1.0 INTRODUCTION TO TAMIS

The Total Ammunition Management Information System (TAMIS) is the Headquarters, Department of the Army (HQDA) munitions requirements generator, prioritization tool, and reporting system for DA and subordinate Army organizations. TAMIS is managed by the Army G-3/5/7 Munitions Management Office.

The Munitions Management Office uses TAMIS to calculate, validate, approve, and distribute munitions authorizations and collect expenditures from each Army Command (ACOM), Army Service Component Command (ASCC), Field Operating Agency, Direct Reporting Unit (DRU), and the National Guard. Army commands, and other Army organizations use TAMIS to build, prioritize, and sub-authorize (distribute) training munitions authorizations and to build and establish operational requirements for unit combat loads and sustainment loads. The Total Force and the Marine Corps use TAMIS to forecast and approve munitions requirements, process, and validate requests for both operational and training munitions, and to report expenditure metrics and munitions status.

TAMIS is a real-time, web-based enterprise information system that processes data defined by the Army as “unclassified but sensitive”. TAMIS is the only official Army system for establishing, maintaining, and managing requirements, authorizations, forecasts, requests, and expenditures of ammunition.

TAMIS is accessible via the Internet, in real time, from anywhere in the world. In addition, many tasks in TAMIS can be downloaded to be worked on offline. The files can later be uploaded back into TAMIS.

There are eight munitions accounts in TAMIS:

- Training munitions are used to meet unit and garrison weapons training requirements. Units undergoing mobilization also consume training munitions.
- Combat Load (CL) munitions support the initiation of combat operations and are the basic building block of Army war reserve requirements.
- Sustainment Load (SL) munitions are used to initiate and support a force's operations until more munitions are supplied.
- Operational Load (OPLOAD) munitions are used to conduct a broad range of day-to-day operational missions.
- Operational Project (OPROJ) munitions are set aside for a specific unit or mission and have the approval of HQDA.
- Test munitions are used for research, development, testing, and evaluation.
- New Equipment Training (NET) munitions are authorized in accordance with TRADOC-approved NET plans.
- Title 10 munitions are funded and appropriated by Congress specifically to support Geographic Combatant Commanders (GCCs) for training of foreign soldiers participating in humanitarian and civic assistance missions, and Joint Chiefs of Staff exercises with foreign nations.

**Notes:** For the complete definition of each munitions account, see the Glossary of Terms and Icons.

The term for all types of war supplies is munitions. Ammunition refers primarily to gunpowder and artillery.
1.1 Understanding the Purpose of TAMIS

TAMIS is the only official Army system for establishing, maintaining, and managing requirements, authorizations, forecasts, requests, and expenditures of ammunition. Specific functions of TAMIS include:

- Calculating and managing Training (STRAC) and Program of Instruction (POI) ammunition requirements.
- Calculating and managing Combat and Sustainment Load requirements.
- Assembling, generating, and managing Operational Load (OPLOAD), Test, New Equipment Training (NET), Title 10, and Operational Project (OPJ) requirements from source data and user defined mission inputs.
- Managing all training, operational, and test ammunition authorizations.
- Managing and publishing (in conjunction with the Army Publishing Directorate) the DA Pamphlet 350-38 resourcing guide for Training and Operational Load munitions requirements.
- Enabling the preparation and management of unit level munitions forecasts.
- Enabling the preparation, validation, and routing of electronic, digitally signed, requests for munitions.
- Collecting, assembling, and reporting munitions expenditure data.
- Preparing each Command level’s Stockage Objectives.
- Providing analytical tools to analyze requirements, forecasts, and expenditure data.
- Providing munitions data to logistics and C2 information systems.

1.2 Who Uses TAMIS?

The Deputy Chief of Staff (DCS) G-3/5/7 manages munitions data essential for U.S. Army operations and training. Users of TAMIS include:

- HQDA, Munitions Management Office (DAMO-TRA)
- Worldwide Commands (ACOMs, ASCCs, and DRUs)
- Active Army installations, the Army Reserve, and the Army National Guard
- Department of the Navy
- Department of the Air Force
- U.S. Marine Corps
1.3 How Does TAMIS Process Information?

The TAMIS munitions workflow is described as follows (see Figure 1-2):

- TAMIS links TAADS force structure data with STRAC training strategies, New Equipment Training (NET) plans, and Operational & Test requirements to generate total Army annual munitions requirements.

- Requirements are prioritized by HQDA and munitions authorizations are electronically passed to individual Army Commands, Army Component Commands, Direct Reporting Units (DRU), and Reserve Forces.

- Individual units/organizations calculate requirements for training, enter approved Army tests and known operational missions, and forecast them in TAMIS.

- Combat (CL/SL) munitions are drawn from on-hand Ammunition Supply Point (ASP) balances and authorizations are debited in TAMIS when munitions are issued.

- Designated users report actual Combat expenditures and may transmit an e4949 to accountability officials.

- Units request and schedule pickup on-line, using their CAC to electronically process and validate each e581 request.

