6th Medical Logistics Management Center (6th MLMC)
Fort Detrick, Maryland

Customer Assistance Handbook for Support of NTC/JRTC MEDLOG Operations

December 2005
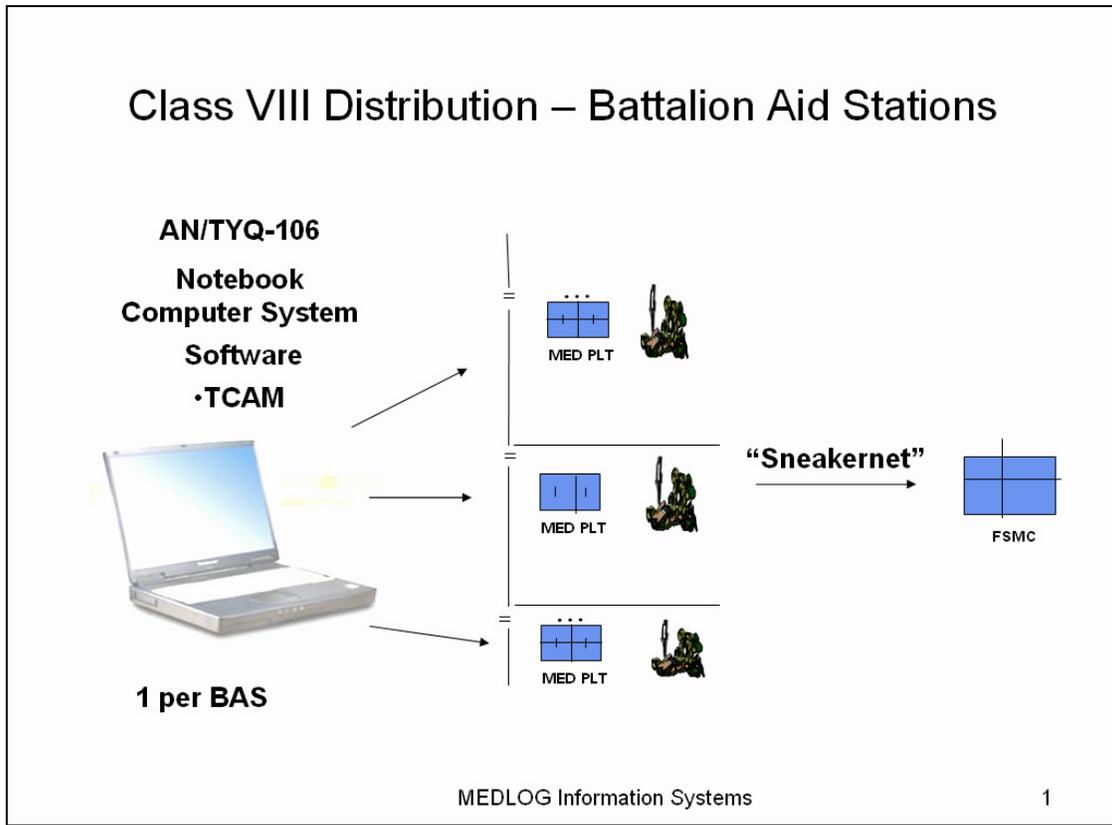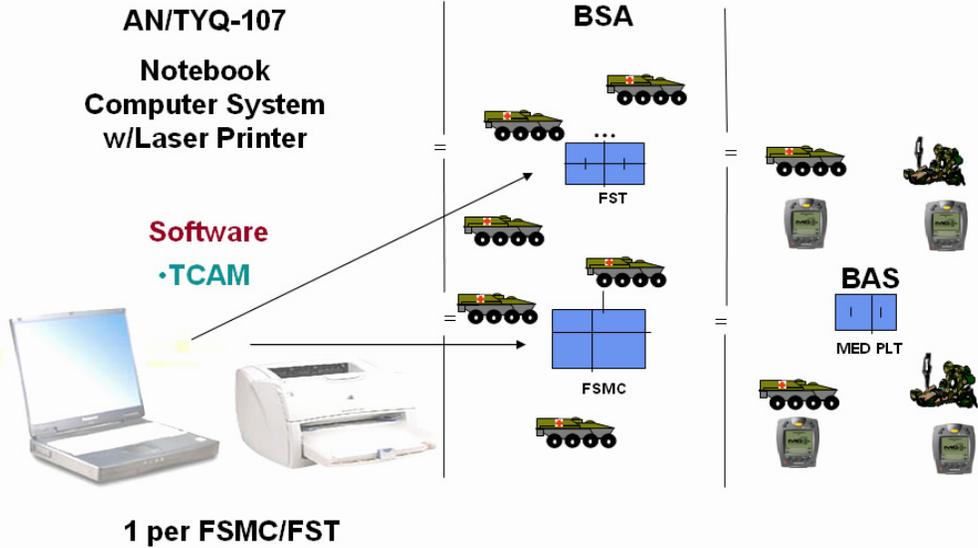
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CHAPTER 1 How the supply chain works

1. Medical Supply is accomplished through a series of distribution nodes and transportation linkages. These nodes and linkages are referred to as the supply chain. Like any chain, it is only as strong as the weakest link – whether that is a distribution or a transportation link. Each link can not be solely judged on its own performance, but must be viewed in light of the entire chain.

2. There are three distinct flows that occur in any supply chain. The first is information flow. This flow is heavily dependent on automated systems and network connectivity. This flow includes the passing of requests from the using customer to an activity that can satisfy those requests, and the bidirectional passing of status information between customer and supplier. Request and status information usually passes from node to node along the chain. The second flow is supply flow. This flow is not only the physical movement of materiel from supplier to customer, but also from customer to supplier for turn-in actions. This flow is heavily transportation dependent. Points of transportation changes are critical points to monitor to ensure successful supply flow. Materiel may pass along the supply chain from one node to another much like the information flow described earlier --- but more often the intermediate distribution nodes are by-passed and materiel is delivered as far forward as possible directly from the supplier to the customer in order to decrease Customer Wait Time, lost, pilfered, or damaged materiel.   The third distinct flow is financial. In Army systems, this flow is minimized at the tactical level – primarily by making all materiel customer-owned, a process facilitated by providing financial documents and specific financial codes to the supplier prior to any business being conducted. It is important to ensure that this financial work is completed up-front! Active oversight and management of the information, physical supply, and financial flows will help ensure a successful supply chain.

3. There are two primary standard automated tools for tactical medical supply operations within the U.S. Army. These tools are the Theater Army Medical Management Information System – Medical Supply Module (TAMMIS-MEDSUP or TAMMIS) and the TAMMIS Customer Assistance Module (TCAM). TAMMIS requires specific hardware and is usually found at Level III medical facilities and MEDLOG activities.   TCAM is the primary automated tool for medical supply operations at the Level I and Level II activity; however, Level III activities can use TCAM as a primary medical supply system, if necessary, and should use TCAM capability as a ready reference tool even if TAMMIS is the primary tool used by the activity.

4. Medical Logistics Using Standard Army Systems.

    a.   TCAM is designed for use with NIPR NET network capability; however, below the Division Forward Support Medical Company (FMSC) use of TCAM may be by Disk transfer between automated systems. If available, units can use TCAM to TAMMIS NIPR NET transfer. DMSO and above can use either TCAM to TAMMIS NIPR NET or TAMMIS to TAMMIS NIPR NET for passing requisitions depending on which systems are being used. DMSOs and above should always plan on using TCAM as a research tool.

The following charts show the TCAM equipment distribution within specified units and the requisition flow.
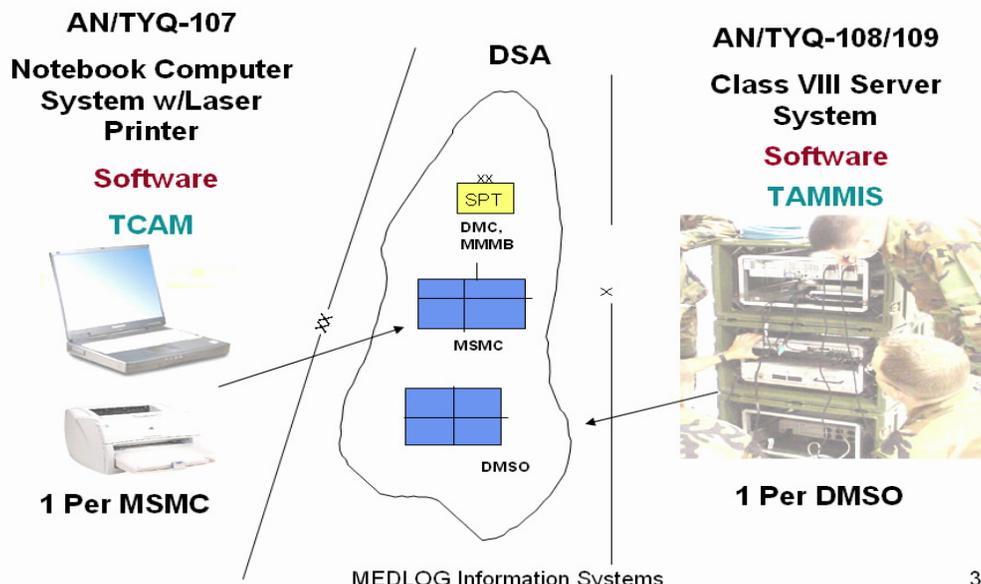

Class VIII Distribution – Battalion Aid Stations

AN/TYQ-106

Notebook Computer System

Software

·TCAM

1 per BAS

MED PLT

MED PLT

"Sneakernet"

FSMC

MED PLT

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**Class VIII Distribution-
Forward Support Medical Company**

AN/TYQ-107

Notebook Computer System w/Laser Printer

Software
•TCAM

1 per FSMC/FST

BSA

FST

FSMC

BAS

MED PLT

MEDLOG Information Systems

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**Class VIII Distribution-
DMSO and Main Support Medical Company**

AN/TYQ-107

Notebook Computer System w/Laser Printer

Software

TCAM

1 Per MSMC

DSA

xx
SPT

DMC, MMMB

MSMC

DMSO

AN/TYQ-108/109

Class VIII Server System

Software

TAMMIS

1 Per DMSO

MEDLOG Information Systems

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Overall Class VIII Distribution Flow

MEDLOG Information Systems
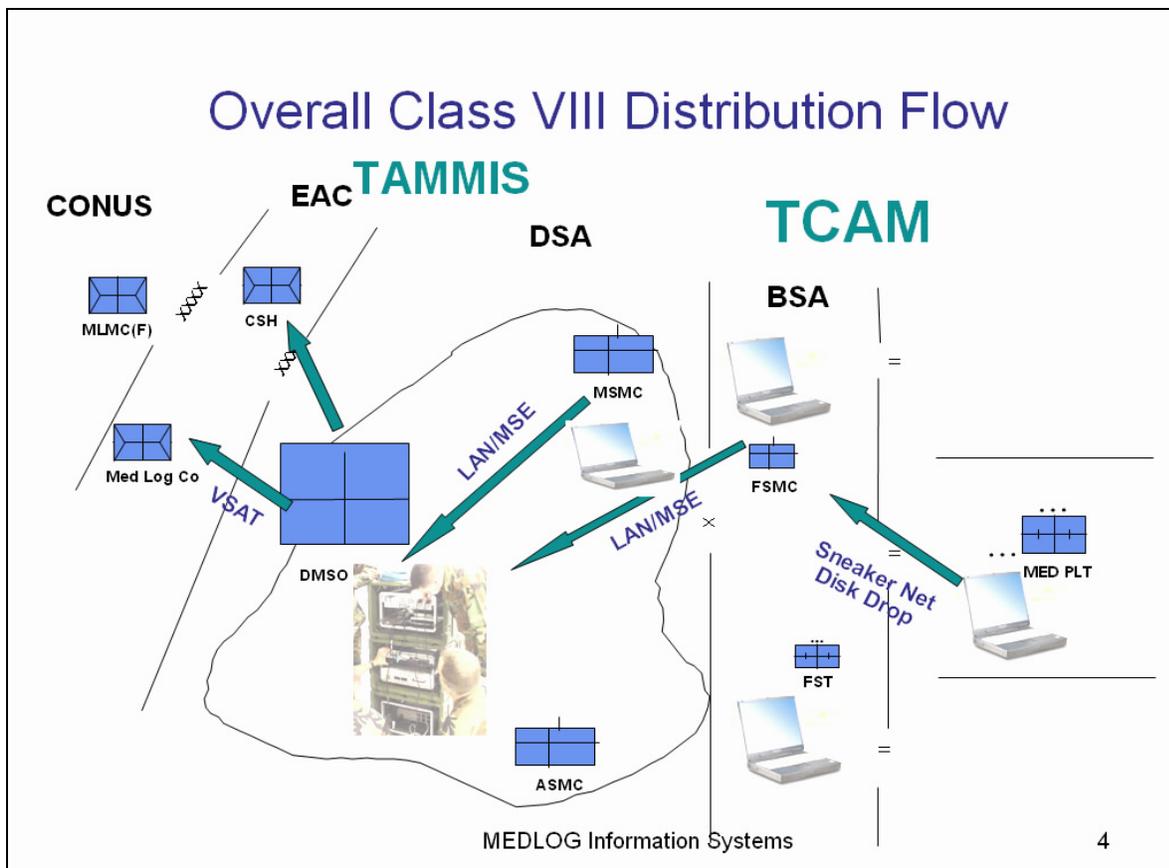
COMBAT MEDIC: As the Combat medic treats casualties, he consumes Class VIII supplies. He submits his request to the medical platoon. The supplies are sent forward to the combat medic via medical evacuation vehicles.

MEDICAL PLATOON: The Medical Platoon uses TCAM for inventory and requisition management. The Medical Platoons consumes Class VIII treating casualties, fills combat medic requests, or sends requests to the FSMC or Brigade Medical Supply Office (BMSO) is available.

FSMC/DMSC: The Medical Company uses TCAM for inventory and requisition management. The Medical Company consumes Class VIII treating casualties, fills Medical Platoon requests or sends requests to the BMSO, if available, or to a Direct Support (DS) Medical Logistics Company.

Medical Units above FSMC/DMSC: These units will usually use TCAM for inventory and requisition management. TAMMIS systems may be present at the Combat Support Hospital level. (If TAMMIS is present, the Level III activity may still employ TCAM at the ward/section level). These units consume Class VIII treating casualties and may fill other unit's requests on a limited basis. Requests are usually sent to a Direct Support (DS) Medical Logistics Company.

b.   There are two distinct supply chain scenarios that can be followed for higher level medical supply support (i.e. linking to a Medical Logistics Company). This section discusses these two strategies in the context of medical supply operations at either the National Training Center (NTC) or at the Joint Readiness Training Center (JRTC). In these specific cases, the supporting Medical Logistics Company is most likely going to be the Installation Medical Supply Activity (IMSA) located at the installation MEDDAC. The concepts outlined below can be applied to any installation for units developing garrison support plans.

1) **Scenario 1: Using the 6th Medical Logistics Management Center (6MLMC) as an e-portal.**

The 6MLMC has the capability to act as an electronic portal (e-portal) for medical supply information flows. In this scenario, the 6MLMC catches supply requests and re-routes them to the appropriate supporting medical supply activity. The 6MLMC catches status and sends it to the appropriate user system. The advantage is that the user need only load their system with 6MLMC server specific data elements. Thru coordination, the unit's information flow can change between supporting activities without having to make drastic changes to the user's automation tools.

The following chart displays the 6th MLMC as an e-portal. In this case, the unit submits requisitions using TCAM. The requisition flows from the unit through the 6th MLMC base and on to the IMSA. When the 6th MLMC is used as an E-Portal, electrons can be routed through 6th MLMC sever located at Fort Detrick. Data from TCAM and TAMMIS is routed through this portal to provide consistent set-up files, access to Static IP address, and data capture. Supplies flow directly from the supplier to the unit.

