

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Medical Department Center
and School and Fort Sam Houston
2250 Stanley Road
Fort Sam Houston, Texas 78234-6150

AMEDDC&S & FSH Memorandum
No. 350-4

2 July 2001

Training

AUTOMATED INSTRUCTIONAL MANAGEMENT SYSTEM-PERSONAL COMPUTER (AIMS-PC)

1. **HISTORY.** This is the first printing of this publication.
2. **PURPOSE.** This publication describes the procedures and responsibilities for the AIMS-PC program. Its objective is to provide guidance regarding the processes and products of AIMS-PC software.
3. **REFERENCES.**
 - a. U.S. Army Training and Doctrine Command Regulation 350-70, Systems Approach to Training Management, Processes, and Products.
 - b. U.S. Army Regulation 25-1, Army Information Management.
 - c. U.S. Army Medical Department Center and School Regulation 351-12, Enrollment, Relief, Recycle, and Administrative Disposition of Student Personnel.
 - d. U.S. Army Regulation 623-1, Academic Evaluation Reporting System.
4. **SCOPE.** This publication is applicable to all U.S. Army Medical Department Center and School (AMEDDC&S) staff and faculty and the Human Resource Business Center (HRBC), Information Technology Business Center (ITBC), and the Military Personnel Office (MILPO) of the U.S. Army Medical Department Center and School and Fort Sam Houston.
 - a. The AIMS-PC is the Army training information management system that provides U.S. Army schools, training centers, Noncommissioned Officer (NCO) Academies, and civilian training centers the capability to administer and monitor resident and nonresident (correspondence and self-development) individual training during peacetime and mobilization. It automates functions related to student information, personnel management, and student grades, records, and testing. The AIMS-PC is accessible to all Active and Reserve U.S. Army sites that have Defense Data Network/Internet capability. It is part of the Sustaining Base Information Systems project.
 - b. The AIMS-PC application is integrated with the Automated Systems Approach to Training (ASAT), the Program of Instruction Management Module (POIMM), and Army Training Requirements and Resources System (ATRRS). Future integration will include the Standard Installation/Division Personnel System, Range Facility Management Scheduling System, etc. The AIMS-PC incorporates the functions of several previous training management systems, and will support individual resident and nonresident training. The AIMS-PC is the cornerstone for integrating the self-development and institutional pillars of training under the Army Warrior XXI initiative. The Army Training Support Center is the executive agent for the program, and the Army Training Information Systems Directorate is the functional proponent for the development of AIMS-PC.
 - c. Initial hardware and software for the AIMS-PC was provided by the U.S. Army Training and Doctrine Command (TRADOC) and the Department of the Army (DA). These systems should be used to achieve student management. The software may be loaded on any capable system by the ITBC, AMEDDC&S and FSH.

5. RESPONSIBILITIES.

a. Dean/Commandant, Academy of Health Sciences (AHS). The Dean/Commandant, AHS, has overall responsibility for training information and student management.

b. Commander, Center Brigade. The Commander, Center Brigade, has responsibility for student inprocessing and other nonacademic documentation.

c. MILPO Division, HRBC. The MILPO Division, HRBC, has responsibility for student 201 file data in AIMS-PC.

d. Information Technology Business Center. The ITBC is responsible for the overall administration and maintenance of the AMEDDC&S and FSH local area network.

(1) Provides the AIMS-PC administrators the access necessary to perform their daily functions (i.e., distribute software upgrades, assign/delete passwords, backup functions, upload/download data, etc.).

(2) Assists the Department of Academic Support and Quality Assurance (DASQA) in the maintenance of hardware and operating system software (i.e., Windows 4.0 clients).

(3) Provides software to users as requested. Clients can receive the software by calling in a workorder to the ITBC help desk and requesting AIMS-PC.

e. Individual Training Activities. The AHS training departments; Center Brigade; 232d Medical Battalion, Center Brigade; Defense Medical Readiness Training Institute; and the NCO Academy are responsible for the AIMS-PC student activity data for all courses for which the activity is the proponent, as well as the following functions generally performed and/or managed by operations personnel, instructors, and administrative personnel support. These functions include rosters, grade sheets, Academic Efficiency Reports (AERs), attendance, physical fitness records, etc. General guidance for these processes can be found in the on-line AIMS-PC user's guide at www.aims-r.army.mil.

(1) Create rosters for incoming classes and establish final rosters no later than 5 days after class start dates. (See AIMS-PC user manual or use steps in Appendix A.)

(a) Update student status as input (forward AMEDDC&S Form Letter 29 to the Training Management Branch (TMB), DASQA, and MILPO Division, HRBC).

(b) Record training absences.

(c) Finalize student status (graduates, holdovers, etc.) at end of class.

(2) Prepare AERs for individual students (TMB will process), as outlined in Army Regulation 623-1, Academic Evaluation Reporting System.

(3) Phase 2 site students will be tracked using AIMS-PC. The phase 1 teaching proponent will ensure that their phase 2 sites maintain class rosters, attendance, and grade sheet data within the timeframes set by AMEDDC&S Regulation 351-12.

f. Department of Academic Support and Quality Assurance. The DASQA provides the overall automation management of student administration and management processes and reporting requirements.

(1) The Training Systems Support Branch (TSSB), DASQA:

(a) Provides system administration support for AIMS-PC and the interfaced systems (POIMM, ASAT, Logic eXtension Resources (LXR) test, and Designer's Edge).

(b) Sets security of users through passwords and group permissions.

(c) Establishes work groups, ensuring access for course management personnel.

(d) Maintains data base and interface fields from ATRRS to populate AIMS-PC.

(e) Develops and presents AIMS-PC training for all staff (AMEDDC&S and FSH).

(f) Serves as liaison among TRADOC, DA, and ITBC to ensure system function and updates.

(g) Provides updates on system upgrades, modifications, etc., to users.

(2) The Training Management Branch (TMB), DASQA:

(a) Manages all students participating in resident training to include on-site courses, phase 2 sites, and satellite training programs.

(b) Inputs all course administrative data, schedules, and other mandated information into the ATRRS.

(c) Conducts quality control of roster data and exports from AIMS-PC to ATRRS.

(d) Prepares certificates and diplomas.

(e) Conducts quality control and disposition of AERs.

(f) Performs all registrar-related functions.

(g) Manages the Structure Manning Decision Review process for the AMEDDC&S.

(3) The Evaluation and Standardization Branch (ESB), DASQA:

(a) Manages and prepares attrition data for the AMEDDC&S.

(b) Performs evaluations for quality control on gradesheets and attrition documentation reports in AIMS-PC.

(4) The Staff and Faculty Development Branch (SFDB), DASQA, in conjunction with the TSSB, conducts training in the AIMS-PC and other modules that require instructor and manager use participation.

(5) Nonresident Instruction (NRI) Branch:

(a) The NRI Branch manages all students enrolled in self-development training using the AIMS-PC.

(b) From course administrative data (CAD), the NRI inputs self-development courses into the ATRRS and builds the course blocks in AIMS-PC.

g. Department of Distance Learning Services (DDL). The DDL is responsible for ensuring that distance learning course management strategies meet the ATRRS requirements. The proponent department manages distance learning class rosters, etc., using AIMS-PC.

6. Interservice Training Review Organization (ITRO) courses hosted by other services for Army military occupational speciality (MOS) or additional skill identifier (ASI) will include a requirement to document student status in AIMS-PC. The AMEDDC&S proponent teaching department has responsibility for maintaining student status (input, holdover, graduate, etc.) in accordance with ATRRS requirements.