5.0 MANAGE AUTHORIZATIONS

Authorizations represent the amount of ammunition at each hierarchy level in TAMIS that has been approved from the parent level for use within a fiscal year.

At the Total Army Ammunition Authorization and Allocation Conferences (TA4C), HQDA determines the initial quantities of each DODIC to be authorized to each Command for the next fiscal year. The Commands then sub-authorize to their subordinate levels. This continues down through the hierarchy levels until the sub-authorizations reach the unit level and all levels are authorized to receive the appropriate quantities of ammunition.

<table>
<thead>
<tr>
<th>Important: When authorizing, remember the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All DODICs, including DDI, require available authorizations to forecast and to make an e581 request.</td>
</tr>
<tr>
<td>• Sub-authorization amounts cannot be greater than authorization amounts. If you do not have any authorizations for a DODIC, you cannot sub-authorize that DODIC.</td>
</tr>
<tr>
<td>• Authorizations are required to forecast.</td>
</tr>
<tr>
<td>• Authorizations are replenished as expended munitions are recorded in TAMIS. Specifically, when an expended quantity is recorded in the Expended Munitions screen for Combat Load, Sustainment Load, or Operational Project accounts, then the authorizations are increased by the expended quantity up to the total requirement quantity. If the current authorization minus the expended quantity exceeds the total requirement quantity, then the authorizations will NOT be replenished. If the current authorization minus the expended quantity is less than the total requirement quantity, then the authorizations WILL be replenished. The authorization replenishment is reflected in the Authorization Change Report in the Change Quantity column.</td>
</tr>
<tr>
<td>• Test and NET munitions are authorized by Test/NET event.</td>
</tr>
</tbody>
</table>

| Note: For Test and NET munitions, if insufficient authorizations were given at the TA4C, then HQDA can give additional Test and NET authorizations to Command levels for specific DODICs. For details, see Section 5.1.2 Authorize Test or NET Munitions by DODIC. |

5.1 Authorizing (and Sub-Authorizing) Munitions

Authorization transactions are performed for all munitions accounts in TAMIS. Only parent levels can increase or decrease authorized quantities for subordinate levels. No level can change the quantities authorized to them by a parent level. Invisible hierarchy levels cannot receive or provide authorizations.

| Important: The “Authorizations: Update Authorizations” user right must be assigned to your user account before you can enter authorizations in TAMIS. |

To authorize or sub-authorize munitions to subordinate levels:

1. Select Manage Authorizations, and then click one of the following:
• Authorize Training Munitions
• Authorize Operational Munitions (and then click one of its sub-menus):
  ○ Combat Load
  ○ Operational Load
  ○ Sustainment Load
  ○ Operational Project
• Authorize Test Munitions
• Authorize NET Munitions

**Important:** For instructions on authorizing Test or NET munitions, see Section 5.1.1 Authorize or Sub-Authorize Test or NET Munitions by Event.

• Authorize Title 10 Munitions

The Hierarchy Tree - Authorizations - From window opens.

**Notes:** If you want to use one of your pre-defined Auto-Distribution Setups, you must select a munitions account that is included in the setup. A setup is not required to use auto-distribution within Manage Authorizations.

2. Select the Hierarchy Level From which to authorize, and then click **Continue**.

The Hierarchy Selector Authorizations - To window opens.

**Notes:** Invisible hierarchy levels cannot sub-authorize or receive sub-authorizations.

For information on selecting a hierarchy level, see Section 3.6.1 Using the Hierarchy Tree and Hierarchy Selector Dialog Boxes.

3. Select the subordinate(s) you are authorizing or sub-authorizing to, click the **Down Arrow** icon, and then click **Continue**.

The DODIC Selector Authorizations window opens.

**Tip:** To display the Auto-Distribution Setup Selector dialog box and select a defined Auto-Distribution setup, click **Auto-Distribute** on the Hierarchy Selector dialog box.

**Note:** For details on creating an Auto-Distribution Setup, see Section 11.5 Using the Auto-Distribution Manager.
4. Select the DODIC(s) that you are authorizing, click the **Down Arrow**, and then click **Continue**.

   **Note:** For information on the DODIC Selector dialog box, see Section 3.6.2 *Using the DODIC Selector Dialog Boxes.*

   **Tip:** Alternatively, you can select the DODIC(s) before selecting the level(s) you are authorizing to by clicking the **Cancel** button on the Hierarchy Selector Authorizations – To screen in Step 5; then click the **DODIC Selector** icon from the Authorizations screen.

   The Authorizations setup screen displays your selections.

   ![Populated Authorizations Setup](image)

5. Verify that the desired hierarchy levels and DODICs are shown.

   **Note:** To change one or more of the items shown on the Authorizations screen, click the related **Selector** icon.

   **Tips:** To display the Auto-Distribution Setup Selector and select a different Auto-Distribution setup, click the **Auto-Distribute** icon.

   To delete a hierarchy level or DODIC, click the **Remove** icon on the same line.

   **Caution:** Changing the **Authorization From** hierarchy level resets the **Authorization To** hierarchy level and DODIC selections.

6. To display any of the **Optional Columns**, select one or more of the following:

   - **Standard** – The total of all types and quantities of all munitions required to execute individual qualification and crew certification tasks, a live-fire exercise event (Active Army), and a field training exercise (Reserve Component) each year, as defined in DA Pam 350–38.
• **Strategy** – The total of all types and quantities of all munitions required to execute 100 percent of the Army’s home station training strategy each year, as defined in DA Pam 350–38.

• **Strategy Difference** – The difference between the Strategy and Requirements values (DIFF = REQ – STRATEGY). This column gives you a quick look at whether or not a unit is requesting more than recommended in STRAC.

**Note:** This column is only available if the **Strategy** column is selected.

7. Choose the preferred method of sorting your authorization information by selecting either the **DODIC** or the **Hierarchy Level** option.

8. To view interchangeable DODICs with requirements for the selected To level(s), check the **Display DODICs with Requirements** box. In the **DODIC(s)** section, the **Authorized DODIC** and **DODIC with Requirements** columns are now displayed. Those authorized DODICs that have interchangeable DODICs with requirements for the selected To level(s) will have a drop-down list in the **DODIC with Requirements** column. Click the drop-down and select an interchangeable DODIC with requirements.

**Notes:** The DODICs available for selection will be interchangeable with the original, authorized DODIC.

When the **Display DODICs with Requirements** box is checked and an interchangeable DODIC is selected, the **DODIC Auth** and **DODIC Req** columns are displayed on the Authorizations worksheet.

**Tip:** Occasionally, commands and units are authorized a DODIC that is different from the DODIC with requirements. Viewing DODICs with requirements gives you the ability to authorize DODICs without requirements based on DODICs with requirements.

Figure 5-2. Displaying Authorized DODICs and DODICs with Requirements
9. Click **Continue**.

The Authorizations worksheet opens.

**Tips:** To change the way information is sorted, click the green **Down Arrow** icon next to **DODIC** or **Hierarchy**.

The Authorization worksheet displays dashes in the **Forecast** column when quantities have never been forecasted. The worksheet displays zeros for a particular DODIC only when quantities were forecast and then reduced to zero.

To review your selection criteria, click **Authorizations Selections Panel**.

For the column definitions on the Authorizations worksheet, see Table 5-1.

**Caution:** Sorting information after changes are made on the worksheet results in the loss of those changes; therefore, TAMIS asks for a confirmation before applying the new sort order.

The Auto-Distribution algorithm associated with the Auto-Distribution Setup you used to select your **Authorization To** hierarchy levels is not yet applied at this point in the authorizations process. If your intention is to apply the algorithm associated with that previously selected Auto-Distribution Setup, then you must click the **Auto-Distribute** button and select the same Auto-Distribution Setup again.

Figure 5-3. Authorizations Worksheet
10. Do one of the following:

- Review the current authorization quantity of each DODIC for every hierarchy level shown and make any modifications where needed.

**Important:** When entering an authorization quantity:

- Do not enter an amount that is less than the Obligated (e581) quantity added to the Expended quantity.
- Do not enter an amount that is less than the Sub-Authorization (Sub Auth) quantity; if you do, you will be denied or required to reduce subordinate levels’ authorizations. For details on reducing sub-authorizations, see Section 5.1.3 Reducing Sub-Authorizations.
- Do not enter an amount that is less than the Forecast (Fore) quantity; if you do, you will be denied or required to reduce the Forecast quantity, as the Current Authorizations (Curr Auth) quantity must be greater than or equal to the Forecast quantity. For details on reducing forecasts, see Section 5.1.4 Reducing Forecasts While Authorizing Munitions.

- Click **Auto-Distribute** and enter the distribution values for your authorizations.

**Note:** For details on using the Auto-Distribution tool, see Section 5.1.5 Auto-Distributing Authorizations.

11. Ensure that the **Curr Auth** quantity values are correct.

**Note:** Current Authorization with the **Error** icon must be resolved before saving your changes. To view the reason for the error and how to fix it, click the **Error** icon.

**Tips:** The **Initial Authorization** icon indicates that a quantity for the DODIC has never been saved as an authorization. If you entered an authorization quantity on a line with the **Initial Authorization** icon, then the icon will disappear and the **Curr Auth** amount becomes the **Init Auth**. The **Init Auth** will not change again until the beginning of the next fiscal year.