NTC/JRTC Medical Logistics Concept of Support Using 6th MLMC as E-Portal

MEDLOG Information Systems   5
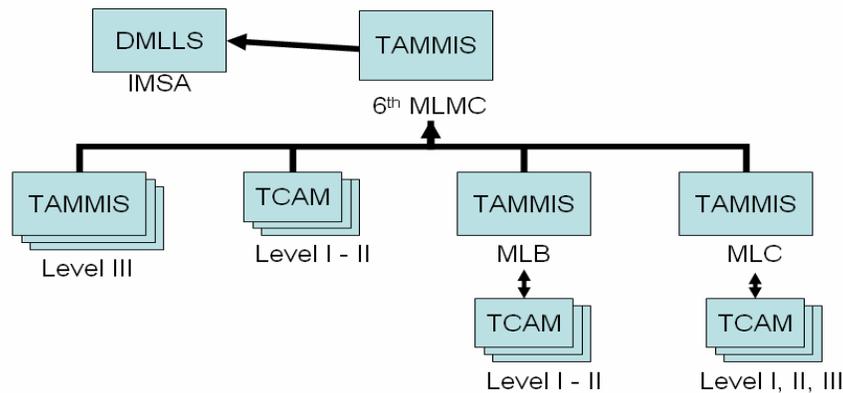
For NTC/JRTC, units will need to have a Military Intradepartmental Purchase Request (MIPR) established through the local Directorate of Resource Management (DRM). The unit will receive a dummy DODAAC, APC, and funding ceiling for the duration of their rotation.

The following chart displays how the process of using the 6MLMC as an e-portal currently works in the SWA Theater.
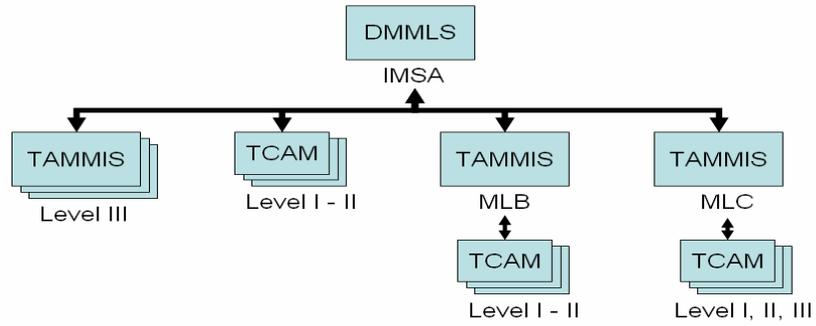

Class VIII Electron/Supply Flow Using 6th MLMC as E-Portal
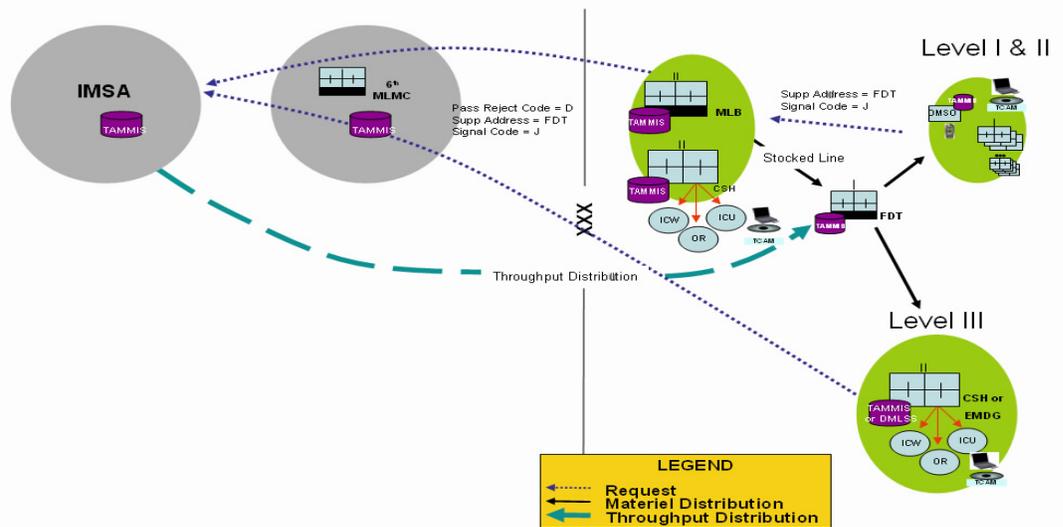
2) Scenario 2: Direct linkage to the Installation Medical Support Activity.

In some cases, it may be more appropriate for the customer unit to establish a direct linkage to the IMSA. The following charts display the case where the unit submits requisitions directly to the IMSA. Supplies follow the same route back. In this case, units must coordinate with the local IMSA for all network connectivity and automated system access issues. The advantage is that the unit has a direct information flow with their source of supply. A disadvantage is that the IMSA may not be capable of providing TAMMIS or TCAM expertise. Again, units will need to have a Military Intradepartmental Purchase Request (MIPR) established through the local Directorate of Resource Management (DRM). The unit will receive a dummy DODAAC, APC, and funding ceiling for the duration of their rotation.

NTC/JRTC Medical Logistics Concept of Support
Units requisitions directly from IMSA

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                        ┌──────────┐
                        │  DMMLS   │
                        └──────────┘
                           IMSA
    ┌──────────┬───────────┼───────────┬──────────┐
┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐
│ TAMMIS   │ │  TCAM    │ │ TAMMIS   │ │ TAMMIS   │
└──────────┘ └──────────┘ └──────────┘ └──────────┘
 Level III    Level I - II    MLB          MLC
                          ┌──────────┐ ┌──────────┐
                          │  TCAM    │ │  TCAM    │
                          └──────────┘ └──────────┘
                           Level I - II  Level I, II, III
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Chapter 2. Setup TAMMIS Customer Assistance Module (TCAM) Database

1) **TCAM.** The TAMMIS Customer Assistance Module (TCAM) is a Windows-based medical logistics system that can be used by any Army Medical Department unit using TAMMIS V5.02B capability.   These are the major pieces of the TCAM program. System Requirements: 486 Computer or newer; Windows 3.11, 95, NT, 2000; 8MB RAM; 12 MB Free Disk Space; System must have Internet capability.

2) **TCAM functions**

    a. Catalog Research   :
      Download suppliers catalog
      Research line items and substitutions
    b. Document Register:
      Send orders
      Receive Status
      Process Receipts
    c. Inventory Management
      Assign Locations
      Issue Materiel
      Automatic Reordering

3) **Installing TCAM on your PC by Internet Download or CD.**

    a. **By Internet Download**:   This is by far the easiest and most efficient way to install TCAM on your PC. TCAM setup guide and application software can be downloaded from <http://www.medlogspt.army.mil/>. Login using your AKO userid/password, go to Army and click on 6MLMC (bottom of left column). Download related documents (located bottom right), it contains all TCAM Info.

    b. **CD Installation**: Insert the TCAM CD into your PC and the system will begin the auto install process. One CD loads the most current version of the program in 2-3 minutes. After the first time TCAM is downloaded on to your machine the environment must be set up. The environment includes DODAAC, Supplementary Address, RIC, Fund Code and APC.

4) **Set up TCAM**. Once TCAM 3.0 is installed on your system, this is the screen you should see the following screen.

TCAM
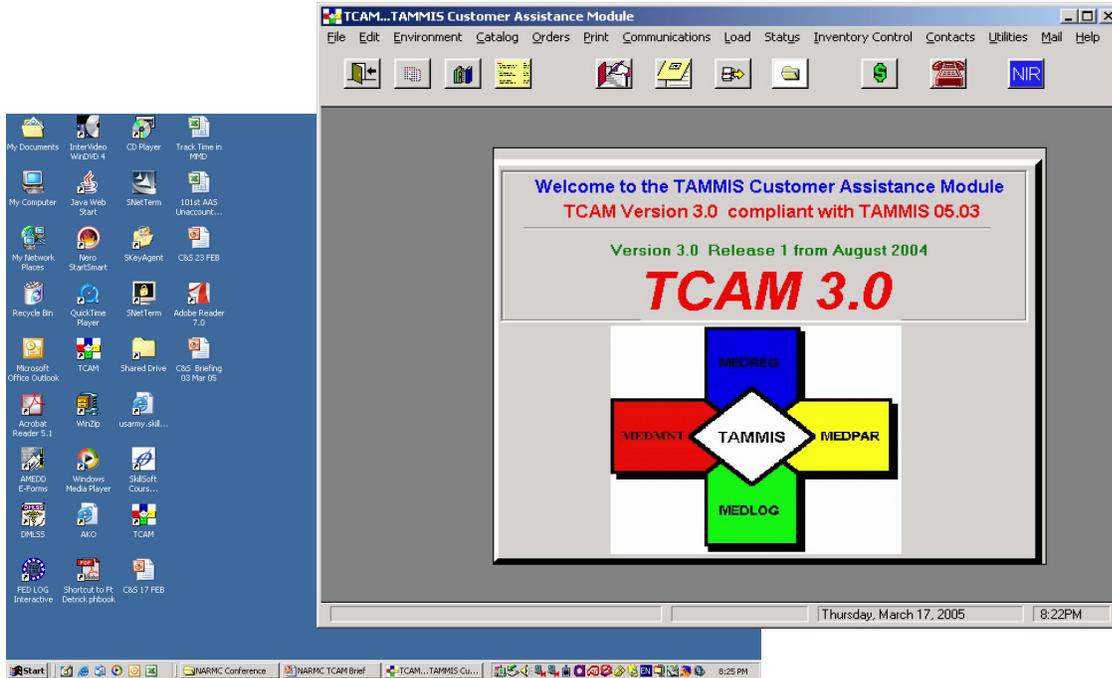
a. Set up Environmental fields. Now that TCAM is installed on your PC, you will need to set-up the Environment fields. This consists of setting up the Organization's DODAAC, Routing Identifier Code, Setup Test TCP/IP Connections, Supplementary Address, Fund Code Table, and APC Table and Inventory Module Usage.

1) Click on "Environment" at the top left of the TCAM Main screen.
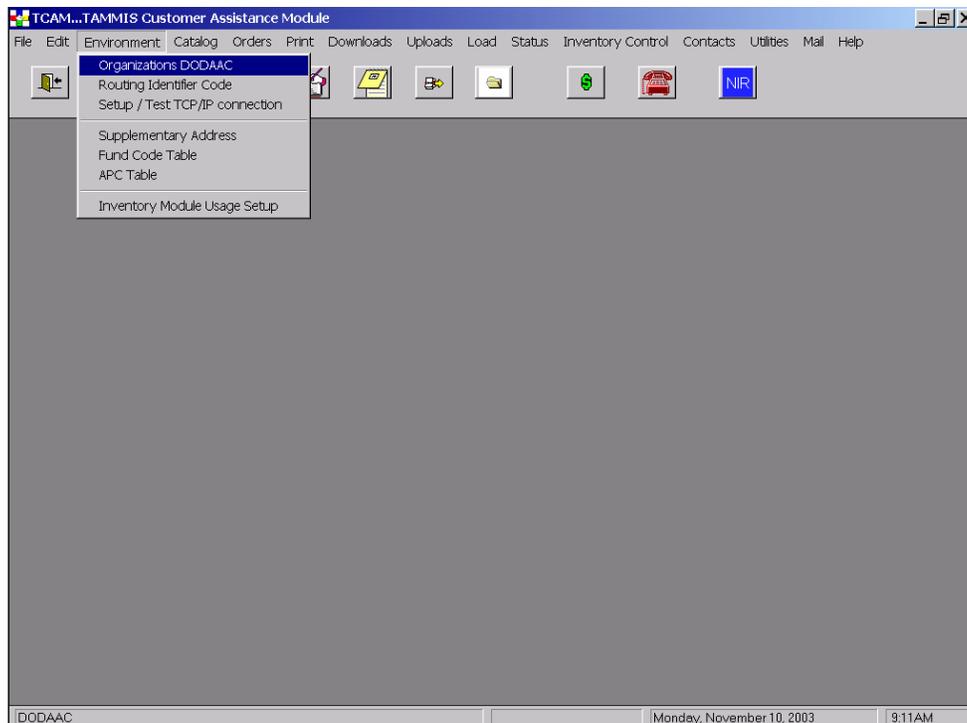
2) Load your unit's DODAAC into TCAM, click on "Organization DODAAC" on the "Environment" Drop down Window.   For NTC/JRTC support, this should be the Dummy DODAAC provided by the supporting activity at NTC/JRTC.
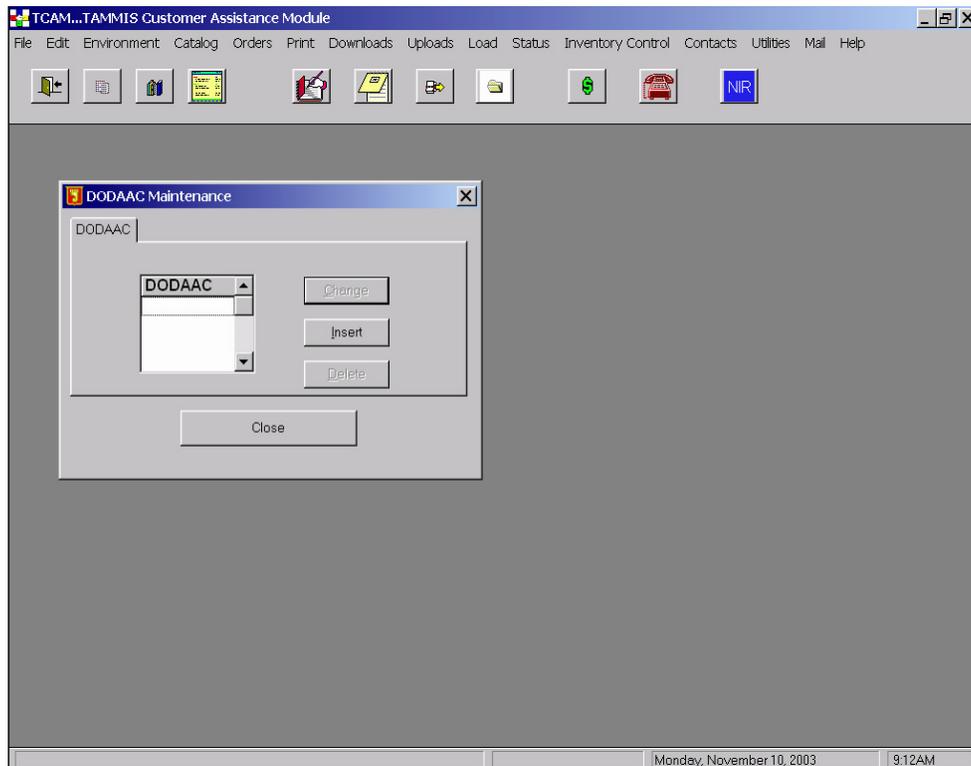

3) Next load the Routing Identifier Code by clicking on "Routing Identifier Code" under the "Environmental" file. A window will appear stating what the current Routing Identifier Code is. The RIC used at NTC/JRTC should be the last three characters of the DODAAC provided by the supporting NTC/JRTC activity. Click on "Change" and enter your unit's RIC and click on OK.
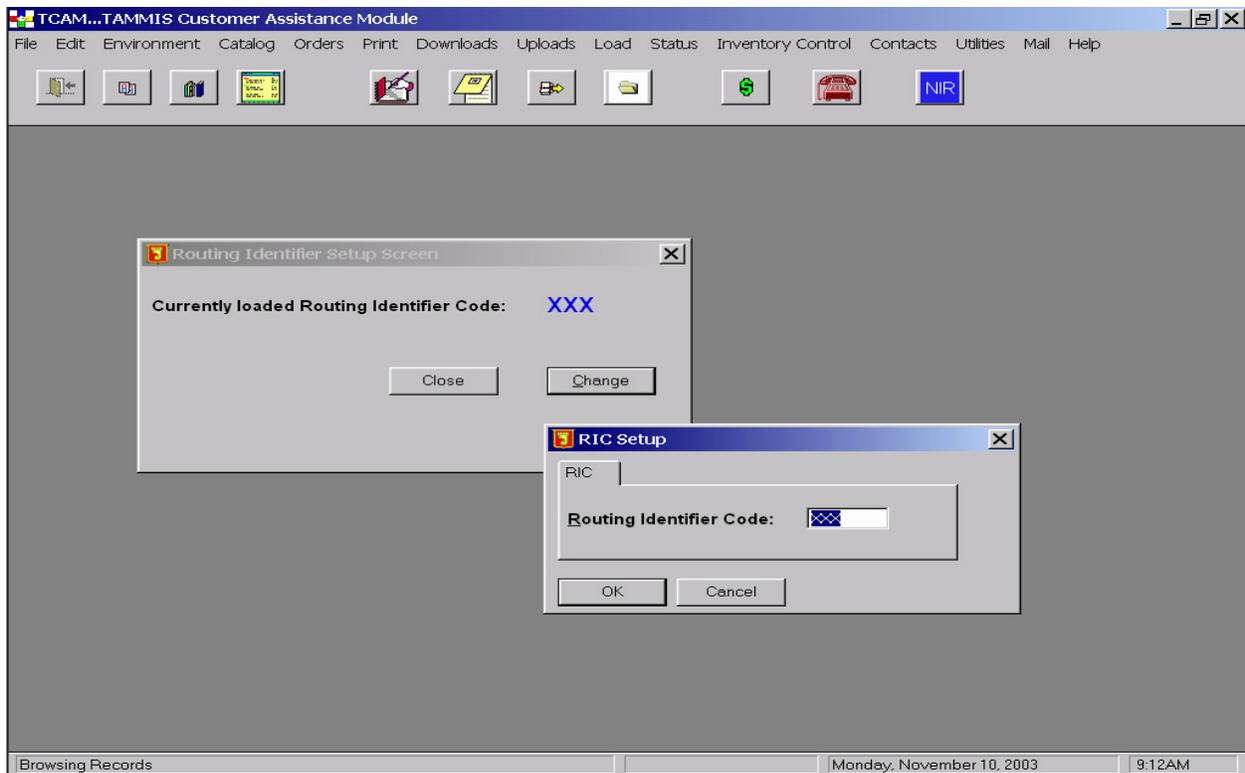
4) Next you will setup the supplementary address. Click on Environment, highlight and click on Supplementary address. Click on insert and type in the Supp Address. (Examples: YPHARM, YVAULT, etc).