- When unexpended (TNG, OPL, and Test) munitions are returned to the ASP, unused serviceable munitions are credited back to the unit’s account and TAMIS calculates expenditures.

- Users note unexploded (TNG/Test) ordnance and duds and record them in TAMIS.
The process for managing requirements and authorizing munitions is simplified and described in the following steps (see Figure 1-3):

1. Each level submits its requirements to its higher headquarters until the requirements reach an individual unit’s respective top-level ACOM.

2. Command representatives review the requirements and adjust them for various scenarios. The representatives then submit their total requirements for the FY to HQDA.

3. HQDA reviews the requirements and determines each unit and organization’s initial total authorization for each ammunition item by Department of Defense Identification Code (DODIC).

4. HQDA conducts the TA4C each FY, where initial authorizations are established for each ACOM.

5. HQDA enters the authorizations into TAMIS.

6. Each ACOM sub-authorizes HQDA-authorized munitions quantities to the next level of subordinates in its TAMIS hierarchy.

7. Subordinate levels then sub-authorize munitions to their subordinates. This continues until all units receive authorizations.

8. After a unit has received its authorizations for a FY, it begins forecasting, requesting, and expending ammunition.
1.4 Understanding TAMIS Prerequisites

TAMIS users must have a Pentium-class or higher PC that meets the following minimum system requirements.

- Windows 7 or Windows 10 operating systems
- A mouse, keyboard, and monitor
- A reliable high-speed connection to the Internet
- Microsoft Internet Explorer 7.0 or greater
- An email account with software that supports email address lists
- Microsoft Excel Office 2000 or an Excel 2000 viewer
- Adobe Acrobat Reader 8.0 or greater

1.5 Configuring Internet Explorer Settings

Before using TAMIS, ensure that your Web browser settings are configured correctly.

1.5.1 Configuring Internet Explorer Options

To configure your Internet Explorer settings:

1. From the Internet Explorer menu, select **Tools**, then **Internet Options**.
2. Select the **Advanced** tab and then click **Restore Defaults** or **Restore advanced settings**.
3. Click **Apply**.
4. Select the **Privacy** tab and then select the option to **Block pop-ups**.
5. Click **Settings**.
6. Enter the following in the **Address of website to allow** field and then click **Add**.

   https://tamis.army.mil (TAMIS Live website)
https://training.tamis.org (TAMIS Training website)

Tip: You may add other websites from which you want to allow pop-ups. Although the simplified site names will appear under Allowed sites, the entire address will be stored.

7. Click Close and then click Apply to complete the process.
8. Select the Security tab, and then click Custom Level.
9. Select Medium or Medium-high, and then click Reset.
10. Click Yes to agree to change the security settings.
11. Scroll down to the Downloads topic with the subheading Automatic prompting for file downloads, select Enable, and then click OK.
12. Click Yes to confirm your action.
13. Click Trusted Sites.
14. If you are using the Windows Vista or Windows 7 operating system, deselect the Enable Protected Mode option.
15. Click Sites and then add these website addresses:
   https://tamis.army.mil (TAMIS Live website)
   https://training.tamis.org (TAMIS Training website)
   https://test.tamis.org (TAMIS Customer Acceptance website)
16. Deselect the Require server verification option.
17. Click OK and click OK again on the dialog box.
18. Close Internet Explorer to complete the process.

1.5.2 Disabling Commercial Pop-up Blockers

To disable pop-up blockers:

1. From the Internet Explorer menu, select View, then Toolbars.
2. Look for commercial toolbars that might contain pop-up blockers (such as Google or Yahoo), and make sure there is a checkmark next to each toolbar.
3. Explore the settings for each toolbar and disable the pop-up blocker(s).

Tip: Depending on the toolbars loaded on your PC, you might need to repeat this process on a regular basis. If a pop-up blocker continues to reset on a commercial toolbar, consider uninstalling it.
1.5.3 Making Internet Explorer 8, 9, 10, or 11 Compatible with TAMIS

To ensure that TAMIS functions correctly when your personal computer is operating with Windows Internet Explorer 8, 9, 10, or 11 compatibility adjustments must be made for both the TAMIS Live website and the TAMIS Training website.

**Note:** Internet Explorer 10 or 11 users will be able to type their login information into the **Username** and **Password** fields, but will be prevented from logging in to TAMIS until they change their compatibility settings as described below.

Internet Explorer 8 or 9 users will receive an error message preventing them from accessing TAMIS at all until they change their compatibility settings.

You can see if the Internet Explorer 8, 9, 10, or 11 compatibility adjustment has already been completed for a specific website (TAMIS or otherwise) by looking on the Internet Explorer Tools menu and seeing a check mark in front of the Compatibility View command. This must be done while the address of the desired website is shown in the Address bar. If a check mark does not appear then you have two ways to make the necessary compatibility adjustment.