If you entered a new authorization quantity using the Auto-Distribution Tool, then the changed values on the Authorizations screen will appear in **blue** text. Hover your mouse over the number to display the difference between the current and prior quantity.
12. If you want to re-populate authorization quantities to their original values or if you want to start over, click the Clear button. Select to Remove Changed Values Only or Remove All Hierarchy and DODIC Selections, and then click Clear.

**Caution:** Changing the Authorization From hierarchy level resets the Authorization To hierarchy level and DODIC selections.

**Tip:** To change the fiscal year, click the FY Selector icon.

**Caution:** Changing the FY reloads the page without saving your changes.

13. If you do not want notification of your authorization automatically emailed to the Unit POC, select the Turn off email option.

**Important:** This option is only available if you have the “Authorizations: Block Email in Authorizations Module” user right assigned to your user account.

14. Click Save.

**Important:** All errors must be resolved before saving changes to your authorizations.

**Notes:** A notification email is sent to HQDA’s POC, the Command’s POC, the Unit’s POC, and to those personnel set up to receive emails for this action using Email Routing.

Authorization are replenished as expended munitions are recorded in TAMIS. Specifically, when an expended quantity is recorded in the Expended Munitions screen for Combat Load, Sustainment Load, or Operational Project accounts, then the authorizations are increased by the expended quantity up to the total requirement quantity. If the current authorization minus the expended quantity exceeds the total requirement quantity, then the authorizations will NOT be replenished. If the current authorization minus the expended quantity is less than the total requirement quantity, then the authorizations WILL be replenished.

The authorization replenishment is reflected in the Authorization Change Report in the Change Quantity column.

**Tip:** After saving the authorization, you can use the Make Additional button to create another authorization.

The table below lists the columns and descriptions on the Authorizations worksheet.

<table>
<thead>
<tr>
<th>Table 5-1. Authorizations Worksheet Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column Name</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>DODIC</td>
</tr>
<tr>
<td>DODIC Auth</td>
</tr>
</tbody>
</table>
### Table 5-1. Authorizations Worksheet Contents

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DODIC Req</td>
<td>DODIC with Requirements. The DODIC belonging to the ammunition with Requirements</td>
</tr>
<tr>
<td>Hierarchy</td>
<td>Hierarchy Level. Identification of the level or unit giving or receiving authorized DODIC quantities.</td>
</tr>
<tr>
<td>Standard</td>
<td>STRAC Standard. The total of all types and quantities of all munitions required to execute individual qualification and crew certification tasks, a live-fire exercise event (Active Army), and a field training exercise (Reserve Component) each year, as defined in DA Pam 350–38.</td>
</tr>
<tr>
<td>Strategy</td>
<td>STRAC Strategy. The total of all types and quantities of all munitions required to execute 100 percent of the Army’s home station training strategy each year, as defined in DA Pam 350–38.</td>
</tr>
<tr>
<td>Req</td>
<td>Requirements. The fiscal year DODIC quantity required for a level or unit.</td>
</tr>
</tbody>
</table>
| Diff        | Strategy Difference. The difference between the Strategy and Requirements (Req) values. This column gives you a quick look at whether or not a unit is requesting more than recommended in STRAC.  
**Note:** This column is only displayed if the Strategy column is displayed.  
**Formula:** DIFF = REQ - STRATEGY |
| Init Auth   | Initial Authorization. The first authorized DODIC quantity a level or unit received for the fiscal year. |
| Curr Auth   | Current Authorization. The DODIC quantity currently authorized for a level or unit. This column is where you can adjust DODIC quantities for your subordinate levels. |
| Sub Auth    | Sub Authorization. The total quantity that has been sub-authorized to the receiving subordinate levels.  
**Note:** This column is only displayed for users with the user right to sub-authorize. |
| Avail To Sub Auth | Available to Sub Authorize. Each DODIC’s quantity of available ammunition remaining that can be sub-authorized to a subordinate unit.  
**Formula:** AVAIL TO SUB AUTH = CURR AUTH – SUB AUTH |
| Fore        | Forecast. The fiscal year DODIC quantity forecasted for a level or unit. |
| Exp         | Expenditure. The munitions quantities that have been issued and turned in to an Ammunition Supply Point (ASP).  
**Formula:** EXP = Issue - Turn In |
| Rem         | Remaining Authorization. The quantity of ammunition remaining to be expended, after expenditures have been subtracted from the current authorization.  
**Formula:** REM = CURR AUTH - EXP |
| e581        | e581 Quantity. Current e581 Quantity. The DODIC quantity requested on pending or expired with obligation e581s. |
| Avail       | Available Authorization. The amount available for future e581 requests.  
**Formula:** AVAIL = REM - OBL |
5.1.1 Authorize or Sub-Authorize Test or NET Munitions by Event

At the TA4C, DA distributes authorizations for the Test and NET requirements to the Command levels. This interface gives Command levels the ability to go in and dispense those authorizations to their subordinate units by Test and NET event.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp (previous FY)</td>
<td><strong>Previous FY Expenditures.</strong> The munitions quantities that have been issued and turned in to an Ammunition Supply Point (ASP) during the previous FY. <strong>Note:</strong> This column is only displayed when using the Percent Requirements auto-distribution algorithm.</td>
</tr>
<tr>
<td>% Req</td>
<td><strong>Percentage Requirements.</strong> Percentage Required. The percentage of the current FY requirements (Req) that an automatically entered Curr Auth quantity represents. <strong>Note:</strong> This column is only displayed when using the Percent Requirements auto-distribution algorithm. <strong>Formula:</strong> % Req = CURR (AUTH ÷ REQ) x 100</td>
</tr>
</tbody>
</table>

### Important: The "Authorizations: Update Authorizations" user right must be assigned to your user account before you can enter authorizations in TAMIS.

### Note: When authorizing by Test or NET event, the following rules apply:

- Only requirements with the status of “DA Approved Not Authorized” are available to be authorized.
- Authorizations cannot be decreased; instead, authorizations must be turned back.
- The requirement must be fully authorized. No partial authorizations are allowed.
- The authorizations cannot exceed the requirement.

To authorize or sub-authorize Test or NET munitions by Test/NET event:

1. Select Manage Authorizations, and then click one of the following:
   - Authorize Test Munitions
   - Authorize NET Munitions
2. For HQDA, click the **Authorize by Event** button.

The Authorizations By Event screen opens.
3. To change the **Authorization Within** hierarchy level, click the **Selector** icon, and then select the hierarchy level you’d like to work with.

**Important:** Only those hierarchy levels within your logon level and that have requirements with the status of “DA Approved Not Authorized” are available for selection.

**Note:** The **Authorization From** and **Authorization Within** fields automatically default to the logon level.

4. Click on the tab that corresponds with the method in which you would like to view the authorizations for the selected hierarchy level.
   - To view by Test or NET event, click **View by Test** or **View by NET**.
   - To view by DODIC, click **View by DODIC**.
   - To view by unit, click **View by Unit**.

5. Use the **Selector** panel on the left to locate and select the specific Test/NET event, DODIC, or unit. On each tab, the following are available:
   - The text box lets you search by Test/NET/DODIC/Unit name. Enter the name in the text box and the result is automatically displayed in the Search Result Grid below the text box.
   - The **Selector** icon lets you select a specific Test/NET/DODIC/Unit.
   - The Search Result Grid is a paging-enabled list of Tests/NETs/DODICS/Units available for selection.
After you select the specific Test/NET/DODIC/unit to authorize, all DODICS associated with your selection are displayed in the Authorizations By Event worksheet in the right panel. The Selector panel automatically collapses.

**Tips:** To collapse or expand the Selector panel, click on the **Collapse** or the **Expand** icon.

For the column definitions on the Authorizations By Event worksheet, see Table 5-1.

**Note:** On the Authorizations By Event worksheet, each DODIC contains the following rows:

- A header row that shows the authorizations at the parent level (the **Authorization From** level).
- A row or rows beneath each header that show the authorizations for each Program Manager (**Authorizations To** level).

---

6. You can filter or sort this worksheet using various options. These options differ by tab:

- For the **View by Test** or **View by NET** tab, you can:

  - **Filter By DODIC** using the **Selector** icon.

**Note:** Only those DODICs associated with the selected Test/NET event are available for selection.
• For the **View by DODIC** tab, you can:

  ○ Filter **By Unit** or **Test/NET** using the **Selector** icon.

  **Note:** Only those Test/NET events associated with the selected DODIC are available for selection. In addition, only units with requirements that have a status of “DA Approved Not Authorized” for the selected DODIC are available for selection.

  ○ Sort by **Hierarchy** or **Test/NET** by clicking on the **Down Arrow** next to the appropriate header.

• For the **View by Unit** tab, you can:

  ○ Filter **by DODIC** or **Test/NET** using the **Selector** icon.

  **Note:** Only those DODICs associated with the selected Test/NET event are available for selection. In addition, only those Test/NET events associated with the selected DODIC are available for selection.

  ○ Sort by **Test/NET** or **DODIC** by clicking on the **Down Arrow** next to the appropriate header.

  **Tip:** Once applied, you can view a filter’s details by clicking the **View Selected Filter** icon associated with that filter.

7. To select an authorized substitute for any of the prime DODICs you are authorizing:
   a. Click on the **Select Authorized Substitute** link in the upper right corner of the worksheet. The Select Authorized Substitute dialog box opens.
   b. Click the **Substitute** drop-down, and then select the DODIC to substitute for the prime DODIC.

