



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY TRANSPORTATION SCHOOL  
711 B AVENUE (BUILDING 2300)  
FORT LEE, VIRGINIA 23801-1705

ATSP-TDD (600E)

5 April 2022

MEMORANDUM FOR VIRTUAL TRANSPORTATION COORDINATOR –  
AUTOMATED INFORMATION FOR MOVEMENTS SYSTEM II (TC-AIMS II)  
FUNCTIONAL USER COURSE 8C-F46/553-F21 (MC)

SUBJECT: Welcome Letter for Virtual Transportation Coordinator- Automated  
Information for Movements System II (TC-AIMS II) Functional User Course

1. On behalf of the Transportation School Assistant Commandant, COL Timothy R. Zetterwall, and Director of the Transportation Management Training Department (TMTD), Mr. Trenton Lykes, we would like to welcome and congratulate all of you on attending the Transportation Coordinator- Automated Information for Movements System II Functional User Course (TC-AIMS II).
2. The course provides resident instruction for development of the skills and technical ability to perform duties required to move personnel and equipment through the use of automated deployment systems. It will provide transportation functions critical to the Integrated Combat Service Support System (ICS3) and Integrated Data Environment IDE/GTN Conveyance (IGC) to bring together accurate timely training. This includes a movement scenario, with an overview of AIT hardware and how it is used during a unit move. The course covers actions that would be taken at the home station in preparation for a move, actions at a railhead, a port of embarkation (POE) and an aerial port of embarkation. Specifically the course includes the system overview; and instruction on the system's Business Process Areas of Asset Management, Movement Planning, Movement Coordination, Movement Execution, and Services and Interfaces options associated with movement operations.
3. **LOCATION:** This will be a **VIRTUAL** course and will be conducted through Army 365 Microsoft Teams. Army Teams 365 is the current platform for the virtual training and is **ONLY** accessible from a **DODIN (NIPRNet) or through Government Furnished Equipment (GFE) with a CISCO AnyConnect Virtual Private Network (VPN)**. A camera and microphone are required for taking this online course. If you are taking the class from home you must have an established IT support network to contact if you have TEAMS or computer issues. Instructors will not troubleshoot TEAMS or software issues. If you are having trouble establishing a TEAMS account please contact your G6 personnel or the Army Enterprise service Desk (AESD) at 1-866-335-2769.
4. **WHEN:** Training will commence at 0800 EST hours during the course.
5. **SAAR AMIS FORM 2875:** Students must also submit a copy of the AMIS form 2875 System Authorization Access Request (SAAR) which is a requirement for the course. Students attending the class **MUST** submit a copy of the completed and signed AMIS form 2875 back to the instructor. Once a student is enrolled in the class with a reserve seat in ATRRS to attend the TC-AIMS II class, they will receive a follow-on welcome

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letter from the instructor. **STUDENTS MUST HAVE A SECURITY CLEARANCE TO ATTEND THE COURSE.**

7. The points of contact (POC) for this course are the undersigned; Mrs. Tanya L. Grayson, [tanya.l.grayson.civ@army.mil](mailto:tanya.l.grayson.civ@army.mil), and Mr. Kelvin P. Middleton, [kelvin.p.middleton.civ@army.mil](mailto:kelvin.p.middleton.civ@army.mil).

//ORIGINAL SIGNED//  
KELVIN P. MIDDLETON  
USA  
TC-AIMS II Instructor

//ORIGINAL SIGNED//  
TANYA L. GRAYSON  
USA  
TMTD Course Manager