To make Internet Explorer version 8, 9, 10, or 11 compatible with the TAMIS websites, follow one of these two methods:

**Method One**

After the TAMIS public page does not successfully appear, click the **Compatibility View** button/icon located next to the **Refresh** button/icon on the Internet Explorer Address bar. This causes Internet Explorer 8, 9, 10, or 11 to operate like Internet Explorer 7, which helps ensure that TAMIS functions correctly. This must be done while the TAMIS website address is shown in the Address bar. You need to separately do the same thing for both the TAMIS Live and Training websites.

**Method Two**

An alternative method is to make the Internet Explorer 8, 9, 10, or 11 compatibility adjustment for both the TAMIS Live and TAMIS training sites at the same time prior to trying to access either site.

1. From the Internet Explorer menu, select **Tools**, and then click **Compatibility View Settings**. The Compatibility View Settings dialog box opens.

2. Enter the following in the **Add this website** field and then click **Add**.
   - [https://tamis.army.mil](https://tamis.army.mil) (TAMIS Live website)
   - [https://training.tamis.org](https://training.tamis.org) (TAMIS Training website)
   - [https://test.tamis.org](https://test.tamis.org) (TAMIS Customer Acceptance website)

   Each TAMIS address displays in the **Websites you've added to Compatibility View:** field.

3. Click **Close**.
1.5.4 Enabling Javascript Settings

To enable the Javascript settings in Internet Explorer:

1. On the Internet Explorer Tools menu, click Internet Options.
   The Internet Options dialog box opens.
2. Click the Security tab, and then click Internet.
3. Click on the Custom Level button.
   The Security Settings – Internet Zone dialog box opens.
4. Scroll down until you see the Scripting setting.
5. Select the Enable option.
6. Click OK.
7. Click Yes for the message “Are you sure you want to change the security settings for this zone?”
   The Internet Options dialog box opens.
8. Click Apply, and then click OK.

1.6 Getting Help in TAMIS

1.6.1 Accessing the Online Help

Besides the instructions included on TAMIS screens, several types of help are readily available in TAMIS as well:

Field-Specific Help is available by clicking the green Help icon next to that field.

Dialog-Level Help is available by clicking the yellow Help button on that dialog box.

Complete Online Help is available by clicking the yellow Help icon in the TAMIS toolbar. The TAMIS Help window opens, allowing users to:

• Search for help by keyword
• View the Table of Contents
• Click a general topic, such as Getting Started, How To, or Troubleshooting

Note: Clicking this icon from one of the Report screens leads to the Online Help for that Report screen.
1.6.2 Contacting Support

If you cannot access a TAMIS public website or load software onto your PC, contact your local system administrator or your Director of Information Management (DOIM).

For technical support or help with ammunition management, contact the hierarchal command for the level at which you are logged on.

For all other questions related to TAMIS, use the following contact information:

- Marine Corps users should use one of these methods:
  - To contact the USMC TAMIS Support using TAMIS:

    On the TAMIS toolbar, click on the Support icon, select Create Support Ticket, and then click on the USMC Seal.

    **Note:** You can also select the Create Support Ticket option under Online Customer Support on the TAMIS Home Page (right side of screen).

  - To contact the USMC TAMIS Support via email or phone:

     USMC TAMIS Support Email: tamis@usmc.mil
     USMC TAMIS Support Phone: 1-703-784-3715

    **Important:** The USMC TAMIS Support is available Monday through Friday from 7:30 a.m. to 5:30 p.m. Eastern Time. All voice and email messages are responded to within 24 hours or, if received during a weekend or holiday, by end of the next business day.

- All other users should contact the TAMIS Support Help Desk using one of these methods:
  - To contact the TAMIS Support Help Desk using TAMIS:

    On the TAMIS toolbar, click on the Support icon, select Create Support Ticket, and then click on the Army Seal.

    **Note:** You can also select the Create Support Ticket option under Online Customer Support on the TAMIS Home Page (right side of screen).

  - To contact the TAMIS Support Help Desk via email, phone, or fax:

     TAMIS Support Email: tamis.support@hpe.com
     TAMIS Support Phone: 1-855-752-8111
     TAMIS Support Fax: 1-855-379-5011

    **Important:** The TAMIS Support Help Desk is available Monday through Friday from 7:30 a.m to 5:30 p.m. Eastern Time.
1.7 Recognizing TAMIS User Manual Conventions

Formatted text and standard symbols have been used throughout this manual to help you find the information you need quickly and easily.

- **Bold type** indicates keys to press, options to select, and data to input. See examples below:
  - Press *Enter*.
  - Select *Help*, and then click *Support*.
  - Type `C:\install` to begin the installation process.
- **Italic type** indicates emphasized words and publication titles.
- Email and Internet addresses are blue and underlined.
- Cross references to other sections of the User Manual are blue.
- Additional information is provided to help you better understand a feature. This information is boxed with brown shading.

| **Tip:** Tips help users apply the procedures described in text. |
| **Note:** Notes add supplemental information. |
| **Important:** Important notes provide information that is essential to the completion of a task. While users can choose to disregard information in a note or a tip, they should not disregard an important note. |
| **Caution:** Caution notes advise users that failure to take or avoid a specified action could result in loss of data. |