  **Note:** Only those substitute DODICs with authorizations are available for selection.

  **Important:** The **Alert** icon denotes a DODIC that cannot be substituted. Clicking on this icon gives you additional details. A DODIC substitution cannot be performed due to one of the following:

   - The DODIC has no substitute.
   - There is no substitute DODIC that has been authorized. This rule is for non-HQDA levels only.
   - The DODIC has already been authorized for the event.
Figure 5-6. Populated Select Authorized Substitute Dialog Box

![Select Authorized Substitute Dialog Box]

c. Click **Continue**.

The Authorizations By Event worksheet refreshes and the **DODIC Auth** and **DODIC Req** columns are now displayed. The DODIC in the **DODIC Auth** column is the DODIC being authorized.

**Notes:** The **DODIC Auth** column displays the authorized DODIC; the **DODIC Req** column displays the DODIC with requirements.

If no substitute was selected for a DODIC, then the DODIC with requirements is displayed in both columns.

**Important:** When authorizations are saved for the substitute DODIC (**DODIC Auth**), then this DODIC is also substituted in the requirement for that specific Test/NET event. Going forward, the requirement will be processed for the substituted DODIC.

Figure 5-7. Authorizations By Event Worksheet - View by Test Tab with DODIC Substitutions

![Authorizations By Event Worksheet - View by Test Tab with DODIC Substitutions]
8. For each DODIC, enter a current authorization (**Curr Auth**) quantity. **The current authorization (Curr Auth) quantity must match the requirement (Req) quantity.**

The quantity you enter for the current authorization has the following effect on the Authorization From (parent level) and To (PM level) quantities:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Authorization To</th>
<th>Authorization From</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PM</td>
<td>Command</td>
</tr>
<tr>
<td>Initial Auth</td>
<td>Quantity is increased if initial.</td>
<td>No impact on quantity.</td>
</tr>
<tr>
<td>Curr Auth</td>
<td>N/A</td>
<td>Quantities are decreased. Authorizations are pulled back by DODIC and given to the PM by event.</td>
</tr>
<tr>
<td>Avail to Sub Auth</td>
<td>No impact on quantity.</td>
<td></td>
</tr>
<tr>
<td>Rem</td>
<td>Quantities are increased.</td>
<td></td>
</tr>
<tr>
<td>Avail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tip:** The **Initial Authorization** icon indicates that a quantity for the DODIC has never been saved as an authorization.

Figure 5-8. Populated Authorizations By Event Worksheet - View by Test Tab

9. To view the Test/NET event online and/or print it:
   a. Click on the name of the event.
      The Test/NET Ammunition Requirements Form opens in a new window.
   b. To print the form, click the **Print** button in the upper right corner of the form.
   c. Click **Close** to return to the Authorizations By Event worksheet.
10. If you want to re-populate authorization quantities to their original values, click the **Clear** button.

11. If you do not want notification of your authorization automatically emailed to the Command POC, then select the **Turn off email** option.

**Note:** The **Turn off email** option is only available if you have the “Authorizations: Block Email in Authorizations Module” user right assigned to your user account.

12. Click **Save**.

**Important:** After authorizations are saved:

- The status of the requirement(s) associated with the event changes from “DA Approved Not Authorized” to “DA Approved and Authorized”.
- A notification email containing the authorization details, including the Test/NET number, is sent to HQDA's POC, the Command’s POC, the Program Manager’s POC, and to those personnel set up to receive emails for this action using Email Routing.
- If a substitute was selected for authorizations, then this original requirement’s DODIC is replaced with this authorized substitute.

**Tip:** To modify the authorizations, click on the **Make Additional** button.

### 5.1.2 Authorize Test or NET Munitions by DODIC

For Test and NET munitions, HQDA has the ability to give additional authorizations to Command levels for specific DODICs when insufficient authorizations were given at the TA4C.

**Important:** The “Authorizations: Update Authorizations” user right must be assigned to your user account before you can enter authorizations in TAMIS.

To authorize Test or NET munitions by DODIC:

1. Select **Manage Authorizations**, and then click one of the following:
   - **Authorize Test Munitions**
   - **Authorize NET Munitions**

The Authorizations By DODIC screen opens with all Commands listed.

**Note:** The **Authorize By Event** button takes you to the Authorize by Event interface. For details, see Section 5.1.1 Authorize or Sub-Authorize Test or NET Munitions by Event.
2. Check the box(es) next to each Command level to which you are authorizing munitions.

3. Click the **DODIC(s) Selector** icon to select the DODICs you wish to authorize.

   The DODIC Selector dialog box opens.

   **Tip:** Use the links on the **Quick Links** tab to filter the list of DODICs. By default, all are displayed.

4. Select the DODIC(s), click the **Down Arrow** and then click **Continue**.

   **Tip:** To remove a DODIC selection, click its **Remove** icon.

5. Select to sort the authorizations by **DODIC** or **Hierarchy Level**.

   **Tip:** To download your authorizations and work on them offline using Microsoft Excel, click the **Download** button.
6. Review your selections, and then click **Continue**.

The Authorizations By DODIC worksheet opens.

![Populated Authorizations By DODIC Screen for Test](image)

![Authorizations By DODIC Worksheet for Test](image)
7. For each DODIC, enter a current authorization (Curr Auth) quantity.

**Caution:** Sorting information after changes are made on the worksheet results in the loss of those changes; therefore, TAMIS asks for a confirmation before applying the new sort order.

**Note:** To review your selection criteria, click the **Authorizations Selections Panel** icon.

**Tips:** The Initial Authorization icon indicates that an authorization quantity has never been given and saved by DODIC.

To sort the worksheet by **DODIC** or **Hierarchy**, click the **Down Arrow** icon next to the appropriate header.

For the column definitions on the Authorizations By DODIC worksheet, see Table 5-1.

8. If you want to re-populate authorization quantities to their original values or if you want to start over, click the **Clear** button. Select to **Remove Changed Values Only** or **Remove All Hierarchy and DODIC Selections**, and then click **Clear**.

9. If you do not want notification of your authorization automatically emailed to the Command POC, then select the **Turn off email** option.

**Note:** The **Turn off email** option is only available if you have the “Authorizations: Block Email in Authorizations Module” user right assigned to your user account.

10. Click **Save**.

The worksheet is saved and a message is displayed confirming that the authorizations were saved successfully.

**Note:** A notification email is sent to HQDA’s POC, the Command’s POC, and to those personnel set up to receive emails for this action using Email Routing.

**Tip:** After saving the authorization, you can click on the **Make Additional** button to modify the authorizations.
5.1.3 Reducing Sub-Authorizations

On the Authorizations worksheet, if you enter a **Curr Auth** (current authorization) amount that is less than the **Sub Auth** (sub-authorization) amount, then the Edit Sub-Authorizations window opens and you are asked to reduce the subordinate levels’ authorizations.

![Figure 5-12. Edit Sub-Authorizations](image)

In the **New Quantity** column, adjust the quantities until the **reduced by** number at the top of the window is zero. Each time you adjust a quantity, the **reduced by** number recalculates.

When you are satisfied with your changes, click **Save**. A message stating that your changes were made successfully is displayed. Click **OK**.

The Authorizations worksheet refreshes and displays the changes in the **Curr Auth** and **Sub Auth** columns.

**Note:** Reducing sub-authorizations cannot be performed under the following circumstances:
- If the level you are working with does not have any subordinate levels with available authorizations.
- If the hierarchy level’s subordinates do not have enough available authorizations for the quantity specified.

5.1.4 Reducing Forecasts While Authorizing Munitions

On the Authorizations worksheet, if you enter a **Curr Auth** (current authorization) quantity for a DODIC that is less than the **Fore** (forecast) quantity, a dialog box displays to inform you that you must either increase the DODIC’s authorizations or decrease its forecast.

**Important:** When authorizing munitions, you can decrease forecasts that were made by DODIC only; you cannot use the Authorizations module to decrease forecasts that were made by event or course.

**Note:** You can also reduce forecasts using the Authorization Move Tool. For details, see Section 5.10.1 Reducing Forecasts While Moving Authorizations.
Click **Continue**. The Decrease Forecast screen displays.

On the Decrease Forecast screen, reduce the forecast by the appropriate amount so that it is less than or equal to the DODIC's new authorization quantity, and then click **Save**. The Authorizations screen displays with the new Current Authorization and Forecast quantities.

### 5.1.5 Auto-Distributing Authorizations

While performing authorization tasks in TAMIS, you can automatically distribute DODIC quantities simultaneously to multiple hierarchy levels or units. Once distributed, each quantity can be edited manually. You can rerun and edit the auto-distribution as often as you like; authorizations are not final until you click **Save** on the Authorizations worksheet.
There are several types of distribution methods, each defined by an algorithm.

- **Equal Share** – Authorizations are distributed *equally* among the selected hierarchy levels. See Section 5.1.5.1 Equal Share Auto-Distribution for details.

- **Fixed** – A *fixed* amount of authorizations is distributed to each selected hierarchy level. See Section 5.1.5.2 Fixed Auto-Distribution for details.

- **Percentage** – Each hierarchy level is authorized a *percentage* of the quantity to be distributed. The higher the percentage, the higher the distributed amount. See Section 5.1.5.3 Percentage Auto-Distribution for details.

- **Weighted** – Each hierarchy level is authorized an amount based on its assigned *weight value*. The higher the weight, the higher the distributed amount. See Section 5.1.5.4 Weighted Auto-Distribution for details.