*NOTE: If your organization uses supplementary addresses they must be loaded in TCAM. You must load at least one supplementary address (even if it is "Y00000"). If you do not have this field completed, your orders may be rejected by your supplier.
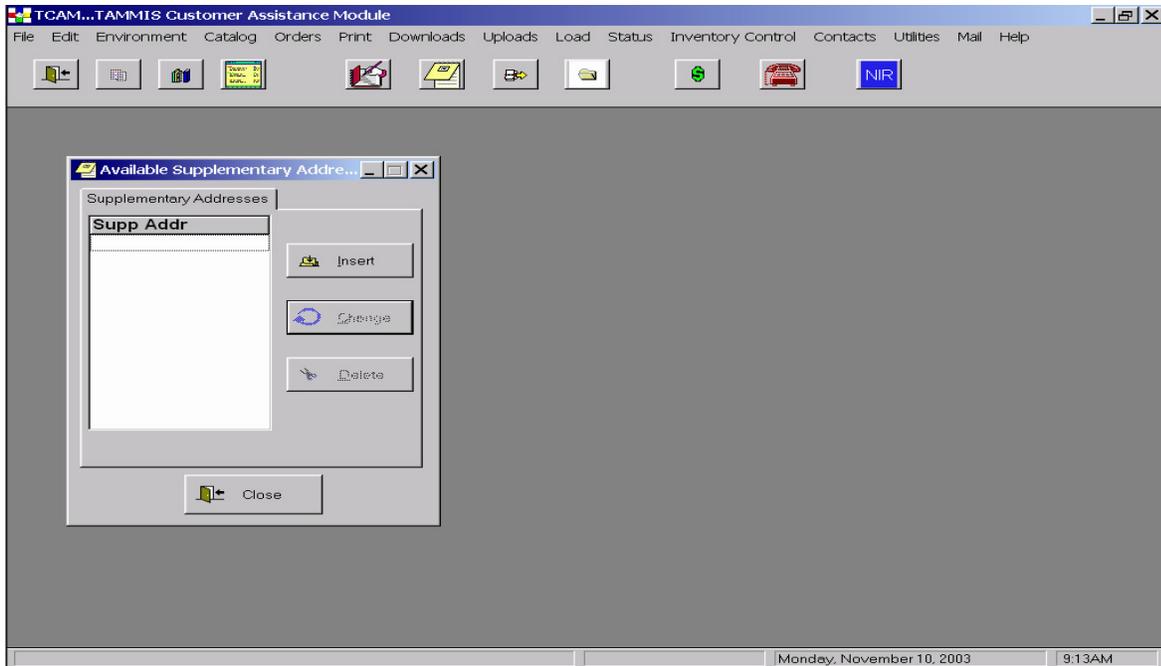
5) Next set up the Fund Code/Account Processing Code (APC). To enter Fund Codes/APCs, click on the Fund Code table. APCs are financial account numbers used by the Army that allow billings to process through DOD financial systems. If you do not have a Supplemental Address and APC, your order will be rejected. If the APC that you provide is incorrect/invalid, your orders will become "exceptions" that your supporting activity will have to manually correct. Confirm that your APCs are valid by contacting your supporting Resource Manager. For NTC/JRTC, use the APC provided by the supporting activity at NTC/JRTC.
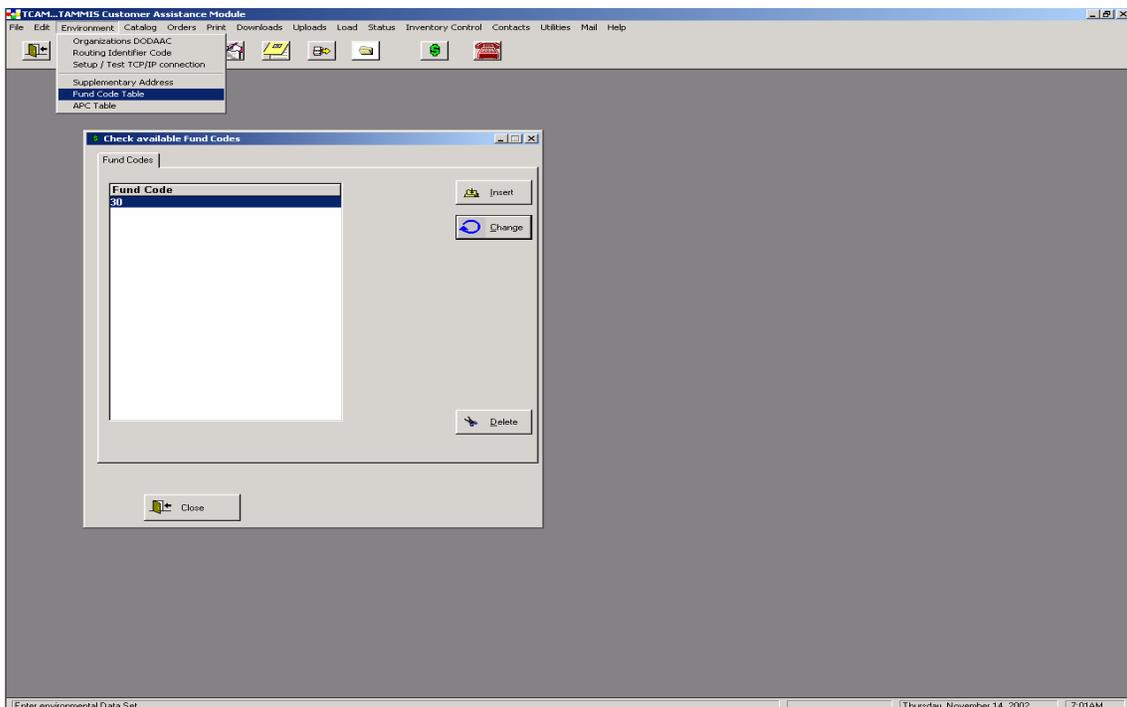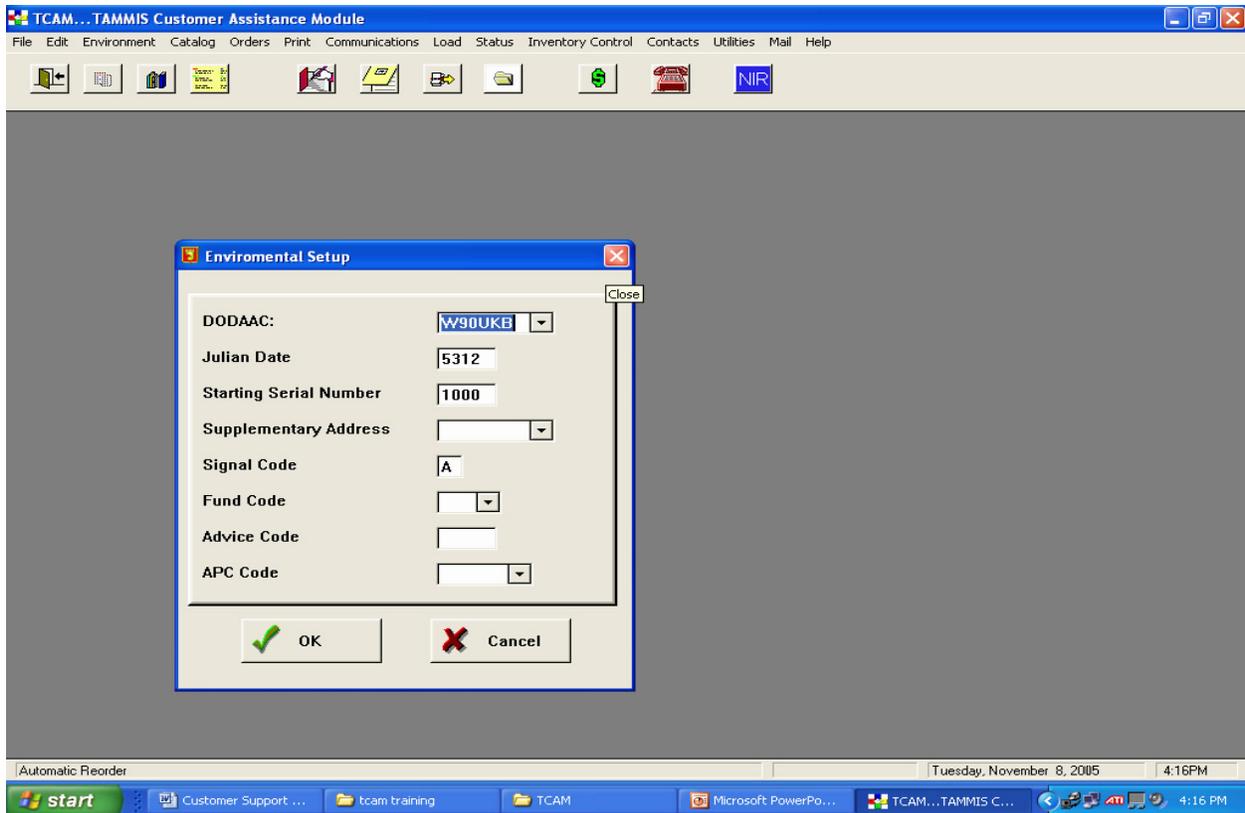
To setup the APC code highlight "APC Table" under the Environmental File. Highlight APC and a window will appear. Click on insert and type in your unit's APC and click "OK (NOTE: Whichever one you do not use (Fund code or APC) you must BLANK out the field)
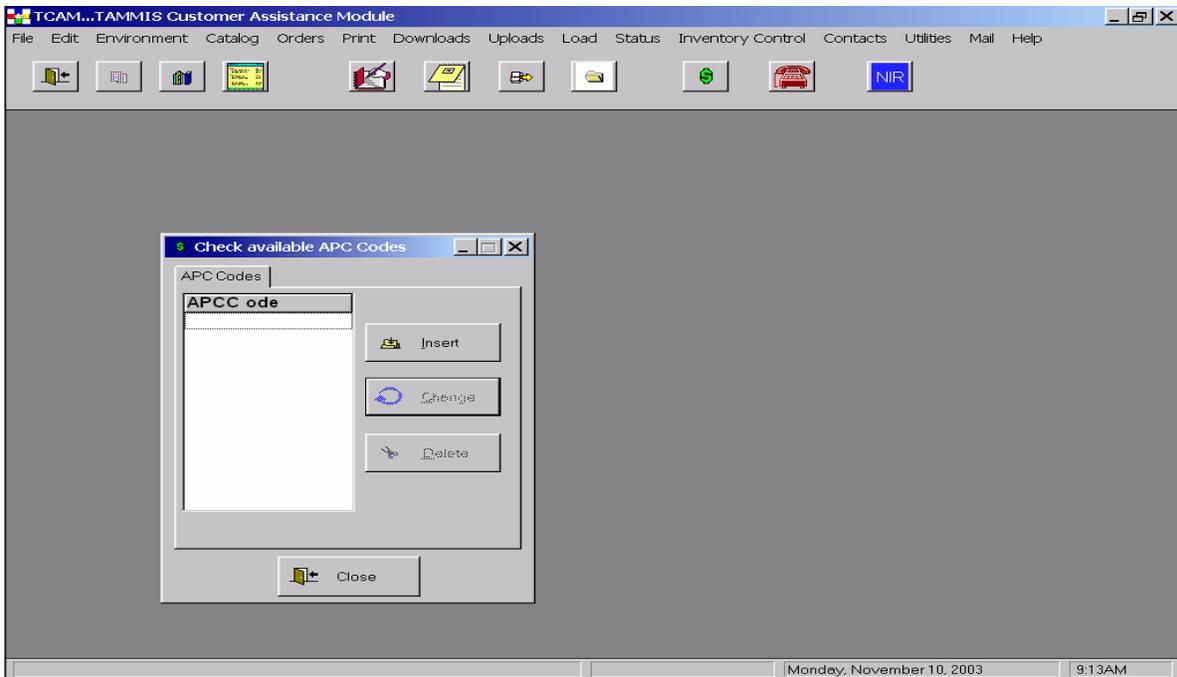

6) If your unit has stock on hand and does inventory control, you must tell TCAM whether you use the Inventory Module.
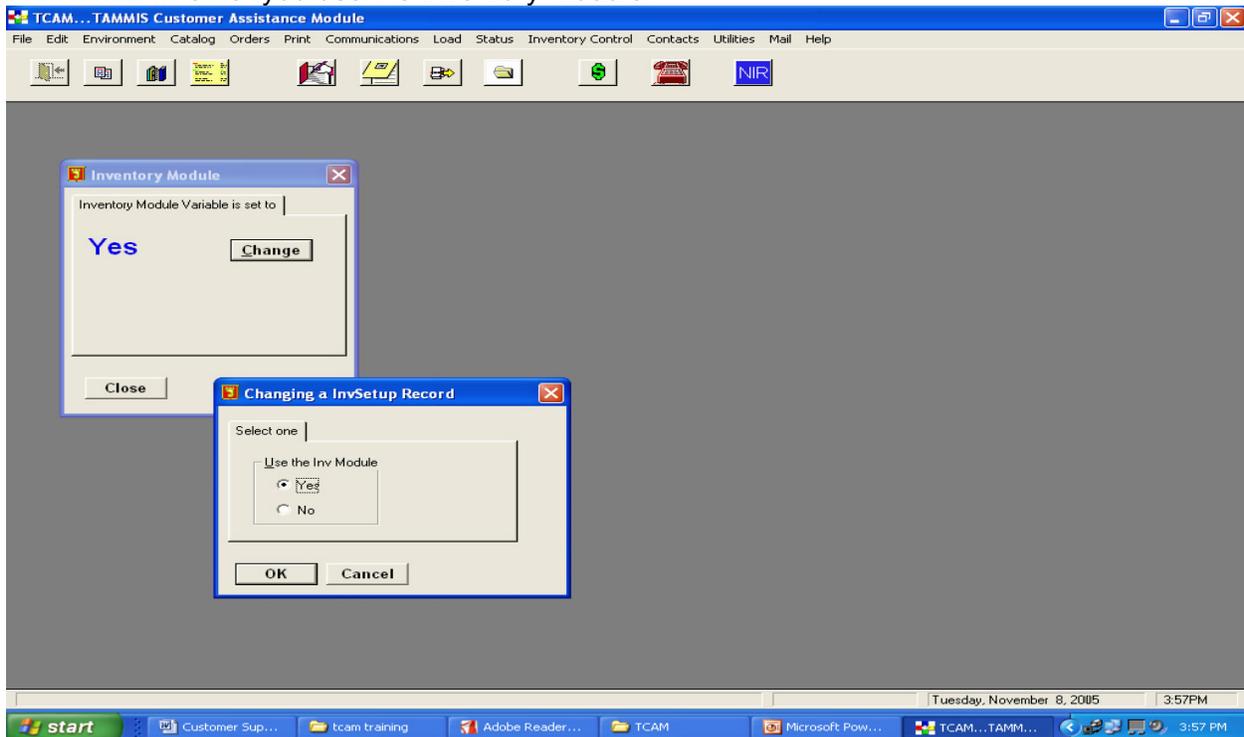
b. Set up Network Connectivity/ Network Set-Up for the 6th MLMC e-portal.
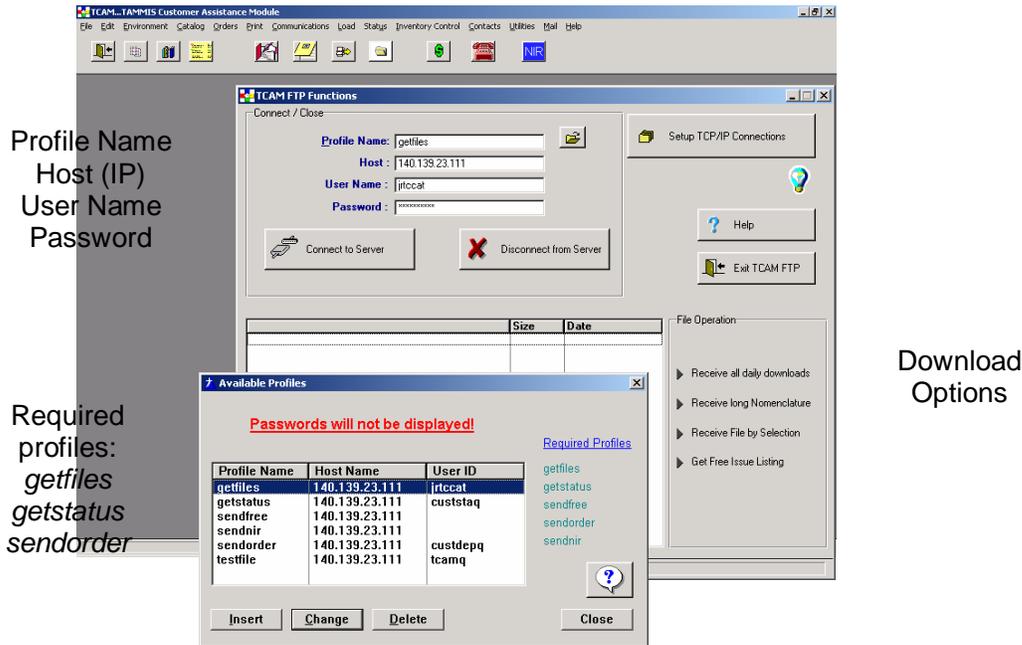
1) While training at the NTC/JRTC, the 6th MLMC will act as the e-portal for accessing the catalog and processing requisitions. Additional network connectivity and set issues are not a factor, if the user can access the LAN. **LAN is the primary and preferred method of communication**.

