DATE

PART III
(To be completed by User’s Supervisor)

15. ACCESS REQUIRED Sensitive But Unclassified (SBU) Network
16. ACCESS TO CLASSIFIED X NO YES
17. TYPE OF USER X FUNCTIONAL SYSTEM APPLICATION DEVELOPER X OTHER (Specify) USER

MARK THE FOLLOWING BLOCK OR BLOCKS AS APPROPRIATE FOR THE TCAIMS USER STATUS:

TCAIMS UMO: _______________ UNIT DODAAC: _______________
TCAIMS UMC (Bde or Bn): _______________ UNIT UIC: _______________
TCAIMS SA/DBA: _______________ USER ID will be:

VERIFICATION OF NEED TO KNOW
I certify that this user requires access as requested in the performance of his/her duties.
19. SIGNATURE OF SUPERVISOR 20. ORG./DEPT. 21. PHONE NUMBER 22. DATE
23. SUPERVISOR EMAIL ADDRESS.

Figure 2. System Authorization Access Request (SAAR) For TC-AIMS II Server (see form and filling instructions at https://usarcintra/g4/Automation_Div/TC_AIMS_II/New_Data/SAAR.doc).
Glossary

Section I
Abbreviations

ARRTC
Army Reserve Regional Training Center

DOD
Department of Defense

DRC
Direct Reporting Command

DSB(s)
Deployment Support Brigade(s)

DTS
Defense Transportation System

HAZMAT
Hazardous Material

JUC
Joint Users Course

MOA
Memorandum of Agreement

MSC
Major Subordinate Command

NET
New Equipment Training

NGB
National Guard Bureau

OMAR
Operational Maintenance Army Reserve

PBO
Property Book Officer

PM
Program Manager

POCs
Point of Contact(s)

RPA
Reserve Pay and Allowances

RRC
Regional Readiness Command

RTS-M
Regional Training Site-Maintenance

TBD
To Be Determined

TDY
Temporary Duty

UIC
Unit Identification Code

UMC
Unit Movement Coordinator

UMO
Unit Movement Officer

USAR
United States Army Reserve

USARC
US Army Reserve Command

Section II
Special abbreviations
This publication uses the following abbreviations, brevity codes, or acronyms not contained in AR 310-50.

AIS
Automated Information System

CSSAMO
Combat Service Support Automation Management Office

FC/GC
Fielding Command/Gaining Command

JTCC
Joint Transportation CIM (Corporate Information Management) Center

NMIB
New Material Information Brief

SA/DBA
System Administrator/Data Base Administrator
SAAR
System Authorization Access Request

SBT
Scenario Base Training

SCX
STAMIS (Standard Army Management Information Systems) Computer Exchange

TC ACCIS
Transportation Coordinators' Automated Command & Control Information System

TC AIMS II
Transportation Coordinators' Automated Information Management System II

TC AIMS II JUC
Transportation Coordinators' Automated Information Management System II Joint Users Course

TIS
Transportation Information System

TTBs
Transportation Terminal Brigades

TTPs
Tactics Techniques Procedures