- **Percent Requirements** – Each hierarchy level’s Current Authorizations (or *Curr Auth*) are automatically made the *same* as that level’s total Expenditures for the previous FY. See Section 5.1.5.5 Percent Requirements Auto-Distribution for details.

- **Proportional to Requirements** – The authorizations are distributed based on the amount of Requirements that have *NOT* been authorized. See Section 5.1.5.6 Proportional to Requirements Auto-Distribution for details.

The selection and application of an algorithmic procedure occurs on the Auto-Distribution screen, where the selected algorithm is applied to quantities shown in the **Auto-Distribute Qty** field for each selected DODIC.

To access the Auto-Distribution screen, click the **Auto-Distribute** button on the Authorizations worksheet.

---

**Tip:** Before using the Auto-Distribution screen, read the following sections to help you decide which algorithm is appropriate for your situation. Each section contains detailed instructions specifically for that algorithm.

**Important:** Negative numbers can be entered and would cause a reduction of the authorization quantity for each selected hierarchy level.

**Note:** HQDA, HQ, and Marine Corps level users can auto-distribute DODIC quantities that exceed quantities available to the parent level for authorizations.

---

### 5.1.5.1 Equal Share Auto-Distribution

**Definition**

Authorizations are distributed *equally* among the selected hierarchy levels.

**Sample Scenario**

Due to expiring shelf-life, a Command is authorized additional ammunition. This ammunition needs to be distributed equally to the Command's subordinate units (see Example 1).

**Formula**

\[
\text{Distribution Amount to Each Level} = \frac{\text{Auto-Distribute Qty} \times \text{Number of Levels}}{\text{Number of Levels}}
\]

**Instructions**

To perform an Equal Share Auto-Distribution:
1. From the Auto-Distribution screen, click the **Algorithm** drop-down arrow and select **Equal Share**.

2. Uncheck any levels and DODICs you do not want to include in the Auto-Distribution.

3. In the **Auto-Distribute Qty** column, enter the total quantity to distribute for each DODIC.

   **Important:** The **Auto-Distribute Qty** must not exceed the **Avail to Sub Auth** column.

   **Note:** Entering negative numbers causes a reduction of the authorization quantity for each selected hierarchy level.

4. Click the **Auto-Distribute** button.

   Figure 5-16. Auto-Distribution – Equal Share

---

**Auto-Distribution Setup**

Auto-Distribution Setups are not applicable to the Equal Share Auto-Distribution algorithm.

**Example 1 – Equally Distribute to Selected Levels**

If you select three hierarchy levels and enter 300 in the **Auto-Distribute Qty** column, then the distributed amount for each hierarchy level is 100.

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>1 INF DIV MSE (FRKS)</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

---

Manage Authorizations

Unclassified/For Official Use Only

5-22
The distributed amount will then be added to each hierarchy level’s Current Authorizations.

<table>
<thead>
<tr>
<th></th>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curr Auth</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(before)</td>
<td>0</td>
<td>10,000</td>
<td>20,433</td>
</tr>
<tr>
<td><strong>Distributed</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Curr Auth</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(after)</td>
<td>100</td>
<td>10,100</td>
<td>20,533</td>
</tr>
</tbody>
</table>

**Example 2 – Cannot Distribute Equally to Selected Levels**

If the **Auto-Distribute Qty** cannot be divided equally among the levels, then each level will get an equal share, with the leftover amount distributed one level at a time in order.

For example, if you select three hierarchy levels and enter 100 in the **Auto-Distribute Qty** column, then the distributed amount for the first hierarchy level will get 34 rounds of ammunition and the second and third unit will get 33 rounds.

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>34</td>
</tr>
</tbody>
</table>

The distributed amount will then be added to each hierarchy level’s Current Authorizations.

<table>
<thead>
<tr>
<th></th>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curr Auth</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(before)</td>
<td>0</td>
<td>10,000</td>
<td>20,433</td>
</tr>
<tr>
<td><strong>Distributed</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>34</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td><strong>Curr Auth</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(after)</td>
<td>34</td>
<td>10,033</td>
<td>20,466</td>
</tr>
</tbody>
</table>

**Example 3 – Reduce Current Authorization for Selected Levels Equally**

If you select three hierarchy levels and enter -300 in the **Auto-Distribute Qty** column, then the distributed amount for each hierarchy level is -100.

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>-300</td>
<td>-100</td>
</tr>
</tbody>
</table>
Entering negative numbers causes a reduction of the authorization quantity for each selected hierarchy level; therefore, since the distributed amount is a negative number, the Current Authorization will be reduced by that amount.

<table>
<thead>
<tr>
<th></th>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curr Auth (before)</strong></td>
<td>100</td>
<td>10,000</td>
<td>20,433</td>
</tr>
<tr>
<td><strong>Distributed Amount</strong></td>
<td>-100</td>
<td>-100</td>
<td>-100</td>
</tr>
<tr>
<td><strong>Curr Auth (after)</strong></td>
<td>0</td>
<td>9,900</td>
<td>20,333</td>
</tr>
</tbody>
</table>

### 5.1.5.2 Fixed Auto-Distribution

**Definition**

A *fixed* amount of authorizations is distributed to each selected hierarchy level.

**Sample Scenario**

A Command receives an order to adjust their mission and to start preparing for close combat operations. Because of this, each unit must be authorized an additional 10,000 rounds of ammunition.

**Formula**

Distribution Amount to Each Level = Auto-Distribute Qty

**Instructions**

To perform a Fixed Auto-Distribution:

1. From the Auto-Distribution screen, click the **Algorithm** drop-down arrow and select **Fixed**.
2. Uncheck any levels and DODICs you do not want to include in the Auto-Distribution.
3. In the **Auto-Distribute Qty** column, enter the fixed amount to distribute to each hierarchy level.

**Important:** The total amount being distributed must not exceed the **Avail to Sub Auth** column.

**Note:** Entering negative numbers causes a reduction of the authorization quantity for each selected hierarchy level.

4. Click the **Auto-Distribute** button.
**Auto-Distribution Setup**

Auto-Distribution Setups are not applicable to the Fixed Auto-Distribution algorithm.

**Example 1 – Increase Current Authorizations by Fixed Amount**

If you select three hierarchy levels and enter 100 in the **Auto-Distribute Qty** column, then the distributed amount for each hierarchy level is 100.

*Note:* If there are three selected hierarchy levels, then 300 rounds of ammunition will be distributed for that DODIC. This amount must not exceed the **Avail to Sub Auth** column.

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount for Hierarchy Level</th>
<th>Total Amount Distributed</th>
<th>Avail to Sub Auth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 INF DIV MSE (FRKS)</td>
<td>3 INF DIV MSE (FSGA)</td>
<td>4 INF DIV MSE (FCCO)</td>
</tr>
<tr>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

The distributed amount will then be added to each hierarchy level’s Current Authorizations.

<table>
<thead>
<tr>
<th>Curr Auth (before)</th>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>10,000</td>
<td>20,433</td>
<td></td>
</tr>
</tbody>
</table>
Example 2 – Reduce Current Authorizations by Fixed Amount

If you select three hierarchy levels and enter -50 in the Auto-Distribute Qty column, then the distributed amount for each hierarchy level is -50.

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 INF DIV MSE (FRKS)</td>
</tr>
<tr>
<td>-50</td>
<td>-50</td>
</tr>
</tbody>
</table>

Entering negative numbers causes a reduction of the authorization quantity for each selected hierarchy level; therefore, since the distributed amount is a negative number, the Current Authorization will be reduced by that amount.

<table>
<thead>
<tr>
<th></th>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curr Auth (before)</td>
<td>100</td>
<td>10,000</td>
<td>20,433</td>
</tr>
<tr>
<td>Distributed Amount</td>
<td>-50</td>
<td>-50</td>
<td>-50</td>
</tr>
<tr>
<td>Curr Auth (after)</td>
<td>50</td>
<td>9,950</td>
<td>20,383</td>
</tr>
</tbody>
</table>

5.1.5.3 Percentage Auto-Distribution

Definition

Each hierarchy level is authorized a percentage of the quantity to be distributed.

Sample Scenario

Due to varying mission intensities, a Command decides to prioritize the distribution of ammunition to its subordinate units by assigning a percentage value to each unit. The higher the percentage, the greater the portion of ammunition assigned to that unit.

Formula

Distribution Amount to Each Level = Auto-Distribute Qty x Percentage

Instructions

To perform a Percentage Auto-Distribution:
1. From the Auto-Distribution screen, click the **Algorithm** drop-down arrow and select **Percentage**.

2. Uncheck any levels and DODICs you do not want to include in the Auto-Distribution.

3. In the **Auto-Distribute Qty** column, enter the total quantity to distribute.

   **Important**: The **Auto-Distribute Qty** must not exceed the **Avail to Sub Auth** column.

   **Note**: Entering negative numbers causes a reduction of the authorization quantity for each selected hierarchy level.

4. In the **Percentage** column, enter the percentage to distribute.

   **Important**: Percentage values must be whole numbers between 0 and 100, and the total percentage must not exceed 100.

5. Click the **Auto-Distribute** button.

   Figure 5-18. Auto-Distribution – Percentage

---

**Auto-Distribution Setup**

The Percentage Auto-Distribution algorithm offers you the opportunity to save your settings as an Auto-Distribution Setup so you can easily reuse it in the future. Once created, the setup is available for use throughout the Manage Authorizations interface.

**To Use Existing:**

To use an existing Auto-Distribution Setup, click the **Select Existing Setup** icon. Select the setup and click **Continue**. The Auto-Distribution screen is automatically populated with the selected setup.