2) During the inprocessing cycle at either NTC or JRTC, the user will need to ensure that connectivity to the web is established. Provide IP address of computer you will be using. If there are any issues with accessing the web, get with the unit IMO/S6 section. Coordinate with the 6th MLMC POC at (301) 619-7966/7908 if further assistance is required and to allow your IP access through communication "firewalls". The user needs to ensure that their port and firewall is opened to the 6th MLMC's IP address. You must tell the Network Administrator/DOIM that you want the data from the IP Address of the local computer(s) to pass through on port 20, 21, 23, 161, 515, & 9100. If your supporting firewall administrator has questions, please contact the 6th MLMC.

3) IP Address: The IP address for the 6th MLMC is: 140.139.23.111. As part of the Environmental Setup, TCP connection, TCAM FTP function, this IP address will be inserted in the Host Name box of each Profile.   At NTC/JRTC, TCAM will use this IP address for download and upload capability.
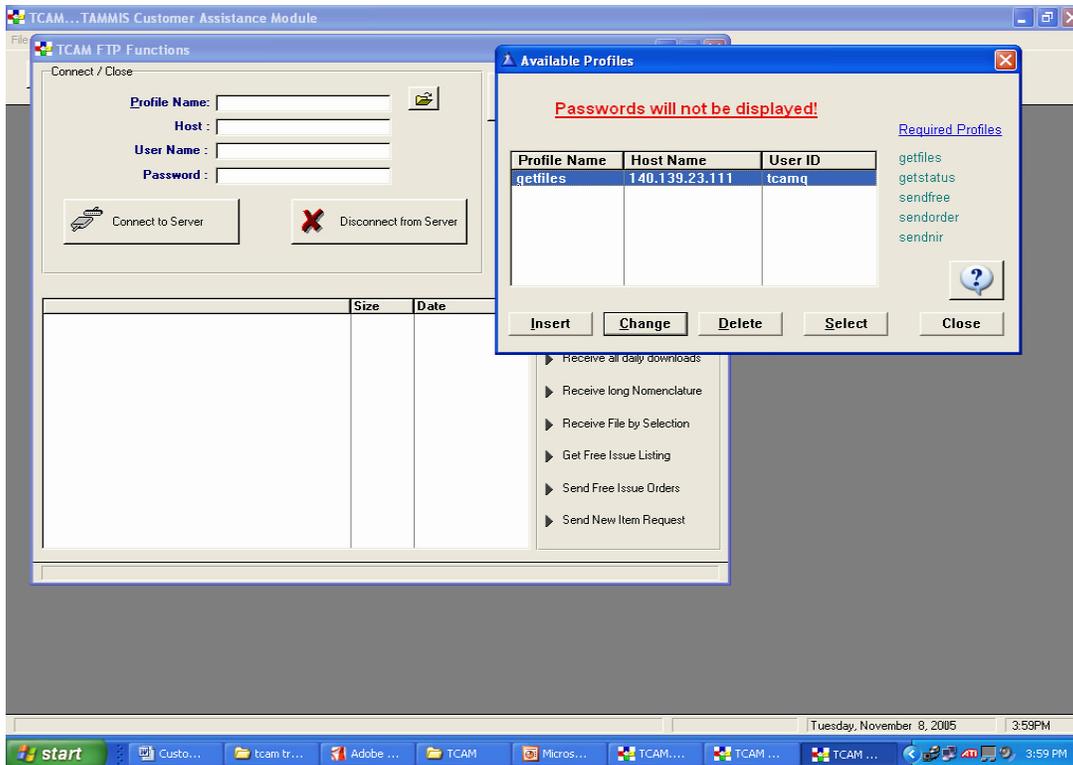
TCAM is a stand-alone system. The only time that it connects to the supplier's server is during the "**getfiles**" and "**sendorder**" connection.

*Note: During the "**getfiles**" connection the supplier's catalog, substitutions, Quality Control alerts, and daily status are downloaded. During the "**sendorders**" orders are transferred back to your supplier, Follow Ups on Previous Orders are generated, receipt data is processed receipts (DRA), and New Item Requests (NIR) are generated. (NIRS are not used at the CTC's).   During the "getstatus" profile, the status is downloaded. These connections must be set-up on the environmental file.

4) Click on the drop down menu for Profile Name,(new users will have to enter in the profile name "getfiles), then highlight and select **"getfiles".** Tab to Host Name. 6th MLMC e-portal: **140.139.23.111.** Tab to User ID; enter the login name assigned by the remote system from which you are going to receive files.

5) Tab to Password. Enter the password for the login of the remote system. (changes every 90 days, can be received from MEDLOG POC at NTC/JRTC or by calling the 6th MLMC.

6) Once the information has been entered, click the OK button. Now Click the select button. Click the Exit TCAM FTP button and you will return to the TCAM (TAMMIS Customer Assistance Module) Screen

Profile Name
Host (IP)
User Name
Password

Required profiles:
getfiles
getstatus
sendorder

Download Options

7) Set up the system to send orders. Go to the environment drop down box and open up the setup/test TCP/IP address. Click on the drop down menu for Profile Name, select "sendorder" (new users will have to enter in the profile name "sendorder). Tab to Host Name and enter the IP Address of the system you are sending files to. Tab to Host Type, and input IP Address of Supplier. Tab to User ID, enter the login named for the remote system you are receiving files from. Tab to Password, enter the password for the login.   Leave every other box blank. Once complete click on the box to the left Save Password. Click on the Save button, then click on the OK button.

*Note: Once you have downloaded the file, the connection to the server is automatically severed and all functions are performed at your PCs processing speed.

*Note: The username and password can be received from either the MEDLOG POC or the 6th MLMC. Usernames are unique to both the NTC and JRTC, but do not change. The Password changes every 90 days and is provided to all TCAM users (including the NTC or JRTC MEDLOG POC. You must contact the 6th MLMC or the MEDLOG POC at the NTC or JRTC

8) YOU HAVE NOW COMPLETED SETTING UP THE TCAM DATABASE.

Chapter 3: How to operate TCAM

1. Conduct daily download of stockage list, nomenclature, substitutions and status.   On a daily basis TCAM users should download the latest version of the catalog because on hand balance, pricing, and NSNs can change every day. Do it as soon as you turn your system on first thing in the morning since the process seems to be quicker in the morning than other times during the day.

   a. Go to DOWNLOADS . A small window with the following will be displayed: ALL, PERIODIC UPDATES and INDIVIDUAL .   Click on ALL.

TCAM Environment Setup

Profile Name
Host (IP)
User Name
Password

Download Options

Required profiles:
getfiles
getstatus
sendorder

   b. Once you click on ALL another sub menu will appear with the following listed. Click on GET ALL DAILY DOWNLOADS . Click on the box to indicate that you get status from your supplier. The system will open 4 FTP connections. You should see the WS_FTP logo on the bottom of your screen if you are using either Windows 95 or Windows NT. In Windows for Workgroups there is an FTP icon behind the TCAM screen. You must wait until the entire process is complete (FTP windows disappear) . After all FTP connections are closed the transferred files will converted into TPS databases. Another method to download the files is to individually download them by clicking on DOWNLOADS, click on INDIVIDUAL and pick whatever file you want to download. After that specific download the downloaded file will be converted into the TPS database automatically and the FTP connection is finished and reset.

c. Once the transfers and conversions are done you will be able to view the items cataloged in the TAMMIS and Free Issue systems(if available). You may view them by clicking on CATALOG and then either sub menu VIEW CATALOG or VIEW FREE ISSUE STOCK . Or you can view the catalog by clicking on the picture of books underneath the main menu.
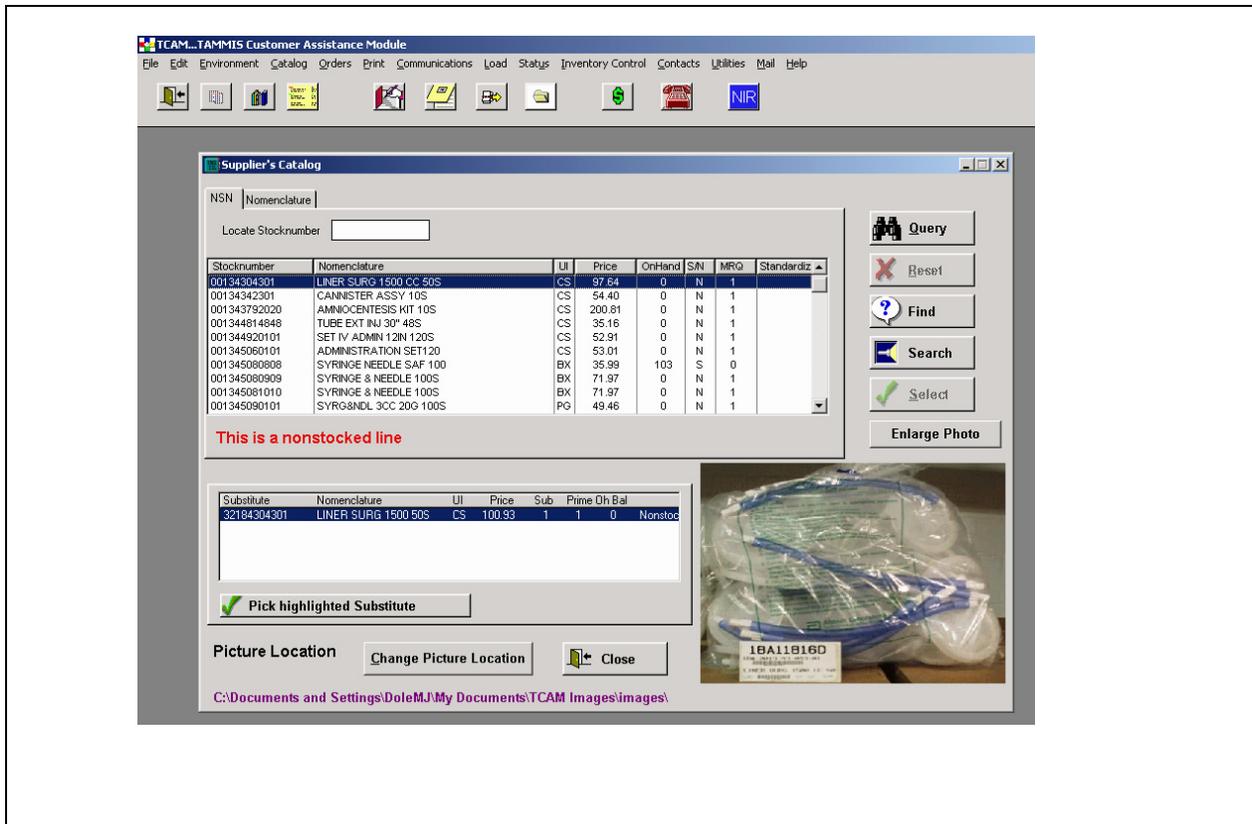
Catalog Research

*NOTE: An Important point to remember. When you are loading the catalog the first time and no information is visible in the catalog, then a transmission problem has occurred and you will need to download once again. Subsequent downloads will also overwrite the old information so you will have the most current information in your catalog.

2. Research the database by both stock number and nomenclature.

   a. TCAM is a very user-friendly method of researching the items available to you at your supplier The two ways of researching the Stock List are by stock number sequence or nomenclature sequence

   b. **STOCKLIST:** You can get to the stocklist after you have loaded the updated catalog two ways 1. Click on the third icon from the left, the picture of the books or 2. Click on the word Catalog located on the top toolbar and then click on View Catalog .

   c. **STOCK NUMBER SEQUENCE:** Once you have opened up the stock list there are two tabs located in the top left hand corner--NSN and Nomenclature. The NSN tab will always appear first. Use the window adjacent to the words (See Figure 13)

   d. Locate Stock number to enter your number/letter strings. DO NOT LOOK FOR A CURSOR just begin typing the NSN and the number will automatically appear in the window. The item associated with the stock number will appear first and will be highlighted.

e. The stock number, nomenclature, U/I, price and on-hand balance will be available to you. The last column will show whether an item is stocked ; S for stocked and N for non-stocked items.

f. **NOMENCLATURE SEQUENCE**: If you do not know the stock number of the item you are requesting, you may research by nomenclature. Click on the Nomenclature tab and type the name of the item you are searching for. Keep in mind that items will usually be listed by generic versus brand names
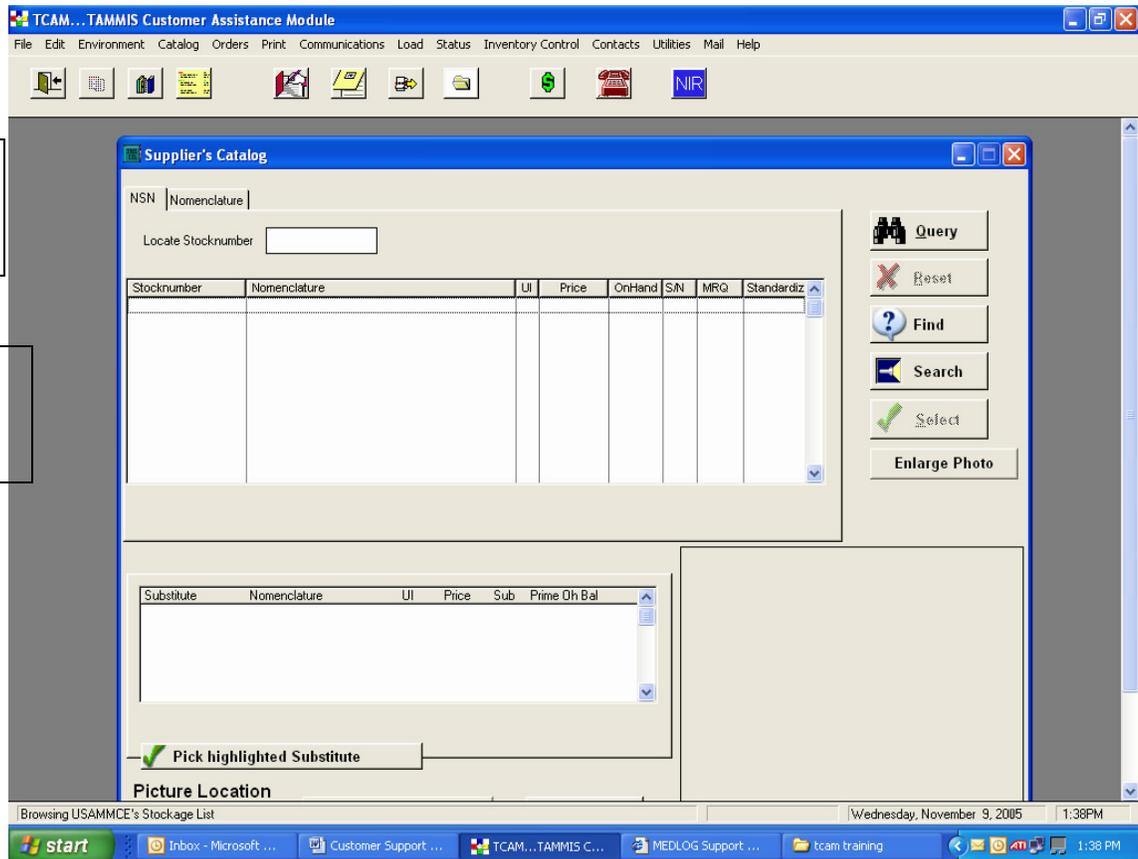
Picture of the books or word catalog