Once an existing setup is selected, the following options are available:

- **Save Changes to Selected Setup** – Select to save your changes to the selected setup.
- **Save as New Setup** – Select to save your settings as a new setup.
• **Don’t Save** – Select to continue without saving changes to the selected setup.

**To Create New:**

The settings you select on the Auto-Distribution screen can be easily saved for use in the future. To do so, simply select **Save as New Setup**, and then enter a name for the setup.

**Example 1 – Distribute Based on Percent to Selected Levels**

If you have three hierarchy levels and enter 300 in the **Auto-Distribute Qty** column and 25, 25, and 50 in the **Percentage** column, then the distributed amounts for each level are:

- For 1 INF DIV MSE (FRKS), 75 rounds of ammunition (25% of 300)
- For 3 INF DIV MSE (FSGA), 75 rounds of ammunition (25% of 300)
- For 4 INF DIV MSE (FCCO), 150 rounds of ammunition (50% of 300)

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>% for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>25%</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>25%</td>
</tr>
<tr>
<td>4 INF DIV MSE (FCCO)</td>
<td>50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>75</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>75</td>
</tr>
<tr>
<td>4 INF DIV MSE (FCCO)</td>
<td>150</td>
</tr>
</tbody>
</table>

The distributed amount will then be added to each hierarchy level’s Current Authorizations.

<table>
<thead>
<tr>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curr Auth (before)</td>
<td>0</td>
<td>10,000</td>
</tr>
<tr>
<td>Distributed Amount</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Curr Auth (after)</td>
<td>75</td>
<td>10,075</td>
</tr>
</tbody>
</table>

**Example 2 – Distribute Based on Percent to Selected Levels – Decimal Distributed Quantity**

When a percentage of the **Auto-Distribute Qty** results in a decimal number, then the distributed amount is rounded down to the nearest whole number. Then, the left over decimal amount is added to the largest percentage.

For example, if you have three hierarchy levels and enter 250 in the **Auto-Distribute Qty** column and 33, 33, and 34 in the **Percentage** columns, then:
• For 1 INF DIV MSE (FRKS): 33% of 250 = 82.5; rounded down to the nearest whole number = 82 with 0.5 left over
• For 3 INF DIV MSE (FSGA): 33% of 250 = 82.5; rounded down to the nearest whole number = 82 with 0.5 left over
• For 4 INF DIV MSE (FCCO): 34 % of 250 = 85; 85 + 0.5 + 0.5 = 86

Therefore, the distributed amounts for 1 INF DIV MSE (FRKS) and 3 INF DIV MSE (FSGA) are 82 rounds of ammunition and the distributed amount for 4 INF DIV MSE (FCCO) is 86 rounds of ammunition.

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>% for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>33%</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>33%</td>
</tr>
<tr>
<td>4 INF DIV MSE (FCCO)</td>
<td>34%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>82</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>82</td>
</tr>
<tr>
<td>4 INF DIV MSE (FCCO)</td>
<td>86</td>
</tr>
</tbody>
</table>

The distributed amount will then be added to each hierarchy level’s Current Authorizations.

<table>
<thead>
<tr>
<th>Curr Auth (before)</th>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>10,000</td>
<td>20,433</td>
<td></td>
</tr>
<tr>
<td>Distributed Amount</td>
<td>82</td>
<td>82</td>
<td>86</td>
</tr>
<tr>
<td>Curr Auth (after)</td>
<td>82</td>
<td>10,082</td>
<td>20,519</td>
</tr>
</tbody>
</table>

**Example 3 – Reduce Current Authorization for Selected Levels**

If you have three hierarchy levels and enter -300 in the **Auto-Distribute Qty** column and 25, 25, and 50 in the **Percentage** columns, then the distributed amounts for each level are:

• For 1 INF DIV MSE (FRKS), -75 rounds of ammunition (25% of -300)
• For 3 INF DIV MSE (FSGA), -75 rounds of ammunition (25% of -300)
• For 4 INF DIV MSE (FCCO), -150 rounds of ammunition (50% of -300)

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>% for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>25%</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>25%</td>
</tr>
<tr>
<td>4 INF DIV MSE (FCCO)</td>
<td>50%</td>
</tr>
</tbody>
</table>
Entering negative numbers causes a reduction of the authorization quantity for each selected hierarchy level; therefore, since the distributed amount is a negative number, the Current Authorization will be reduced by that amount.

### 5.1.5.4 Weighted Auto-Distribution

**Definition**

Each hierarchy level is authorized an amount based on its assigned weight value. This value can be based on priority, training needs, or changes within a unit’s mobilization. The higher the weight, the higher the distributed amount.

**Sample Scenario**

Due to varying mission intensities, a Command decides to prioritize the distribution of ammunition to its subordinate units by assigning a weight value to each unit. The higher the weight, the greater the portion of ammunition assigned to that unit.

**Formula**

Distribution Amount to Each Level = (Weight Value ÷ Total Weight Value) x Auto-Distribute Qty

**Instructions**

To perform a Weighted Auto-Distribution:

1. From the Auto-Distribution screen, click the **Algorithm** drop-down arrow and select **Weight**.
2. Uncheck any levels and DODICs you do not want to include in the Auto-Distribution.
3. In the **Auto-Distribute Qty** column, enter the total quantity to distribute.

**Important:** The **Auto-Distribute Qty** must not exceed the **Avail to Sub Auth** column.

**Note:** Entering negative numbers causes a reduction of the authorization quantity for each selected hierarchy level.
4. In the **Weight** column, enter the weight for each hierarchy level.

**Important:** Weight values must be whole numbers between 0 and 100. The higher the weight, the higher the distributed amount.

5. Click the **Auto-Distribute** button.

![Auto-Distribution – Weighted](image)

**Auto-Distribution Setup**

The Percentage Auto-Distribution algorithm offers you the opportunity to save your settings as an Auto-Distribution Setup so you can easily reuse it in the future. Once created, the setup is available for use throughout the Manage Authorizations interface.

**To Use Existing:**

To use an existing Auto-Distribution Setup, click the **Select Existing Setup** icon. Select the setup and click **Continue**. The Auto-Distribution screen is automatically populated with the selected setup.

Once an existing setup is selected, the following options are available:

- **Save Changes to Selected Setup** – Select to save your changes to the selected setup.
- **Save as New Setup** – Select to save your settings as a new setup.
- **Don’t Save** – Select to continue without saving changes to the selected setup.

**To Create New:**

The settings you select on the Auto-Distribution screen can be easily saved for use in the future. To do so, simply select **Save as New Setup**, and then enter a name for the setup.

**Example 1 – Distribute Based on Weighted Value to Selected Levels**

If you have three hierarchy levels and enter 300 in the **Auto-Distribute Qty** column and 1, 2, and 3 in the **Weight** column, then the distributed amounts for each level are:
• For 1 INF DIV MSE (FRKS), 50 rounds of ammunition (1/6 of 300)
• For 3 INF DIV MSE (FSGA), 100 rounds of ammunition (2/6 of 300)
• For 4 INF DIV MSE (FCCO), 150 rounds of ammunition (3/6 of 300)

The distributed amount will then be added to each hierarchy level’s Current Authorizations.

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount for Hierarchy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 INF DIV MSE (FRKS)</td>
</tr>
<tr>
<td>300</td>
<td>50</td>
</tr>
</tbody>
</table>

Example 2 – Reduce Current Authorization for Selected Levels
If you have three hierarchy levels and enter -300 in the Auto-Distribute Qty column and 1, 2, and 3 in the Weight column, then the distributed amounts for each level are:

• For 1 INF DIV MSE (FRKS), -50 rounds of ammunition (1/6 of -300)
• For 3 INF DIV MSE (FSGA), -100 rounds of ammunition (2/6 of -300)
• For 4 INF DIV MSE (FCCO), -150 rounds of ammunition (3/6 of -300)
Entering negative numbers causes a reduction of the authorization quantity for each selected hierarchy level; therefore, since the distributed amount is a negative number, the Current Authorization will be reduced by that amount.

<table>
<thead>
<tr>
<th>Auto-Distribute Qty</th>
<th>1 INF DIV MSE (FRKS)</th>
<th>3 INF DIV MSE (FSGA)</th>
<th>4 INF DIV MSE (FCCO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-300</td>
<td>-50</td>
<td>-100</td>
<td>-150</td>
</tr>
</tbody>
</table>

5.1.5.5 Percent Requirements Auto-Distribution

**Definition**

Each hierarchy level’s Current Authorizations (or Curr Auth) are automatically made the same as that level’s total Expenditures for the previous FY.

The new current Authorizations are also represented as a percentage of the level’s Requirements for the selected FY. This percentage is editable and can be changed to calculate the new sub-authorization quantity automatically.

**Sample Scenario**

Several subordinate units historically under execute their authorized munitions. Because of this, their Command decides to base their authorizations on their prior year Expenditures.

**Formula**

Distribution Amount to Each Level = Previous FY Expenditures

Percentage Requirement = (Authorized Amount ÷ Requirement) x 100

**Instructions**

To perform a Percent Requirements Auto-Distribution:

1. From the Auto-Distribution screen, click the Algorithm drop-down arrow and select Percent Requirements.
2. Click the Auto-Distribute button.
Auto-Distribution Setup

Auto-Distribution Setups are not applicable to the Percent Requirements Auto-Distribution algorithm.