NSN or Nomenclature Sequence

g. **SEARCH TAB**: This research tool helps you build a report of all items containing a certain nomenclature, characteristic, or description. Click on the Search tab. Type your text in the Specify Nomenclature Search window. Click on OK and TCAM will search the stock list to match the text you typed. A report will be displayed for printing. To print the report, click on the picture of the printer located directly below the Report Preview heading. (See Figure 14)

*Note: If you use more than one word in your text, TCAM will search for items that are cataloged in the same manner. For example, you want a list of surgical tubing available. If you type in tubing surgical , TCAM will produce a report with 4 items on it.

h. **FIND TAB**: This tab/button enables the researcher to locate a stock number of an item using only the item's part number. When you click on the Find tab a window will appear promoting you for the part number which you obtain directly from the item itself. (See Figure 14)

i. **SUBSTITUTIONS**: If an item has a substitute all substitute numbers will automatically appear in the window below the stockage list window. The substitution window lists all substitute items of the stock number highlighted in the above stocklist window. This window includes the following information: substitute number, nomenclature, unit of issue, price, primary unit of issue to substitute unit of issue ratio (1:2 or 2:4 for example), and the primary on hand balance. The substitution window will appear when searching under both stock number sequence screen and nomenclature screen.
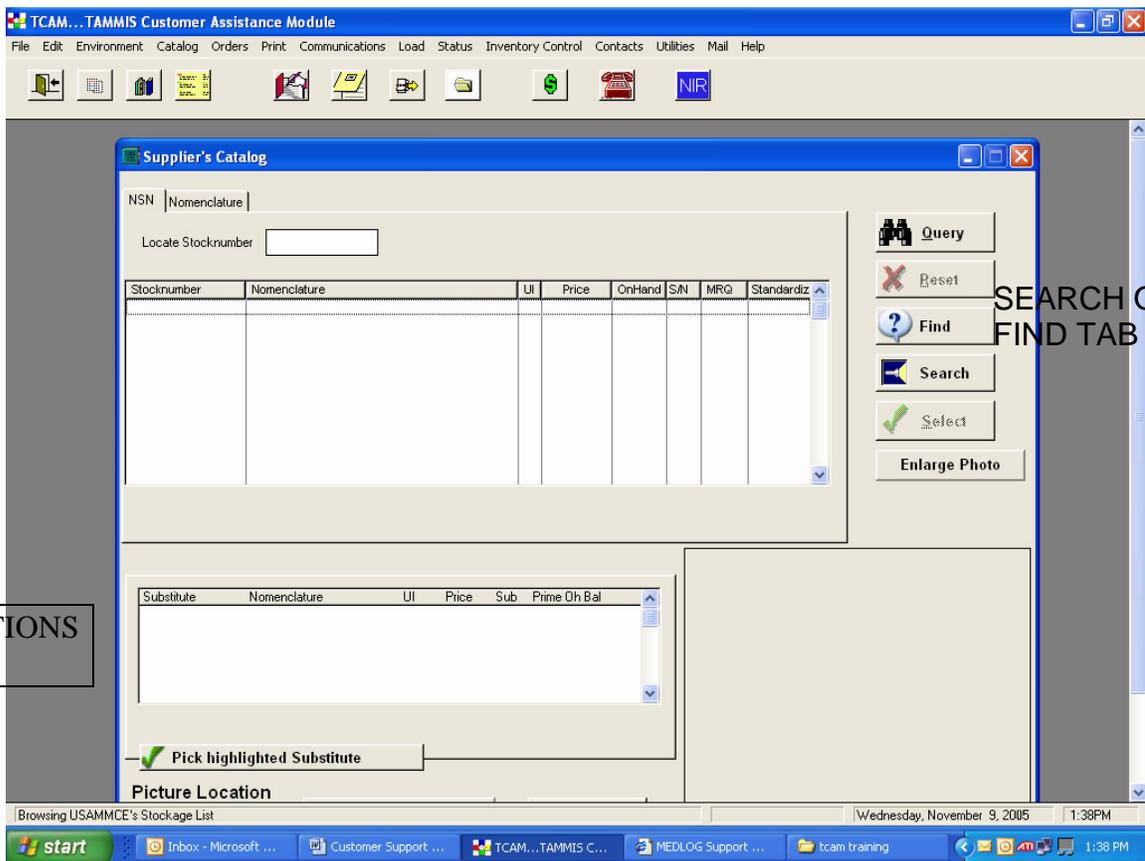
3. Place and send an order using the ordering module.

a. You can reach the order screen one of two ways: Click on the fourth icon from the left, which is a yellow box or 2. Click on "Orders" at the top of the toolbar and then click on "Order via Supplier's Catalog" .

Order TAB or
Order ICON
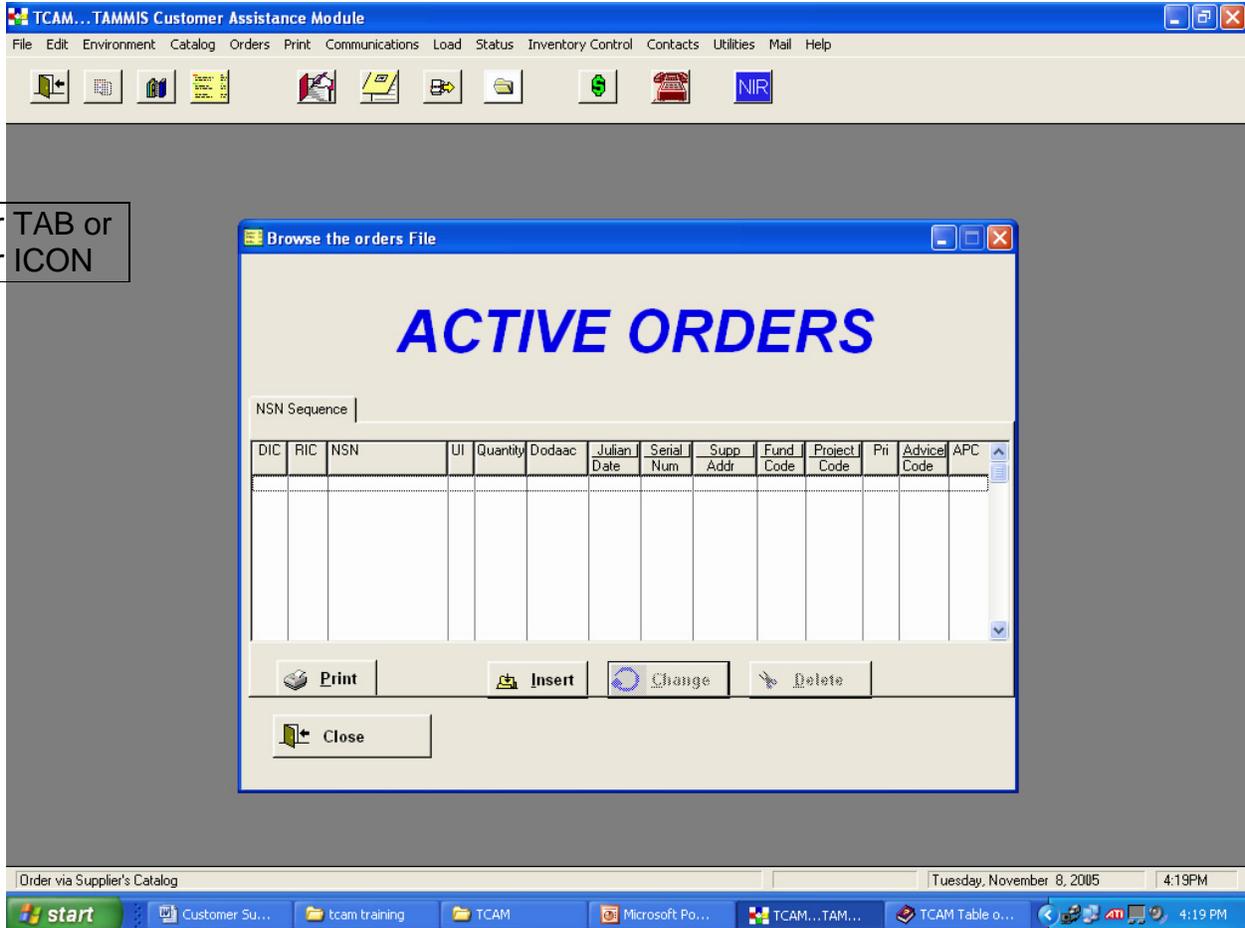
b. Ordering through TCAM is a two-step process. You must first build your orders where they are held in queue waiting to be transmitted. Once all orders are prepared, you will transfer them to your supplier via FTP. Your supplier will download incoming files several times during the day, so depending on the time you place your order, you could save a day or more in the time it takes to process your order.

c. STOCKED VS NON-STOCKED ITEMS: Please note that the stockage list screens list both stocked and non-stocked items. You may wonder why we list the non-stocked items if they are unavailable for ordering. Well, actually you ARE able to order non-stocked items. Just because an item is non-stocked doesn't mean we can't get it for you. Obviously if we do not stock the item we will have to order it ourselves to be able to get it to you. The time it will take for you to get the item will be longer than the delivery time for stocked items. It is important for us to know what items you need which we currently do not stock. If we get a certain number of recurring demands for a non-stocked item we will look into stocking that item if we believe the quarterly demands will support it.

d. **OPENING THE ORDER MODULE**: Click on Orders at the top of the menu and then on Order Screen . You may also use the yellow icon next to the set of books. Both of these take you to a screen (Browse the Orders File) that will show pending orders if there are any.

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1) Click on Insert to go to the order entry screen called Insert/Update Orders . This is where you will build your orders one line item at a time.
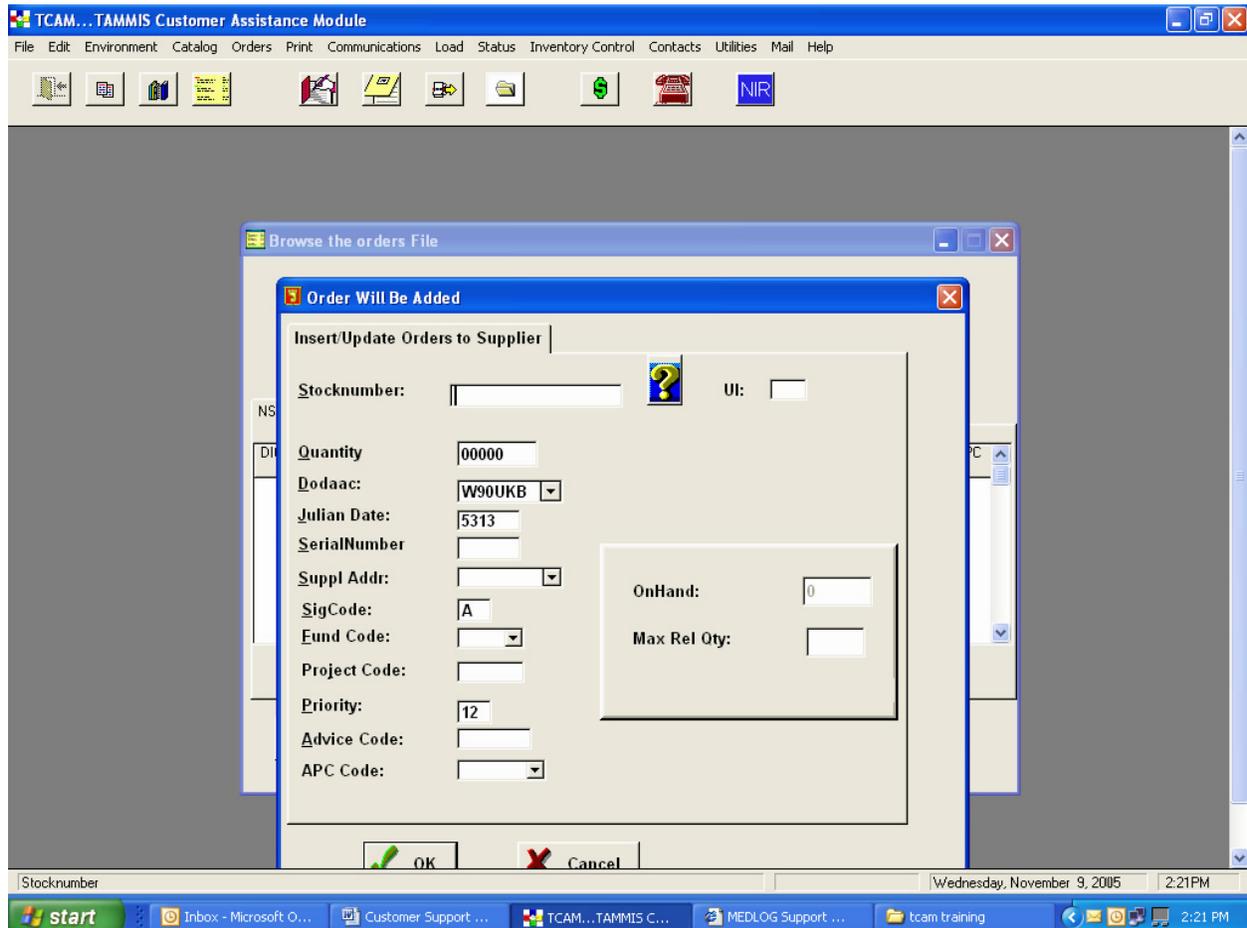
2) ORDERING: You may jump from field to field using either the mouse or the tab key. DO NOT HIT ENTER until the order is finished!!!

3) Stock number: Enter the NSN. If you don't know the stock number, you can search the database by clicking on the question mark. Clicking on this question mark will take you back to the stockage list where you can research and select the item you wish to order. Once you have found the item you wish to order and the item is highlighted click on the icon with the green check mark labeled Select . The program will then take you back to the Insert \Update Order Screen where the stock number, Unit of Issue, On hand Balance, and Maximum Release Quantity will automatically be filled in from the item you selected on the previous screen. You will only need to fill in quantity, Julian date, supplementary address, signal code, and APC or Fund Code. Once you have filled out all of the above information for your first order the system will automatically fill in the information again prompting you only for quantity.

4) Quantity: Enter the desired quantity.

5) DODAAC, Supp Addr, Fund Code, and/or APC Code: These will show the default values from the environment file. This means that whatever codes you entered into the Environmental set-up File will show up on the order screen. If more than one of the same code has been loaded, click on the upside down arrow key to highlight and select the desired code and the new code will show in the space above.

6) Julian Date: Enter the required Julian Date. TCAM will keep the same date until changed. Do not use a Julian date in the future. If you do, this item will reject once it hits the TAMMIS MEDSUP system.

7) Serial Number: The system automatically creates and inputs all serial numbers for each line item requisition after you specified it initially.

8) Signal Code: Enter A, B, J, or other required code.

9) Priority: The default is 12, however, typing over it can change this.

10) Advice Code: Enter a desired advice code or leave blank.