Example

Let’s say you have two hierarchy levels that you want to authorize based on their previous FY Expenditures. In addition, you also want to see how their Requirements compare to their previous FY Expenditures so you can use these numbers to help estimate Authorizations.

After performing the auto-distribution, each level’s current authorizations are set to its previous FY Expenditures and the percentages of their authorized Requirements are displayed. The textbox for each is editable so you can easily make adjustments.

Therefore, if

<table>
<thead>
<tr>
<th>Hierarchy Levels</th>
<th>Requirements</th>
<th>Previous FY Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>25,842</td>
<td>9,525</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>31,458</td>
<td>8,742</td>
</tr>
</tbody>
</table>
Then, the amounts and percentage initially distributed (Current Authorizations and percentage of 2013 Requirements) to each level are:

<table>
<thead>
<tr>
<th>Hierarchy Levels</th>
<th>Curr Auth</th>
<th>% Req</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>9,525</td>
<td>36.86%</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>8,742</td>
<td>27.79%</td>
</tr>
</tbody>
</table>

5.1.5.6 Proportional to Requirements Auto-Distribution

**Definition**
The authorizations are distributed based on the amount of Requirements that have NOT been authorized.

**Sample Scenario**
A Command decides to authorize ammunitions to its subordinate units based on how much each unit needs in order to reach its full requirement.

**Formula**
If:

\[
\text{Unauthorized Requirements} = \text{Requirement} - \text{Authorizations}
\]

Then:

\[
\text{Percent Unauthorized Requirements} = \left(\frac{\text{Unauthorized Requirements}}{\text{Total Unauthorized Requirements}}\right) \times 100
\]

**Important:** The level having the highest quantity of Unauthorized Requirements receives the largest share of the auto-distribution.

**Note:** The authorizations are distributed up to the level's requirements.

**Instructions**
To perform a Proportional to Requirements Auto-Distribution:

1. From the Auto-Distribution screen, click the Algorithm drop-down arrow and select Proportional to Requirements.
2. Select whether to Round Down or Round Up.
3. In the Auto-Distribute Qty column, enter the total quantity to distribute.
4. Click the Auto-Distribute button.
Auto-Distribution Setup

Auto-Distribution Setups are not applicable to the Proportional to Requirements Auto-Distribution algorithm.

Example 1 – 100% Distribution of Requirements

If U.S. Army Forces Command (FORSCOM) has the following requirements and authorizations for AA37:

<table>
<thead>
<tr>
<th>DODIC</th>
<th>Requirements</th>
<th>Current Authorizations</th>
<th>Auto-Distribute Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA37</td>
<td>331,350</td>
<td>300,000</td>
<td>150,000</td>
</tr>
</tbody>
</table>

And, FORSCOM wants to use the Proportional to Requirements algorithm to auto-distribute 100% of the requirements for AA37 to three subordinate levels, and these three levels have the following requirements and authorizations:

<table>
<thead>
<tr>
<th>DODIC</th>
<th>Subordinate Levels</th>
<th>Requirements</th>
<th>Current Authorizations</th>
<th>Unauthorized Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA37</td>
<td>1 INF DIV MSE (FRKS)</td>
<td>33,000</td>
<td>0</td>
<td>33,000</td>
</tr>
<tr>
<td></td>
<td>3 INF DIV MSE (FSGA)</td>
<td>33,900</td>
<td>0</td>
<td>33,900</td>
</tr>
<tr>
<td></td>
<td>4 INF DIV MSE (FCCO)</td>
<td>33,900</td>
<td>0</td>
<td>33,900</td>
</tr>
<tr>
<td></td>
<td>Total Unauthorized Requirements</td>
<td>100,800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Then, if you enter 150,000 in the Auto-Distribute Qty column, each subordinate level will receive 100% of their requirements because 100,800 is less than 150,000 (Unauthorized Requirements ≤ Auto-Distribute Qty) and authorizations are always distributed up to the level’s requirements.
Example 2 – Partial Distribution of Requirements

If U.S. Army Forces Command (FORSCOM) has the following requirements and authorizations for AA37:

<table>
<thead>
<tr>
<th>DODIC</th>
<th>Requirements</th>
<th>Current Authorizations</th>
<th>Auto-Distribute Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA37</td>
<td>331,350</td>
<td>300,000</td>
<td>100,000</td>
</tr>
</tbody>
</table>

And, FORSCOM wants to use the Proportional to Requirements algorithm to auto-distribute a specific quantity of AA37 to three subordinate levels, and these three levels have the following requirements and authorizations:

<table>
<thead>
<tr>
<th>DODIC</th>
<th>Subordinate Levels</th>
<th>Requirements</th>
<th>Current Authorizations</th>
<th>Unauthorized Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA37</td>
<td>1 INF DIV MSE (FRKS)</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>3 INF DIV MSE (FSGA)</td>
<td>35,000</td>
<td>0</td>
<td>35,000</td>
</tr>
<tr>
<td></td>
<td>4 INF DIV MSE (FCCO)</td>
<td>145,000</td>
<td>0</td>
<td>145,000</td>
</tr>
</tbody>
</table>

Total Unauthorized Requirements: 200,000

Then, if you select Round Down and enter 100,000 in the Auto-Distribute Qty column, each subordinate level will receive a specific portion of AA37 because 200,000 is greater than 100,000. Therefore:

- 1 INF DIV MSE (FRKS) will receive 10,000 rounds of AA37
- 3 INF DIV MSE (FSGA) will receive 17,500 rounds of AA37
- 4 INF DIV MSE (FCCO) will receive 72,500 rounds of AA37

Notice that 4 INF DIV MSE (FCCO) received the largest share of the auto-distribution. This is because the level with the highest quantity of Unauthorized Requirements receives the largest share of the auto-distribution.

Rounding up or down determines how to distribute proportional fractions when there are unequal shares. This procedure is used when determining the amount to be distributed per level.

<table>
<thead>
<tr>
<th>Subordinate Level</th>
<th>Unauthorized Requirements</th>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount per Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty</td>
<td>Total</td>
<td>%</td>
</tr>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>20,000</td>
<td>200,000</td>
<td>10% (20,000 ÷ 200,000)</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>35,000</td>
<td>200,000</td>
<td>17.5% (35,000 ÷ 200,000)</td>
</tr>
<tr>
<td>4 INF DIV MSE (FCCO)</td>
<td>145,000</td>
<td>200,000</td>
<td>72.5% (145,000 ÷ 200,000)</td>
</tr>
</tbody>
</table>
**Example 3 – Distribution to Levels with Existing Authorizations**

If U.S. Army Forces Command (FORSCOM) has the following requirements and authorizations for AA37:

<table>
<thead>
<tr>
<th>DODIC</th>
<th>Requirements</th>
<th>Current Authorizations</th>
<th>Auto-Distribute Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA37</td>
<td>331,350</td>
<td>300,000</td>
<td>100,000</td>
</tr>
</tbody>
</table>

And, FORSCOM wants to use the Proportional to Requirements algorithm to auto-distribute a specific quantity of AA37 to three subordinate levels, and these three levels have the following requirements and authorizations:

<table>
<thead>
<tr>
<th>DODIC</th>
<th>Subordinate Levels</th>
<th>Requirements</th>
<th>Current Authorizations</th>
<th>Unauthorized Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA37</td>
<td>1 INF DIV MSE (FRKS)</td>
<td>20,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>3 INF DIV MSE (FSGA)</td>
<td>45,000</td>
<td>12,000</td>
<td>33,000</td>
</tr>
<tr>
<td></td>
<td>4 INF DIV MSE (FCCO)</td>
<td>145,000</td>
<td>18,000</td>
<td>127,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Unauthorized Requirements</strong></td>
<td></td>
<td></td>
<td><strong>160,000</strong></td>
</tr>
</tbody>
</table>

Then, if you select **Round Down** and enter 100,000 in the **Auto-Distribute Qty** column, each subordinate level will receive a specific portion of AA37 because 160,000 is greater than 100,000. Therefore:

- 1 INF DIV MSE (FRKS) will receive 6,250 rounds of AA37
- 3 INF DIV MSE (FSGA) will receive 20,625 rounds of AA37
- 4 INF DIV MSE (FCCO) will receive 79,375 rounds of AA37

Notice that 4 INF DIV MSE (FCCO) received the largest share of the auto-distribution. This is because the level with the highest quantity of Unauthorized Requirements receives the largest share of the auto-distribution.

Rounding up or down determines how to distribute proportional fractions when there are unequal shares. This procedure is used when determining the amount to be distributed per level.

<table>
<thead>
<tr>
<th>Subordinate Level</th>
<th>Unauthorized Requirements</th>
<th>Auto-Distribute Qty</th>
<th>Distributed Amount per Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty</td>
<td>Total</td>
<td>%</td>
</tr>
<tr>
<td>1 INF DIV MSE (FRKS)</td>
<td>10,000</td>
<td>160,000</td>
<td>6.25% (10,000 ÷ 160,000)</td>
</tr>
<tr>
<td>3 INF DIV MSE (FSGA)</td>
<td>33,000</td>
<td>160,000</td>
<td>20.625% (33,000 ÷ 160,000)</td>
</tr>
<tr>
<td>4 INF DIV MSE (FCCO)</td>
<td>127,000</td>
<td>160,000</td>
<td>79.375% (127,000 ÷ 160,000)</td>
</tr>
</tbody>
</table>
5.2 Downloading Authorizations to Microsoft Excel

TAMIS lets you save your authorizations as an Excel file so you can work on it offline and then later upload it into TAMIS.