11) Press Enter or click on OK to accept the order. TCAM will return to the Browse Orders Screen so you can review and verify that your order is correct before transferring your order

   *NOTE: THE LINK BETWEEN ORDERING AND THE STOCK RECORD TABLE: When you place an order for an item you currently do not have in the stock record table a window will appear telling you there is no current stock record that exists for the order. The window will also say that it will create a record of this item to track the due in status. Click on OK to accept. Now, if you close this Browse the Orders File and open up the stock record table you will see this newly ordered item in the table with zero in the on hand balance column but a number in the due in balance column. This shows how the ordering screen and the stock record table are always linked.

g. SENDING YOUR ORDER : Before sending your order, you must ensure the Browse the orders file window is closed or you will receive the error message Access Denied . Click on "Uploads" on the top of the menu and then on "Send active orders to Supplier" . The orders will be sent via FTP and you'll receive status the next day.

h. DELETING ORDERS: Before placing your next set of orders for the next day, you will want to delete the previous day's orders. IMPORTANT!! You must delete your orders to make the requisitions appear on the document register. Click on Delete all Orders. Your orders will now be deleted including free issue.
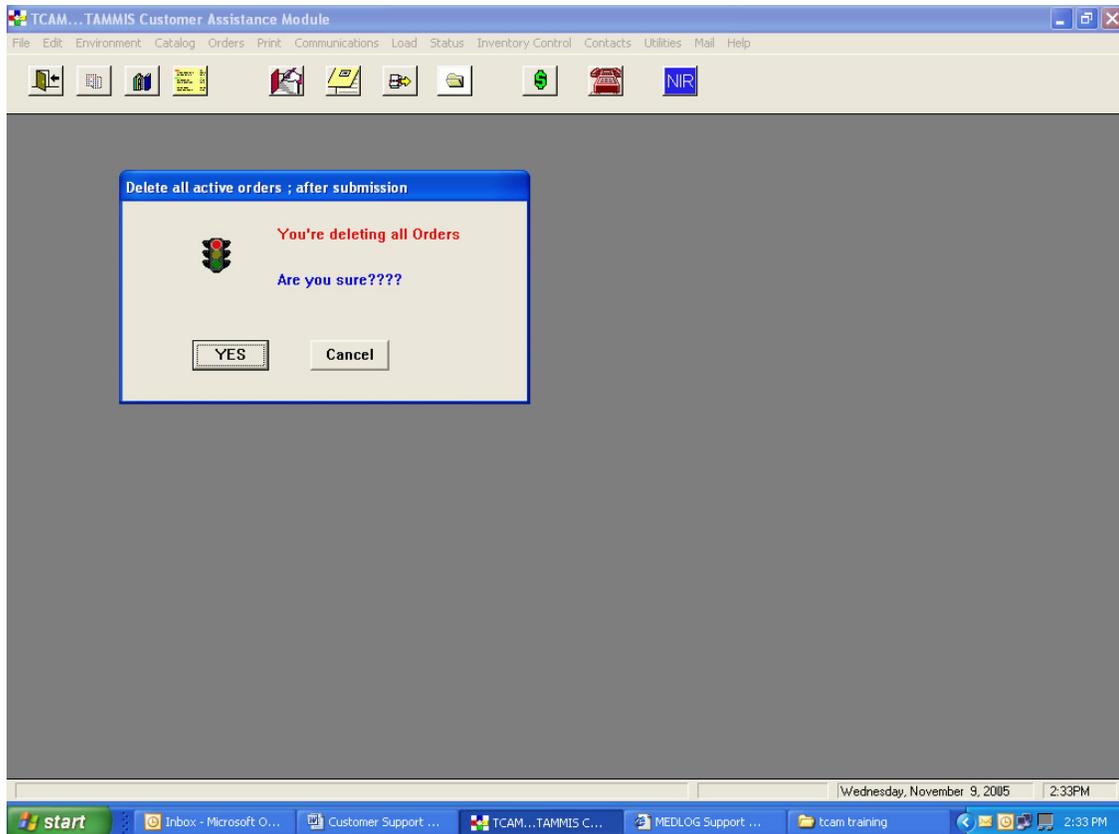
1) If you place an order for an item you currently have in the stock record table a window will appear informing you of the new due in balance of that item. Because of the link between the order screen and the stock record table the system is able to calculate all previous pending dues in with the new orders you have just placed. Click on OK to accept.

2) If you then go back and delete any of these orders prior to sending them to the supplier the stock record table will automatically adjust the due in status again and a window will open with a note showing the new due in balance.

3) Utilize the stock record table to build, update, and track your on hand balances

4) The inventory control module is made up of the local stock record table, This table allows the user to view all of their on hand balances and due-in orders; update and or delete any on hand balances. The Inventory Control Module allows the user to Inventory Management, Assign Locations, Issue Materiel, and Automatic Reordering.

Inventory Management
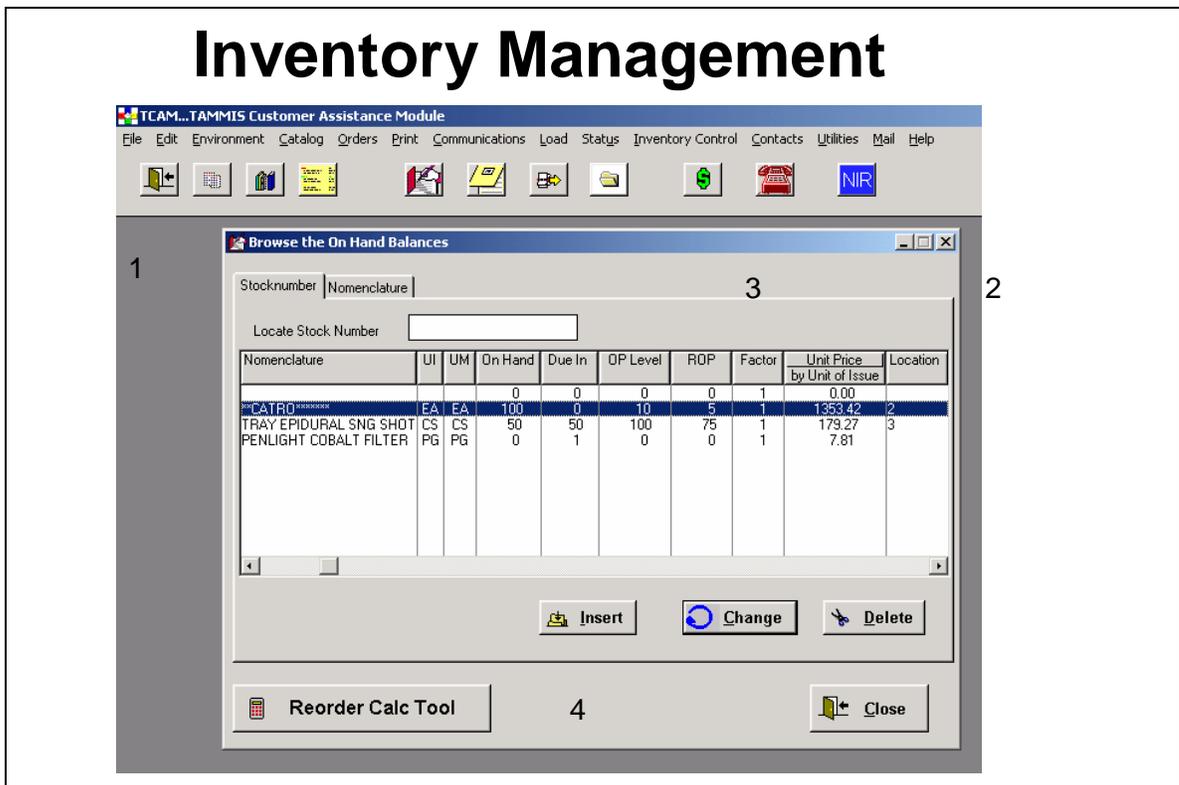
i. OPENING THE STOCK RECORD TABLE: To open and then build the stock record file you can either click on the Inventory Control window and then click on Local Stock Record Table or you can click on the picture of the red record book and hand with pencil in it. This icon represents the stock record table. Once you have clicked on this picture a screen will appear with the above listed characteristics in column format. Upon initial installation the screen will be empty. Once you input all of your on hand stocks into the system your data will become the initial stock record file.

j. BUILDING THE STOCK RECORD TABLE: To input all of your current on hand stocks into the table click on the red icon. The screen will open to the table. Click on the Insert tab. Clicking on this tab will take you to the Stockage List screen. From here you can begin typing the NSN of the items you have stocked. Once the particular item appears in the Locate Stock Number box click on the Select tab with the green check mark on it. This will take you to a screen labeled Insert a New On Hand Balance Record. The item you selected from the stockage list screen will automatically appear on this new screen with the stock number, nomenclature, unit of issue and price listed. You will then fill in the on hand balance, operation level, reorder level, and location of this stocked item. Once you have filled out all the boxes click on the OK tab and the screen will automatically return to the Stock Record Table (Browse On Hand Balance Table) displaying the information you just inputted.

   1) You have the option of maintaining supplier's unit issue or breaking down to unit of measure. Whichever you decide to use, ensure that your on-hand balance reflects the unit you issue to your internal customers.

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2) Once a stock record is built, TCAM will automatically convert receipts into a balance that reflects unit of measure. This accomplished by entering a number into the Factor field of the stock record. This number should be the number of units in the unit of issue from your supplier

3) REORDER CALCULATOR TOOL: This allows you to calculate your operating level and reorder point for each item. When you click on this icon the window appears with the issue quantity of that item for the last 30 days and the last 90 days. Unfortunately, TCAM will not do the calculations for you, so refer to Appendix 1.

4. Check the status of your orders.

   a. Do the All Daily Downloads and then Upload Status. Go to "Status" and click on "Load Status"

   b. RETRIEVING STATUS: Every time you download a new stock list you also download a new order status file. The records in the file are the status of what processed the day before in TAMMIS. It is only there for that day and then replaced the next day. To access this file click on Status at the top of the menu, followed by Load new Status. TCAM will load the entire status file of the previous day's cycle. When the load process is complete, click on Check current Status.
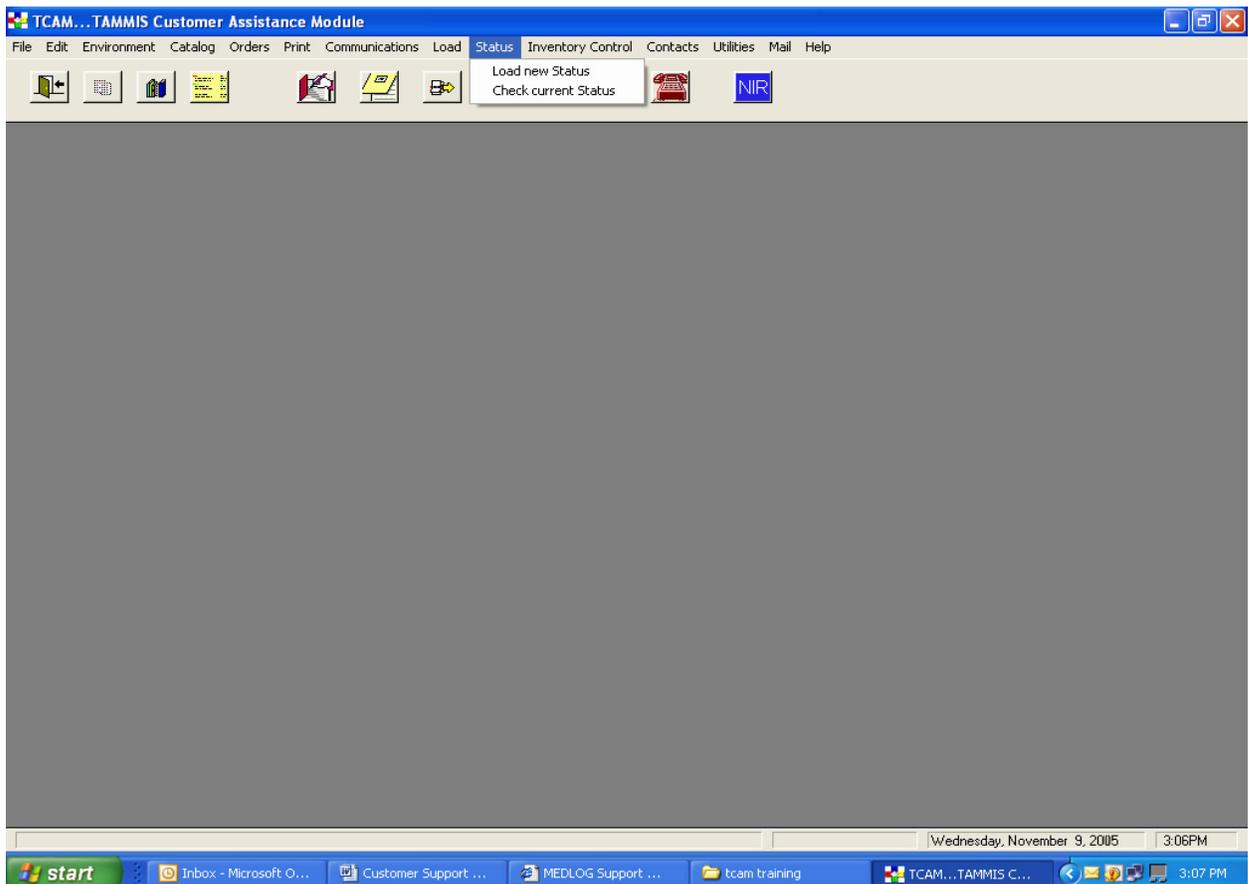
c. Go to their Document Register and look at status to see orders.

d. TCAM Document Register: TCAM has the capability to track orders after you have transferred them to your supplier. You can access this register by opening the Orders menu and clicking on Document Register.

NOTE: After building your orders and transferring them, delete them from the order screen and TCAM will move them over to this register showing a status of 'submitted' (in red).

CAUTION: If you delete an order without transferring it, it will be lost and you will have to re-enter it. The day after you have transferred the orders, perform the status retrieval as outlined in paragraph 9-1. Checking the document register will reveal your orders are now 'pending' (in yellow) or 'complete' (in green) or 'cancelled' (in black) and a status line will follow each order showing a status code with a calendar date.
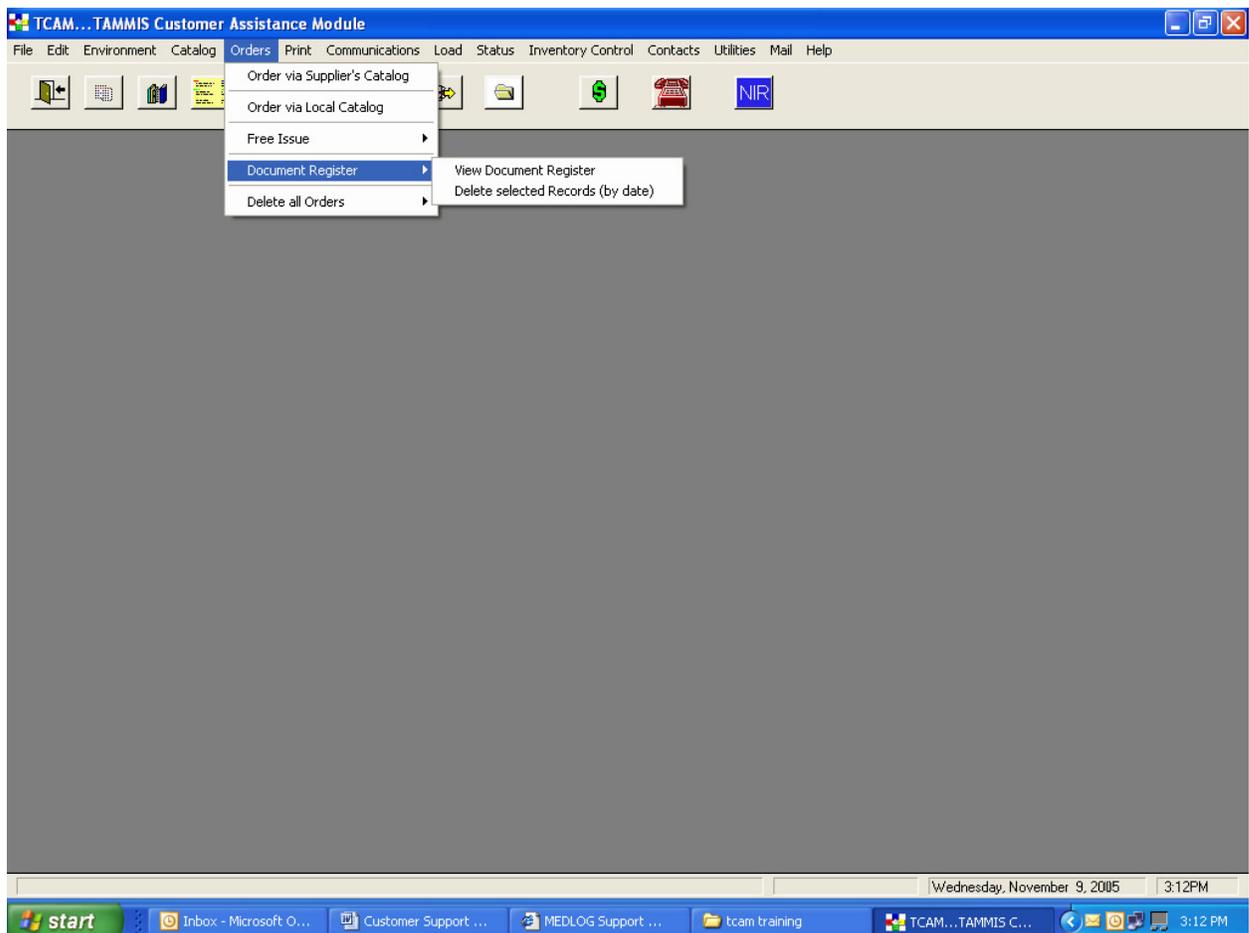
5. Process receipts in TCAM