To download an authorization to Microsoft Excel so you can work offline:

1. Complete Steps 1 through 12 of Section 5.1 Authorizing (and Sub-Authorizing) Munitions.
2. Click Download.
3. Click the Click here to download link provided.
4. Click Save.
5. Browse to a location on your computer, and then click Save.

**Important:** Do not change the filename generated by TAMIS.

6. Click Open.

The Authorizations spreadsheet opens in a Microsoft Excel file.

7. Enter each new authorization quantity in the appropriate Curr Auth field.

**Important:** When entering an authorization quantity:
- Do not enter an amount that is less than the Obligated (e581) quantity added to the Expended quantity.
- Do not enter an amount that is less than the Sub-Authorization (Sub Auth) quantity, you will be denied or required to reduce subordinate levels’ authorizations when you upload to TAMIS.
- Do not enter an amount that is less than the Forecast (Fore) quantity. The Current Authorizations (Curr Auth) quantity must be greater than or equal to the Forecast (Fore) quantity.

8. Verify that the values are correct, and then Save.

9. Close the file and exit Microsoft Excel.

5.3 Uploading Authorizations to TAMIS

You can upload authorizations that are saved as Excel files by uploading them into TAMIS. Authorization files uploaded to TAMIS must use the exact data format as the TAMIS-generated Excel file that was created when downloading an authorization.

**Important:** If you are having trouble uploading a file to TAMIS, you might need to configure your Internet Explorer settings. See Section 1.5 Configuring Internet Explorer Settings for instructions.

The “Authorizations: Update Authorizations” user right must be assigned to your user account before you can enter authorizations in TAMIS.

Only parent levels can increase or decrease sub-authorizations for subordinate levels. No level can change its own sub-authorizations.
To upload an authorization that was previously downloaded from TAMIS:

1. Select **Manage Authorizations**, and then click **Upload**.
2. Click **Browse** to choose an authorizations file to upload.
3. Navigate to the desired authorizations file and open it.
4. Click **Upload** to upload the selected file to TAMIS. A message appears stating that the import succeeded.
5. Verify that the values are correct, and then click **Save**.
6. Click **Continue**.

The Authorizations worksheet opens with the uploaded authorizations.

**Tips:** To change the way information is sorted, click the green **Down Arrow** next to **DODIC** or **Hierarchy**.

The Authorization worksheet displays dashes in the Forecast column when quantities have never been forecasted. The worksheet displays zeros for a particular DODIC only when quantities were forecasted and then reduced to zero.

### Figure 5-22. Uploaded Authorizations

7. If you do not want notification of your authorization automatically sent to the POC of the level that will receive the sub-authorization, select the **Turn off email** option.

**Important:** This option is only available if you have the “Authorizations: Block Email in Authorizations Module” user right assigned to your user account.

8. Verify that the values displayed are correct, and then click **Save**.
An updated Authorizations screen opens.

**Note:** If you entered an authorization quantity on a line with the **Initial Authorization** icon, then this icon will disappear and the **Curr Auth** amount becomes the **Init Auth**. The **Init Auth** will not change again until the beginning of the next fiscal year.

9. If you want to authorize more munitions, click **Make Additional**.

**Notes:** For details on authorizing munitions, see Section 5.1 Authorizing (and Sub-Authorizing) Munitions.

To view authorizations and sub-authorizations data, generate a Summary Report as described in Section 10.5 Summary Reports.

### 5.4 Uploading Marines Authorizations

To upload Marines authorizations:

**Important:** Only users logged on at the HQ U.S. Marine Corps (USMC) hierarchy level or below can upload Marines authorizations.

The “Authorizations: Update Authorizations” user right must be assigned to your user account before you can upload Marines authorizations.

If you are having trouble uploading a file to TAMIS, you might need to configure your Internet Explorer settings. See Section 1.5 Configuring Internet Explorer Settings for instructions.

1. Select **Manage Authorizations** and then click **Marines Upload**.

Figure 5-23. Marines Upload Screen

2. Select a **FY** and **Account**.

3. Click **Browse** to choose a file to upload.

4. Navigate to the desired authorizations file and open it.

5. Click **Upload** to upload the selected file to TAMIS.

6. Click **Save** to commit the authorizations.

The results of the uploaded authorizations open.

**Tip:** To upload more Marines authorizations, click **Upload Another**.
5.5 Modifying TA4C Authorizations Online

To modify TA4C authorizations:

**Important:** The “TA4C: Access” and “TA4C: Modify Authorizations” user rights must be assigned to your user account before you can modify TA4C authorizations.

1. Select **Manage Authorizations**, **TA4C**, and then click **Online**.

   The FY Selector opens.

   ![Figure 5-24. Fiscal Year Selector](image)

2. Select a **Fiscal Year**.

   The TA4C Selection screen opens.

   ![Figure 5-25. TA4C Selection Screen](image)

3. If applicable, click the **Asset Data** button to update the asset data, including Stockage Objectives, On Hand quantities, and the Shortage quantities.
A confirmation screen appears confirming that asset data was successfully updated. Click **OK** to return to the TA4C Selection screen.

**Note:** The **Asset Data** button is only available for HQDA users with the "TA4C: Modify Assets" user right assigned to their user account.

4. Use the check boxes on the left to select one or more command levels.

The command order on the screen is the command order that will be displayed on the TA4C Worksheet. For information on changing the order of these commands, see Section 5.8 Changing the Order of Commands on a TA4C Worksheet.

5. Do one of the following:

   - Check the box next to **Display TA4C Worksheets** and choose the **Initial View** using the radio buttons.
   - Use **DODIC Selector** to choose specific DODICs.

**Note:** The **DODIC Creator** icon allows you to create and select a DODIC that does not already exist in TAMIS. (See Section 3.6.2.5 Using the DODIC Creator Dialog Box for more information on using the DODIC Creator.)

6. To display requirements that exceed their authorizations, check the **Display Requirements that exceed Authorizations** box.

7. Click **Continue**.

The TA4C Worksheet screen opens, with tabs for the different worksheets.

**Notes:** The **Total Auth** field is the grand total of TNG Auth + OPL Auth + NET Auth + TEST Auth + Title 10 Auth. When you mouse over this field, the exact Total Authorization formula for that particular TA4C Worksheet is displayed.

When the **Display Requirements that exceed Authorizations** box is checked, each DODIC’s **Authorization Qty** is shown in bold format if their Requirement Qty is greater than their Authorization Qty.
8. To select the columns displayed on the worksheet, click the **Customize Your Spreadsheet** link.

9. Click the tab for the worksheet you would like to update.

10. Enter your new authorization quantities in the far right column.

   **Tips:** To select additional DODICs, select them using the **DODIC Selector** panel. To collapse or expand this panel, click the **Collapse/Expand** arrow.

11. Click the **Save Changes** button to save without posting the new authorization to TAMIS.

12. Click the **Post Auths** button to post your authorization changes to TAMIS.

### 5.6 Uploading TA4C Worksheets to TAMIS

To upload TA4C authorizations:

**Important:** The “TA4C: Access” and “TA4C: Modify Authorizations” user rights must be assigned to your user account before you can upload TA4C authorizations.

**Note:** If you are having trouble uploading a file to TAMIS, you might need to configure your Internet Explorer settings. See Section 1.5 **Configuring Internet Explorer Settings** for instructions.

1. Select **Manage Authorizations**, **TA4C**, and then click **Upload**.

   The TA4C Upload screen opens.
2. Click **Browse** to choose a file to upload.

**Tip:** Only Excel files that contain your username can be uploaded.

3. Navigate to the desired authorizations file and open it.

4. Click **Upload** to upload the selected file to TAMIS.

5. If applicable, select to **Save DODIC Notes** and/or **Save Changes**.

6. Click **Save & Continue**.

   The TA4C worksheet opens with all changes in blue text.

7. To make additional changes, enter new authorization quantities in the far right column.

8. To post your authorization changes to TAMIS, click **Post Auths**.

### 5.7 Changing the Order of DODICs on a TA4C Worksheet

To change the order of DODICs on a TA4C worksheet:

**Important:** The “TA4C: Organize DODICs” user right must be assigned to your user account before you can change the order of DODICs on a TA4C worksheet.

1. From the TAMIS home page, select **Manage Authorizations**, **TA4C**, and then click **Organize DODICs**.

   The **Organize DODICs** screen opens.

   ![Organize DODICs Screen](image)
2. Click one of the tabs to select a worksheet.

3. Click on a DODIC in the ordered list and drag it to a new location in the list.

TIP: The following rules apply to the Organize DODICs screen.

- To select more than one DODIC at a time, use the Shift or Ctrl keys.
- To move a DODIC back to the Current Order list, click its Undo icon.
- To display information on the Purpose, Status, or Type columns, click its field-specific Online Help icon.

4. Repeat Step until all DODICs in the New Order list appear in the order desired.

5. Click Save.

5.8 Changing the Order of Commands on a TA4C Worksheet

To change the order of commands on a TA4C worksheet:

Important: The “TA4C: Organize Commands” user right must be assigned to your user account before you can change the order of commands on a TA4C worksheet.

1. Select Manage Authorizations, TA4C, and then click Organize Commands.

The TA4C - Organize Commands screen opens.

Figure 5-28. Organize Commands Screen
2. Select a command in the ordered list and drag it from its current position to its new location.