    a. RECEIPT PROCESSING: You can get to the receipt-processing screen either by: 1.
        Clicking on the sixth icon from the left, which is the picture of the light yellow notepad or
        2. Clicking on the words Inventory Control at the top of the toolbar and then click on
        Process Receipts. This system also allows you to track all incoming supplies and
        updates each of these receipts into your stock record table.
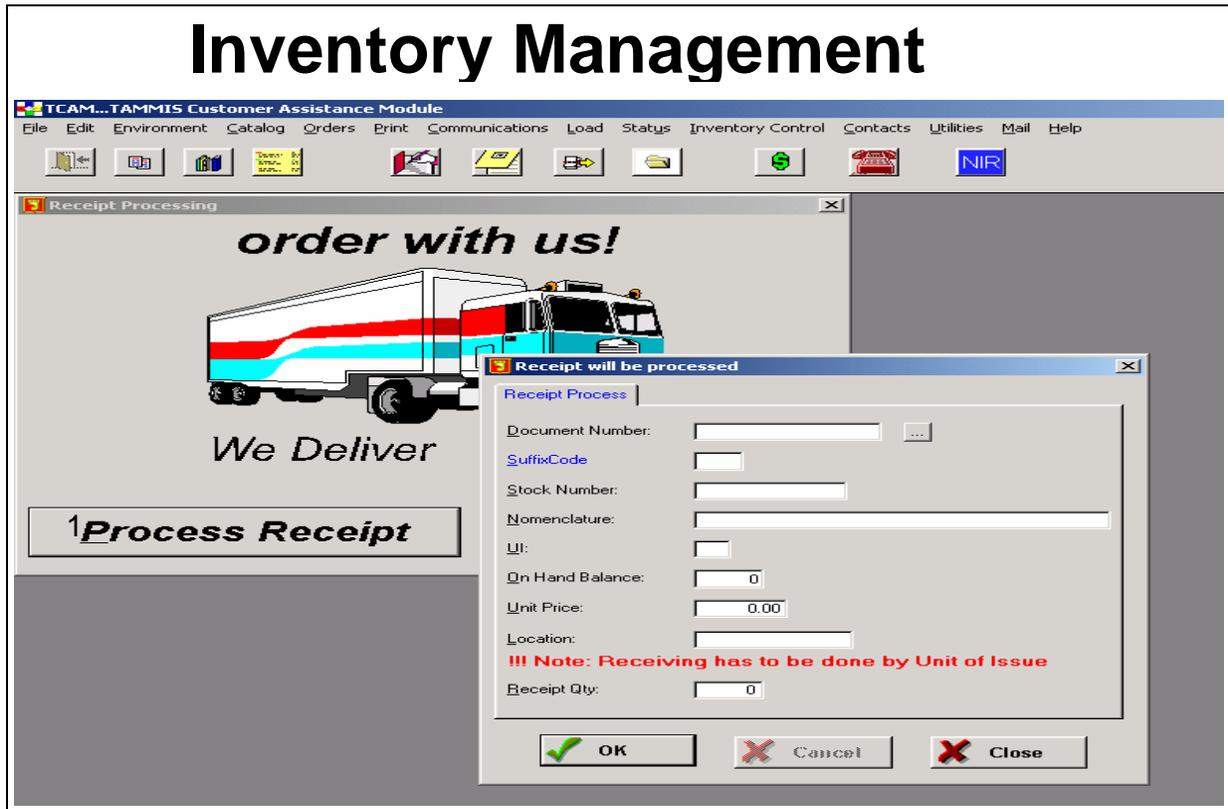
    b. OPENING THE RECEIPT PROCESSING MODULE: To open up the receipt processing
        screen click on Inventory Control . Once this window opens click on Process Receipts
        and the Receipt Processing screen will open. Click on the Process Receipts tab and
        another screen will open called Receipt Will Be Processed . Enter the document
        number or click on the small box with three periods in it. Clicking on this small box will
        allow you to scroll through your document register and select a particular document
        number to receive.

    c. MANUAL RECEIPT PROCESSING: To manually input the stock number of the newly
        received item simply begin typing the number in the blinking screen and hit Enter. If you
        have typed in the number correctly the remaining screens will automatically fill in giving
        you nomenclature, unit of issue, on hand balance, unit price, and location. If you have
        input the number incorrectly a safety window will appear telling you that this item is not
        an item that you currently stock and it is possible that you entered the number
        incorrectly. If however this is in fact the item you are receiving and there is no stock

6. Issue items to customers

   a. ISSUE CONTROL: This module can be opened one of two ways: 1. Click on the seventh icon from the left, which is the picture of the Rolodex file or 2. Click on Inventory Control and the click on Issue Control. The Issue Control Module allows you to track all issues made to your own customers.
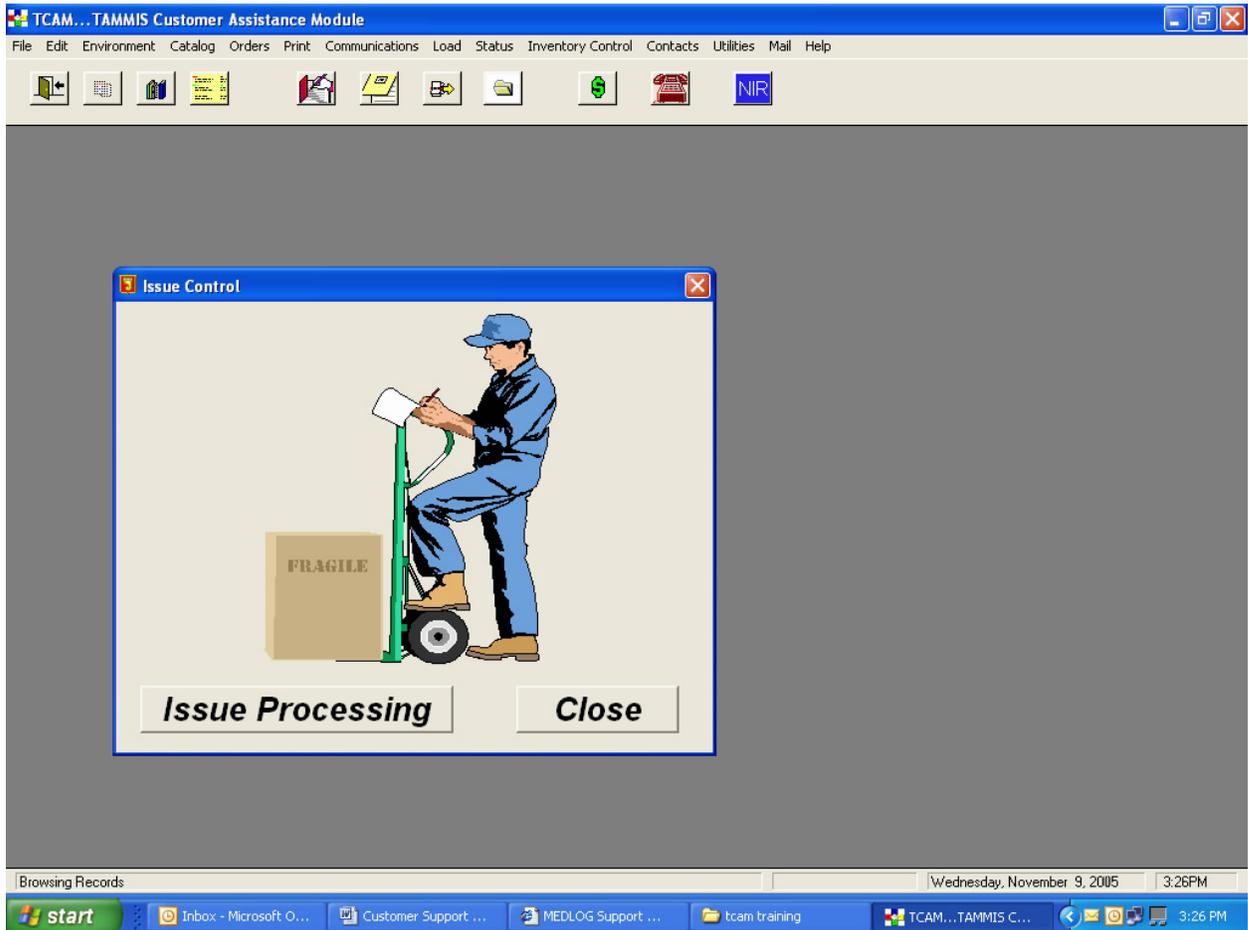
   b. AUTOMATIC REORDER: The Automatic Reorder function can be opened one of two ways.

     1) Click on the eighth icon from the left, which is the picture of the manila folder.

     2) or Click on the words inventory at the top of the toolbar and the click on Automatic Reorder and the click on Run automatic reorder tool.
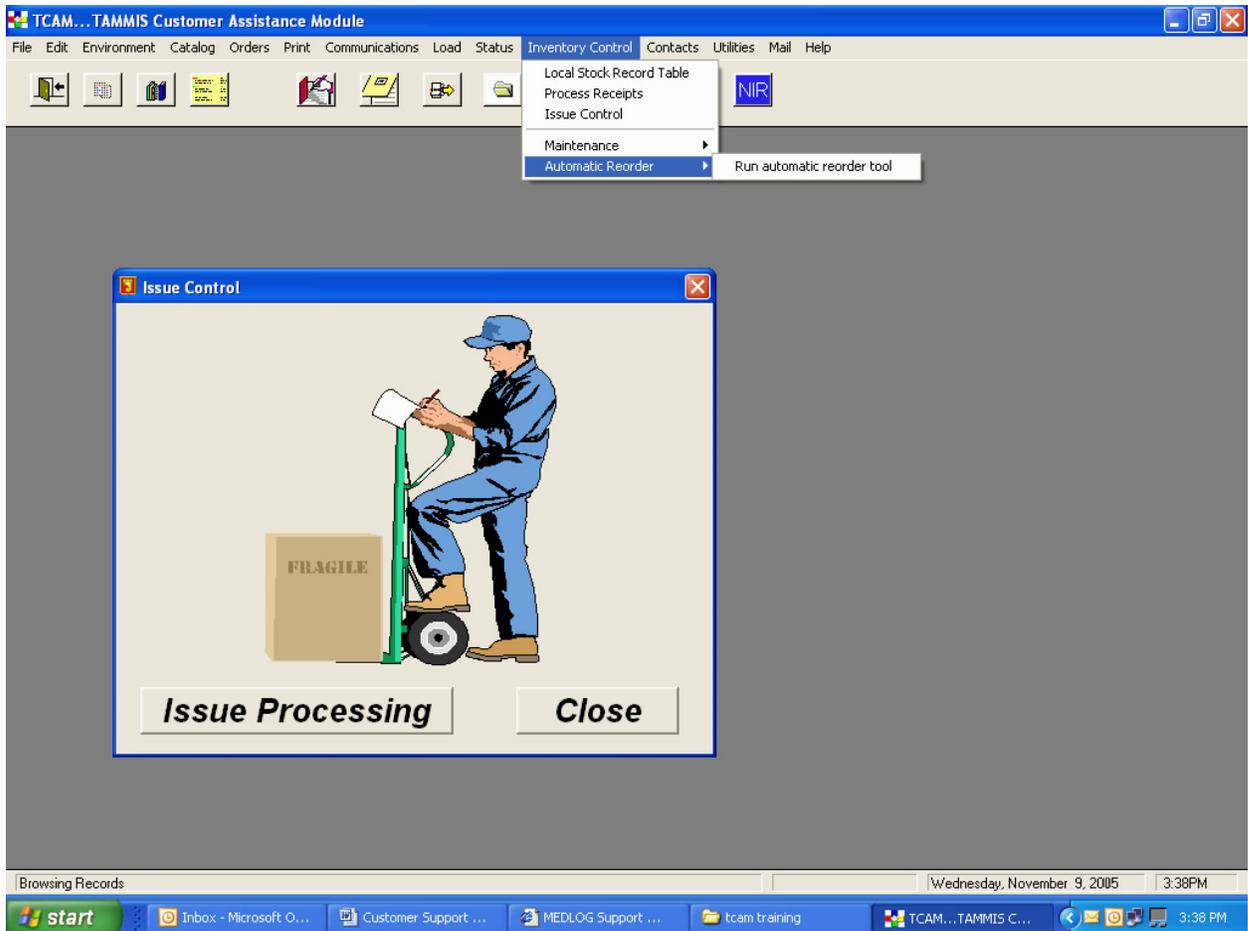
c. The Automatic Reorder icon allows you to reorder all supplies with the click of one button. When prompted to, the system will reorder all supplies that have fallen below the Reorder Point. The system will reorder the supplies to bring the quantity up to the operating level. For example, if the on hand balance of an item is 10, the reorder point is 15, and the operating level is 40 the system (when you prompt it to) will order 30 (minus the existing due-in balance) of that item to bring the on hand balance back up to 40. If, however, the on hand balance is 20, the reorder point is 10, and the operating level is 30 the automatic reorder module will not reorder any of this supply because the item has not fallen below the reorder point.

7. TCAM print of various reports available on the print options screen.

a. PRINTING OPTIONS: TCAM will let you print a stocklist as well as various other reports. Click on Print at the top of the menu bar to open the printing modules and select the desired report you want to print.
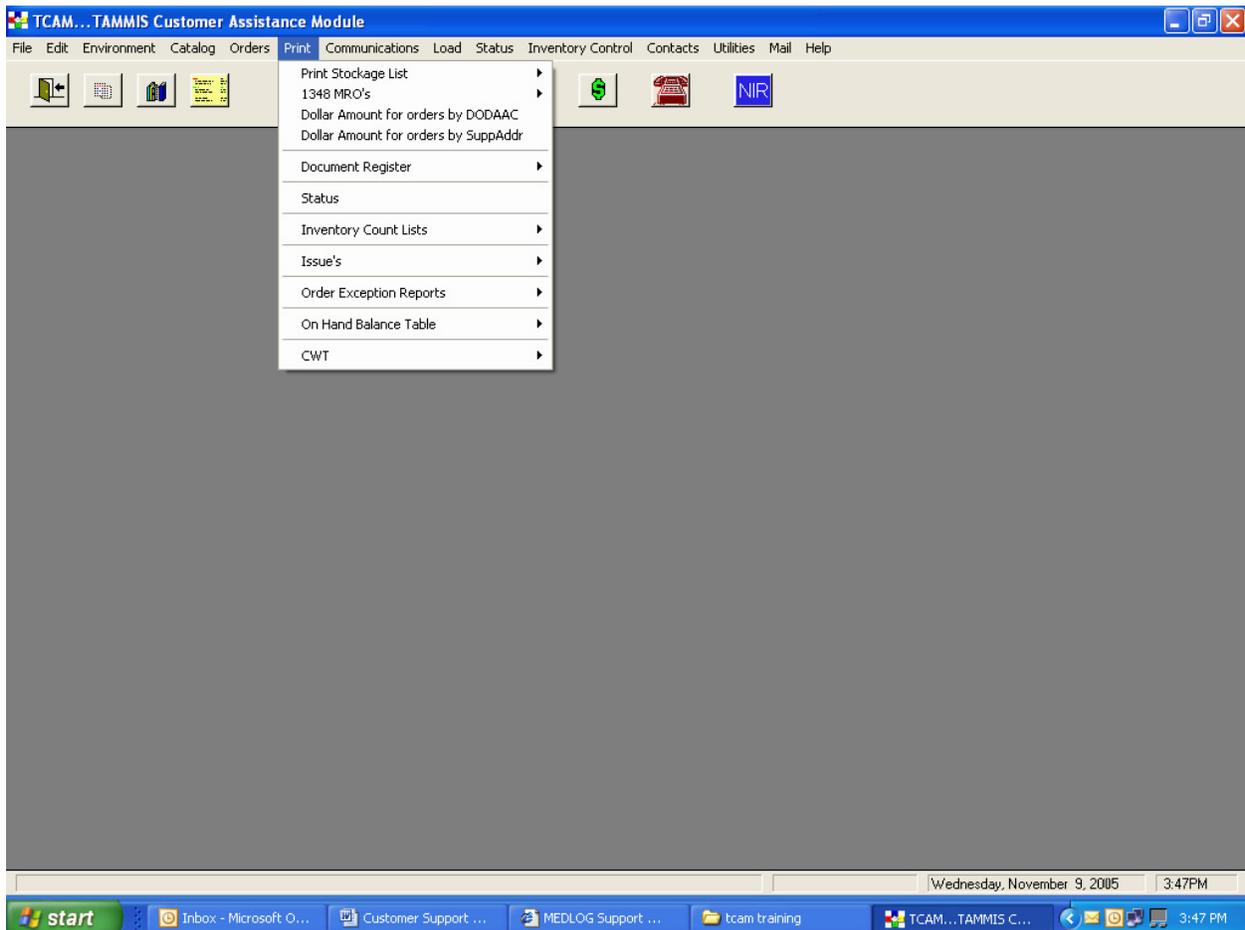
b. Print Stockage List: This option allows you to print the stock list in Stock number sequence or Nomenclature sequence. TCAM will ask you for the range of NSNs to be printed. IMPORTANT: Only stocked numbers with on hand balances will be displayed on this report.

c. DD 1348: This option allows you to print an old or new DD Form 1348 for the pending orders in the order queue. You may include barcodes if you initialized that option

d. Dollar Amount for orders by DODAAC: This option produces a report in document number sequence and provides you the total dollar amount per line item and total amount of the pending order. You must enter a Department code or name, which prints out as part of the header on the report at the top of the report.

e. Dollar amount for orders by SuppAddr: This option allows you to produce a report for each supplementary address. Each time you change the supplementary address, a new page will be printed. A cumulative dollar amount will be printed at the end of each page.

f. Status: This option produces a report that shows you the latest status sent out by TAMMIS as a result of you transmitting an order or requesting follow-up status. Note: This report will not show you everything due-out to you.

g. Document Register DA 2064: This option produces a document register for the most current order. The report is in document number sequence. It is suggested you print the DA 2064 each time you order to include in your hard copy file.

h. Inventory Count List: This report labeled Total Count List with On Hand Balance allows you to print a report of your inventory listing stock number, nomenclature, , unit of issue, on hand balance, unit price, location, and count. The report labeled Count List Without On Hand Balance By Location will prompt you to enter the lowest number of the location to print. Here you enter the lowest location number you want the report to start at. The system will then prompt you to enter the highest location number you want the report to end at. This report will not have the On-Hand balance.

i. Today's Issuing Report: This report allows you to print the day's issuing activity so you can keep and track where each day's supplies are going. You will be given the option to print the issuing report from any day through the current day as long as it is within the last 90 days. A runtime field will prompt you for the date of the first day you wish the report to run. Enter the date just like the example date given.

j. On Hand Balance Table: This report allows you to print the barcode labels for all of your on hand stocks. You also have the capability of printing your zero balance report. So, if you are using the stock record table to track your supplies you can print a zero balance report of all items you are zero balance on. This option also allows you to print a due-in report for all items due in to you. Again this is only applicable if you are keeping accurate records or your stock in the stock record module. The inventory value report allows you to see all item free issue and regular items you have placed on the orders screen. Finally, the total # stocked lines report gives statistics of your current stock record table. The report will quickly tell you how many items you currently have stocked and the number of items with a zero balance above 1.

TCAM Recommended Template for Daily Steps

Morning Processing

- Get all daily Downloads (load Stockage Listings)
- Download new stock list also downloads a new order status file
- Check Status of Order: conduct all daily downloads and then upload Status
- Go to TCAM Document Register, check pending, complete and cancelled orders.
- Do receipt processing.
- Print Reports:
  - Stockage List
  - DD 1348
  - Dollar amount for orders by DODAAC
  - Dollar amount for orders by Supplementary Address
  - Status
  - Document Register DA 2064
  - Inventory Count List
  - On hand Balance Table

Nightly Processing

- Receive and process incoming files	Produce customer issue documents
- Generate replenishment	Prepare file for supplier
- Prepare file for customer	Check communication status

CHAPTER 4 TCAM Operations at the National Training Center (NTC)

1. These procedures apply to the National Training Center (NTC). Specific information and updates for the unit preparing to train at the National Training Center (NTC) can be found in FORSCOM Regulation 350-50-1.

2. **TCAM Software Instructions to Requisition Remotely from IMSA, Rotational and Non-Rotational Units:** Request Materiel Branch, Logistic Division, Weed Army Community Hospital (IMSA) to "turn on" automated requisition capability and set your unit as a "TCAM customer" in the system services menu. The Chief, Materiel Branch is the approving authority. The primary objective is for training units to be able to send TCAM requests from the "box" to the "dustbowl" at NTC thru the 6th MLMC server; the end result would be a successful transmission back to Weed Army Community Hospital (WACH), Fort Irwin, CA.

3. **General:** These procedures apply to all activities external to the NTC who are requesting, receiving, and turning-in medical supplies and equipment to/from the Installation Medical Supply Activity (IMSA) at NTC. The primary objective of this information is for training units to be able to successfully send TCAM requests from their training location in the field to 6th MLMC server; then passing a successful transmission back to the supporting IMSA (Fort Irwin)

4. **Policies:** External activities must have a current account from the IMSA at NTC to process requisitions. Establishing an account requires a signature card, a valid unit DODAAC (supply code identifying your unit), APC (funding code), and fund ceiling. Electronic Ordering is the primary method for the IMSA to receive all requisitions from external customers to include rotational units to the National Training Center. The MC4 program TCAM (TAMMIS Customer Assistance Module) or DCAM (DMLLS Customer Assistance Module) is the personal-computer-based requisitioning and status system that interfaces with the IMSA.

5. **Authorizations/Requirements and Accuracy**. The IMSA fills funded customer requisitions. The IMSA does not determine requirements or authorizations. Prior to submitting the requisition, the unit is responsible for internally reviewing the requisition to ensure the correct type and quantity of items are ordered and the items are appropriate for their mission.

6. Units are supposed to deploy with 15-30 Days of Medical and Dental supplies. Units must coordinate with the NTC Installation medical Supply Activity (IMSA) 90 days prior to rotation. Note "R" and "Q" items (controlled substances) will not be available. Most medical supplies are non-military-unique, so they are commercially sourced and then procured just-in-time through Prime Vendors. Military specific items (field dressing, litters, etc.) are sourced through the Defense Supply Center Philadelphia (DSCP). As Fort Irwin is not a Power Projection Platform, order-ship-time for these items normally ranges between 30 to 90 days. Rotational units are strongly discouraged from ordering these items above the IMSA's maximum release quantity per order. Rotational units requesting non-stocked items, military specific items or non-usage Prime Vendor items must be aware that the items may not arrive until after their rotations are complete. In most cases, these requests can NOT be canceled and the requesting units will be charged for the items. The IMSA will NOT forward any materiel to a unit once their rotation is complete. These items will be offered to follow-on rotational units as free issue.

7. **Establishing a Medical Supply Account:** External activities need to provide the IMSA with the following documents:

   a. Copy of Assumption of Command Order (signed by the <u>Commander</u>) and Signature card (DA Form 1687) for Class VIII expendables and durables.

   b. Units will use the DODAAC that is assigned to them by the Materiel Branch, Logistic Division, Weed Army Community Hospital. The unit will also be assigned a dummy DODAAC and APC code from Directorate of Resource Management (DRM). The APC code is the four digit funding code assigned by FT. Irwin G8, but it is tied to the unit's home financial system. When the requests get processed through the DMLSS systems it is obligated at finance on the daily finance pushes and when received it goes through the daily finance push and will be paid for. The dummy DODAAC is tied to the units everyday DODAAC in the finance system, not Fort Irwin or Weed Army Community Hospital. The unit establishes the ceiling. For the most part it is $10k for the duration of the rotation.

   c. Activities will identify a primary POC for CLASS VIII issues, to include commercial phone#, fax#, and email address.

   d. Rotational Units must include a member of the 540th MSB on their DA 1687 to request and receive supplies if the units signs for the Grid MES's.

8. **Requesting/Ordering Medical Supplies:** All requests for Class VIII materiel will be submitted to the Materiel Branch, Logistics Division, Weed Army Community Hospital via TCAM. External activities can coordinate with the Materiel Branch, Logistics Division, Weed Army Community Hospital to setup customer-based electronic ordering through TCAM or DCAM software application. Additionally, rotational units to the NTC will need to coordinate with the 6th MLMC to obtain the IP addresses and passwords for the 6th MLMC.

   a. TCAM allows the customer to view our entire catalog of items when ordering, establish a simplified reorder list, and download status, place orders and manage inventory [See Attachment 5 for detailed instructions (**Non-Rotational Unit**) – Attachment 6 for detailed instructions (**Rotational Unit**)].

   b. Rotational units to the NTC will download a TCAM catalog from the 6th MLMC. This catalog is limited to the materiel on the IMSA ASL and components of the Medical Equipment Sets as approved by the NTC Surgeon [see Attachment 2].

   c. The IMSA does NOT provide hardware, software or IT support or training to external activities.

   d. Item Managers are available Monday, Tuesday, Wednesday, and Friday 0730 to 1600 and Thursday 0730 to 1200 in Building 178, Room 1.

9. **Requests for materiel not in WEED Army Community Hospital catalog:** Requests for materiel that is not in the IMSA catalog are on an exception basis only.

10. **Issue and Receipt of Medical Supplies:** Activities will pick up medical supplies from the CL VIII warehouse, Bldg 178 on Inner Loop Road.

NATIONAL TRAINING CENTER (NTC) MATERIEL BRANCH, WEED ARMY COMMUNITY HOSPITAL, IMSA CONTACT INFORMATION

Commercial Prefix: (760) xxx-xxxx
DSN Prefix: 470-xxxx

Materiel Branch, Logistics Division, Weed Army Community Hospital

Chief, Materiel Branch – Office: 380-3031 Pager: 888-477-4249
NCOIC, Materiel Branch – Office: 380-5109 Pager: 888-796-4691

Customer Assistance

Bldg. 178, Room 1

Item Managers – 380-3192 / 4814
Fax: 380-5974

Materiel Distribution Section

Bldg. 166, Room 468

Customer Service – 380-6118 / 5799

Logistician On-Call – 888-494-9178

Warehouse / Medical Materiel Receiving Point

Bldg. 178 Inner Loop Road

Warehouse Personnel – 380-3956 / 1399

CHAPTER 5 <u>TCAM Operations at the JOINT READINESS TRAINING CENTER (JRTC)</u>

1. These procedures apply to the Joint Readiness Training Center (JRTC). Specific information and updates for the unit preparing to train at the JRTC are available in FORSCOM Regulation 350-50-2, Training at the Joint Readiness Training Center (JRTC).

2. **TCAM Software Instructions to Requisition Remotely from IMSA, Rotational and Non-Rotational Units:** Request Materiel Branch, Logistic Division, Weed Army Community Hospital (IMSA) to "turn on" automated requisition capability and set your unit as a "TCAM customer" in the system services menu. The Chief, Materiel Branch is the approving authority.

3. The primary objective is for training units to be able to send TCAM requests from the unit at JRTC to 6th MLMC server. The end result would be a successful transmission back to Baynes-Jones Army Community Hospital (BJACH), Fort Polk

4. **General:** These procedures apply to all activities external to the JRTC who are requesting, receiving, and turning-in medical supplies and equipment to/from the Installation Medical Supply Activity (IMSA) at JRTC. The primary objective of this information is for training units to be able to successfully send TCAM requests from their training location in the field to 6th MLMC server; then passing a successful transmission back to the supporting IMSA (Fort Irwin or Ft. Polk)

5. **Policies:** External activities must have a current account from the IMSA at NTC to process requisitions. Establishing an account requires a signature card, a valid unit DODAAC (supply code identifying your unit), APC (funding code), and fund ceiling. Electronic Ordering is the primary method for the IMSA to receive all requisitions from external customers to include rotational units to the JRTC. The MC4 program TCAM (TAMMIS Customer Assistance Module) or DCAM (DMLLS Customer Assistance Module) is the personal-computer-based requisitioning and status system that interfaces with the IMSA.

6. Each unit will use the DODAAC that is assigned to them, i.e. W81JE9 or W90CA1. Each unit will also be assigned a dummy DODAAC and APC code from Directorate of Resource Management (DRM), but it is tied to the unit's home financial system. The APC code is the four digit funding code assigned by Fort Polk G8, i.e. RWGT. The fund code is 6 (year) 1(active, reserve, National Guard). When the requests get processed through the DMLSS systems it is obligated at finance on the daily finance pushes and when received it goes through the daily finance push and will be paid for. The dummy DODAAC is tied to the units everyday DODAAC in the finance system and not Fort Polk. The unit establishes the ceiling. For the most part it is $10k for the duration of the rotation.

7. **Authorizations/Requirements and Accuracy**. The IMSA fills funded customer requisitions. The IMSA does not determine requirements or authorizations. Prior to submitting the requisition, the unit is responsible for internally reviewing the requisition to ensure the correct type and quantity of items are ordered and the items are appropriate for their mission.

8. These procedures are for informational purposed only relative to Joint Readiness Training Center (JRTC), Fort Polk, LA and the Baynes-Jones Army Community Hospital. Specific information and updates are available by speaking to representatives in the Medical Logistics Office.

9. As part of the JRTC training and evaluation process, units will be required to place an order for medical supplies on TCAM at least one time. The Medical Logistics Activity at Ft Polk is available to provide TCAM training to rotational units if required.

10. Units are supposed to deploy with 15 Days of Medical and Dental supplies. Any additional support requirements must be coordinated with their home station Division Medical Supply Officer (DMSO) or Brigade Medical Supply Officer (BMSO). Units must coordinate with the JRTC Installation medical Supply Activity (IMSA) 90 days prior to rotation (D-90 Conference) Note "R" and "Q" items (controlled substances) will not be available. Units after getting on the ground must send a MEDLOG representative to be further briefed on medical supply procedures including Class VIII flow.

11. External activities must have a current account for the IMSA to process requisitions. Establishing an account requires a signature card, a valid unit DODAAC (supply code identifying your unit), APC (funding code), and fund ceiling. Specific to units training at the JRTC, commonly referred to as "going in the box", units will need to have a MIPR (Military Intradepartmental Purchase Request) established through Fort Polk DRM (Directorate of Resource Management). When the MIPR is received the DRM will establish a DODAAC and APC. They will in-turn notify the MEDDAC at Ft Polk who will establish it in their system and notify the rotational unit. The rotational unit will use the dummy DODAAC and APC for the duration of the rotation and for orders that will be made prior to the unit's arrival at Fort Polk.

JOINT READINESS TRAINING CENTER (JRTC), MATERIEL BRANCH, BAYNES-JONES ARMY COMMUNITY HOSPITAL, IMSA CONTACT INFORMATION

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6th MLMC Base (CONUS)
901 Sultan Drive, Fort Detrick, MD 21702
Telephone Directory
DSN – (312) 343-xxxx, Commercial (301) 619-xxxx

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    COL Ralph Sees   ralph.sees@amedd.army.mil

Center Sergeant Major   343-7772
    SGM Benjamin Scott   benjamin.scott@amedd.army.mil

Center Executive Officer   343-7715
    LTC Thomas Slade   thomas.slade@amedd.army.mil

6th MLMC Customer Support   343-7908/7775/7972/7493
Chief Materiel Management Division   343-7908
NCOIC Materiel Management Division   343-7483
Chief, Medical Maintenance Division   343-7970
NCOIC, Medical Maintenance Division   343-7970
Chief, Support Operations Division   343-7976
OIC, Information Management Division   343-7988
NCOIC, Information Management Division   343-7988

SDNCO AFTER HOURS   (301) 619-7492, DSN (312) 343-7492
SDNCO CELL PHONE 24 HOURS   (301) 964-9440

TAMMIS HELP DESK   (210) 295-8533/888-567-2514
                                                                      DSN (312) 421-8533
                                                                      1-888-567-2514

TCAM CUSTOMER SUPPORT
TCAM On Line Help
TCAM Contacts
TCAM Version Description Document (VDD)
TAMMIS Customer Support Office (CSO)
Toll Free 1-888-567-2514   Commercial (210) 295-3600   DSN 421-3600

6TH MLMC Website: https://www.medlogspt.army.mil or From the Army Knowledge Online
(AKO) site, search for AKO Site = 6 MLMC