**Note:** Commands that have been relocated will become highlighted in a different color to distinguish them as moved.

3. To clear away your selections and reset the list to its original order, click the **Start Over** button.

4. Click the **Save** button, when you have moved the commands to the desired locations.

The TA4C - Organize Commands screen displays the commands in the order you specified. This new order is also displayed on the TA4C Selection screen (see Figure 5-25) when you are selecting the commands to work with on the TA4C Worksheet. For details on setting up and using the TA4C Worksheet, see Section 5.5 Modifying TA4C Authorizations Online.

### 5.9 Turning Back Authorizations

TAMIS enables you to return (or turn back in) authorized munitions that your hierarchy level or unit has not used. The following rules apply when turning back authorized munitions:

- The “Authorizations: Update Authorizations” and “Authorizations: Turn-Back Authorizations” user rights must be assigned to your user account before you can turn back authorizations in TAMIS.
- All authorizations for DODICs that are not used must be turned back to the parent command.
- Authorizations that are turned back by event (Test and NET accounts only) will return the munitions directly to HQDA.
- When turning back authorizations by DODIC, you must be logged on at the hierarchy level from which you are turning back authorizations.
- When turning back authorizations by Test or NET event, you can do so on behalf of your logon hierarchy level or any of its subordinates.
- Authorizations that are turned back by DODIC are returned exactly one level up, as follows:
  - All hierarchy levels turn back authorizations to their direct parent level.
  - Army Commands turn back authorizations to HQDA.
  - Army, Navy, Air Force, and Marine Corps Headquarters (HQ) cannot turn back authorizations by DODIC.
- All Army Test and NET authorizations that are turned back by event are returned directly to HQDA.
- Authorizations for non-Army Commands that are turned back by Test or NET event are returned to their HQ Command.
- The **Authorization Turn Back** option is not available under the following conditions:
  - You are logged on at the HQDA level.
  - You do not have the appropriate user rights for any accounts.
  - You are logged on for the current FY during the lockout period between April 1 and September 30. This rule does not apply for the Test account.

**Tip:** For demonstration purposes, the **Authorization Turn Back** option is available year-round on the TAMIS Training Site (https://training.tamis.org).
5.9.1 Turning Back Authorizations by DODIC

All authorizations for DODICs that are not used must be turned back to the parent command. All hierarchy levels turn back authorizations by DODIC exactly one level up.

To turn back authorizations by DODIC to your direct parent level:

1. Select **Manage Authorizations**, and then click **Authorization Turn Back**.

   The Authorizations Turn Back screen displays. Authorized quantities are to be turned back from your logon hierarchy level to the next higher command level. Therefore, the Turn Back Authorization **From** and **To** levels are automatically identified.

2. Select an **Account**, and then click **Continue**.

3. For Test and NET accounts, the Turn Back Authorization dialog box opens and gives you the option of turning back authorizations by event or by DODIC. To turn back authorizations by DODIC, select **Turn Back Unused Authorizations by DODIC**, and then click **Continue**.

   **Notes:** The ability to turn back available authorizations by DODIC is available for Test and NET accounts for those DODICs with authorizations that were not given for a specific Test or NET event.

   For information about turning back authorizations for a specific Test or NET event, see Section 5.9.2 Turning Back Authorizations by Test or NET Event.

4. Select the DODIC(s) that you are turning back, click the **Down Arrow**, and then click **Continue**.

   **Notes:** If DODICs are not available for selection, this indicates that the **From** hierarchy level does not have a quantity of authorized DODICs to turn back. If this happens, you can click **Cancel**, and then click **Start Over** to select a different account.

   For information on the DODIC Selector dialog boxes, see Section 3.6.2 Using the DODIC Selector Dialog Boxes.

   **Tip:** To modify your DODIC selection(s), click the **DODIC Selector** icon.

5. In the **Turn Back Qty** column, enter the quantity of each DODIC that you are turning back, and then click **Save**.
5.9.2 Turning Back Authorizations by Test or NET Event

All Army authorizations that were given for specific Test or NET events that are not used must be turned back to HQDA.

**Notes:**

- Authorizations for non-Army Commands that are turned back by Test or NET event are returned to their HQ Command.
- You can turn back authorizations for Test or NET events on behalf of any subordinate within your logon hierarchy level.

To turn back authorizations by Test or NET event to HQDA:

1. Select **Manage Authorizations**, and then click **Authorization Turn Back**.
   
   The Authorizations Turn Back screen displays.

2. Select **Test** or **NET** in the **Account** field, and then click **Continue**.
   
   The Turn Back Authorizations dialog box opens.

3. Select **Turn Back Authorizations by Test Event** or **Turn Back Authorizations by NET Event** (depending on the account), and then click **Continue**.

   **Note:** The ability to turn back authorizations by DODIC is available for those DODICS with authorizations that were not given for a specific Test or NET event. For more information, see Section 5.9.1 Turning Back Authorizations by DODIC.

Figure 5-30. Turn Back Authorizations Dialog Box for Test

4. On the Event Selector screen, select the Test or NET event for which you want to turn back available authorizations.

   **Note:** The Event Selector screen displays all of the events found within your logon level.
5. The Authorizations Turn Back screen opens with the following fields automatically populated:

- **The Turn Back Authorization Within field** displays your logon level.
- **The Turn Back Authorization From field** displays the Program Manager associated with the selected Test/NET event.
- **The Turn Back Authorization To field** displays HQDA. This field will always be the same since Army authorizations that are turned back by Test or NET event are automatically returned to HQDA.

**Note:** If the logon level and the Program Manager are the same, then the Turn Back Authorization Within field is not displayed.

**Note:** For non-Army Commands, the unit's HQ Command displays in the Turn Back Authorization To field.

6. In the Turn Back Qty column, enter the quantity of each DODIC that you are turning back, and then click Save.

Figure 5-31. Event Selector - Test Screen

Figure 5-32. Populated Authorizations Turn Back Screen
5.10 Moving Authorizations

The Authorization Move Tool allows you to move authorized munitions within a hierarchy level or from one hierarchy level to another hierarchy level, and within the same munitions account or from one munitions account to another.

The munitions accounts are:

- Training
- Combat Load
- Sustainment Load
- Operational Project
- Operational Load
- Title 10

**Note:** You cannot move authorizations from or to Test or NET accounts.

**Important:** The “Authorizations: Move Tool – Access” user right must be assigned to your user account before you can move authorizations from one hierarchy level to another in TAMIS.

To move authorizations:

1. Select **Manage Authorizations** and then click **Authorization Move Tool**.
   The Authorizations Move Tool screen opens.
2. Select a **Sort By** option.
3. Select the desired **From Account**.
4. Select the desired **To Account**.

**Note:** Only accounts that have the “Authorizations: Move Tool – Access” user right will be available for selection. For information on selecting a hierarchy level, see Section 3.6.1 Using the Hierarchy Tree and Hierarchy Selector Dialog Boxes.

5. Select the hierarchy level from which you want to move authorizations.

**Note:** Hierarchy levels that do not have available authorizations are not selectable ( ).

6. Select the hierarchy level to which you want to move authorizations.
7. Select the DODIC(s) whose authorization you want to move.
The Authorization Move Tool screen opens, populated with your selections.

**Note:** For information on the DODIC Selector dialog boxes, see Section 3.6.2 Using the DODIC Selector Dialog Boxes.

**Tips:** To delete a selection, click its **Remove X** icon.
To begin again at Step 4, click **Clear**.

8. Click **Continue**.

The Authorization Move Tool worksheet opens.

Figure 5-34. The Authorization Move Tool Worksheet

9. Enter a **Move Qty** for each DODIC.

**Important:** Quantities cannot be entered for DODICs that are over-forecasted.
**Tip:** To start over and enter new quantities, click **Clear**.

10. If you do not want notification of your authorization automatically sent to the POC of the level that will receive it, select the **Turn off email** option.

**Important:** This option is only available if you have the “Authorizations: Block Email in Authorizations Module” user right assigned to your user account.

11. Click **Move Authorizations**.

The Authorization Move Tool screen confirms that your authorizations were moved successfully.

12. To move more authorizations, click **Move Another Authorization**.
5.10.1 Reducing Forecasts While Moving Authorizations

On the Authorization Move Tool screen, if you enter a Move Quantity (Move Qty) for a DODIC that causes the From hierarchy level’s Available Authorizations (Avail Auth) to be less than the level’s Total Forecasts (Total Fore) for the DODIC, then a dialog box displays to inform you that the Move Qty you entered makes the From hierarchy level over-forecasted, and that you must therefore decrease the DODIC’s forecast quantity.

**Important:** When moving authorizations, you can decrease forecasts that were made by DODIC only; you cannot use the Authorization Move Tool to decrease forecasts that were made by event or course.

**Note:** You can also reduce forecasts when entering authorizations on the Authorizations screen. For details, see Section 5.1.4 Reducing Forecasts While Authorizing Munitions.

Click **Continue**. The Decrease Forecast screen displays.

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**Figure 5-35. Modify Authorizations Move Quantity Dialog Box**

**Figure 5-36. Decrease Forecast Screen for Training**

**Figure 5-37. Decrease Forecast Screen for Combat Load**
On the Decrease Forecast screen, reduce the forecast by the appropriate amount so that it is less than or equal to the DODIC's authorization quantity for the From hierarchy level, and then click **Save**. The Authorization Move Tool screen displays with the new **Total Fore** and **Avail Auth** quantities.