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From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TRAINING INFORMATION MANAGEMENT SYSTEM (MCTIMS) STANDING OPERATING PROCEDURES (SOP)

Ref: (a) MCTIMS Functional Review Board and Configuration Control Board Charter
(b) MCTIMS Business Capability Lifecycle document
(c) MCO 3500.110
(d) MCO 1553.3B
(e) MCO 1200.17D
(f) MCO 1553.1B
(g) NAVMC 1553.1
(h) MCRP 3-0A
(i) MCO 1553.2B
(j) MCBul 1500
(k) SECNAVINST 5211.5E
(l) DODI 1000.30, "Reduction of Social Security Number Use Within DoD," August 1, 2012
(m) MARADMIN 698/12
(n) MCO 5210.11E
(o) MCO P3500.72A
(p) SECNAV M-5210.1
(q) TRAINING COMMAND ORDER 3000.1, Use of the Marine Corps Training Information Management System (MCTIMS)
(r) 5 U.S.C. 552a

Encl: (1) MCTIMS SOP

1. Situation. This SOP for the MCTIMS is published to establish and promulgate policies and procedures for use of MCTIMS by the total force.

2. Mission. Per references (a) through (r), and in accordance with the Commandant of the Marine Corps (CMC) Title 10 mission to train and educate the total force, MCTIMS provides individual and unit training management (UTM) support services for individual Marines and Marine units/activities world-wide. MCTIMS data is used to inform occupational and training analysis, publish service training policies and directives, validate and maintain individual/collective training standards for common skills, ground occupational fields and provide service oversight and training support for unit and formal schools training management in order to ensure Marines meet the challenges of present and future operational environments. This SOP is placed in effect in order to synchronize MCTIMS capabilities that support the total force.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Deputy Commandant, Combat Development and Integration (DC, CD&I) has directed the Commanding General, Training and Education Command (CG, TECOM), to provide operating force and supporting establishment commanders the ability to increase and sustain total force training readiness and capabilities through the employment, oversight and proactive support of the Marine Corps training principles, the systems approach to training (SAT) and MCTIMS. It is vital that TECOM ensures formal training meets the needs of the Marine Corps in both quality and efficiency, and that service-level training standards are available to commanders in order to maintain and achieve the individual and collective training readiness necessary to accomplish their mission essential tasks. This order reflects policy for current MCTIMS capabilities while future capabilities follow the development strategy articulated in the MCTIMS Business Capability Lifecycle document approved by Headquarters Marine Corps, Command, Control, Communications and Computers and maintained at Marine Corps Systems Command (MCSC).

(2) Concept of Operations. This Order identifies how MCTIMS provides individual and UTM information technology services for individual Marines and Marine units. The MCTIMS SOP will be reviewed and updated as necessary. All revisions will support CMC's Title 10 mission, adhere to Marine Corps training principles and the SAT process, and enhance support to the operating forces, supporting establishment and formal learning centers (FLCs). Revisions will be done with an eye toward fiscal success within the planning, programming, budgeting and executions process and the program objective memorandum (POM) cycle.

b. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs

(a) Maintain a system interface between MCTIMS and Marine Corps Total Force System (MCTFS). MCTFS will maintain a systems interface with MCTIMS to ensure authoritative training completion data for annual and ancillary training requirements is provided for pay, promotion, and other administrative purposes as required.

(b) Provide a voting member to the MCTIMS Configuration Control Board (CCB) as outlined in reference (a).

(2) Deputy Commandant for Plans, Policy and Operations (DC, PP&O)

(a) Establish and maintain an interface between Defense Readiness Reporting System-Marine Corps and MCTIMS to support T-level readiness reporting.

(b) Identify required data elements that MCTIMS will pass to DRRS-MC in support of unit T-level readiness assessments.

(c) Direct occupational field advocates to identify and establish community-specific certifications within MCTIMS.

(d) Direct occupational field advocates to coordinate with major subordinate commands (MSCs) to ensure unit-level personnel are tasked to track/certify community specific certification requirements within MCTIMS.

(3) DC, CD&I. Maintain and provide accurate and timely updates to the authoritative database for the Marine Corps Task List (MCTL) task master, in accordance with reference (b), within MCTIMS.

(4) Commander, Marine Forces Command

(a) Manage the inputs for approved mission essential task list (METL) templates in the Task Master database within MCTIMS.

(b) Provide a voting member to the MCTIMS Functional Review Board (FRB) as outlined in reference (a).

(5) Commanding Generals, Commanding Officers, and Officers-in-Charge of the Operating Forces and Supporting Establishment

(a) Units will develop METLs in the MCTIMS UTM Module utilizing approved Marine Corps tasks (MCT) and METL templates from the MCTIMS Task Master Module.

(b) Direct all MSCs to track, record, and report collective and individual training within the MCTIMS UTM module in accordance with guidance outlined in reference (d) and this Order.

(c) Establish MCTIMS operations administrators (formerly known as permissions administrators) for all headquarters and MSCs in accordance with this Order and local SOPs.

(6) CG, TECOM

(a) Direct functional management of MCTIMS

1. Maintain baseline funding for the development, maintenance and sustainment of MCTIMS.

2. Develop functional requirements to support the development strategy outlined in the MCTIMS problem statement within reference (b).

(b) Maintain and update the authoritative database of individual and collective training and education standards within the MCTIMS training and readiness (T&R) module.

(c) Maintain and update the authoritative database containing the approved Military Occupational Specialty Manual, reference (d).

(d) Maintain and update all formal school and curriculum management functionality within MCTIMS in support of the curriculum development process outlined in references (f) and (g).

(e) Maintain and update all UTM functionality within MCTIMS in support of the execution of the SAT applied to operating forces and the supporting establishments as outlined in references (d) and (h).

(f) Marine Corps FLCs will only use authorized T&R events contained in CG, TECOM approved T&R manuals and maintained in the MCTIMS database for the development of programs of instruction (POI).

(g) Marine Corps FLCs, per reference (i), will only use the MCTIMS Curriculum Management and Development module for development and maintenance of POIs.

(h) Develop and maintain policy outlining the usage of other MCTIMS capabilities throughout TECOM and its MSCs in accordance with reference (i) and this Order.

(i) Maintain and update reference (b) documentation (Business Case and Problem Statement) as required.

(j) Act as chair for the MCTIMS FRB and as a voting member on the CCB in accordance with reference (a).

(k) Maintain and update policy governing the implementation of MCTIMS throughout the total force.

(l) Provide annual funding briefs in support of the POM cycle.

(m) Following annual approval of Marine Corps Bulletin 1500, reference (j), input/update annual and ancillary training requirements within MCTIMS individual Marine management (IMM) capability of the UTM Module.

(n) As required, input/update pre-deployment training requirements within MCTIMS IMM.

(7) Commanding General, Training Command (CG, TRNGCMD)

(a) TRNGCMD FLCs will only use authorized T&R events contained in CG, TECOM approved T&R manuals for the development of POIs.

(b) TRNGCMD FLCs, per reference (h) will only use the MCTIMS curriculum management and development module for development and maintenance of POIs.

(c) Develop and maintain policy outlining the usage of other MCTIMS capabilities throughout TRNGCMD and its MSCs in accordance with references (i) and (q) and this Order.

(8) Commanding General, Education Command (CG, EDCOM). Develop, publish and maintain policy outlining usage of MCTIMS throughout EDCOM and its MSCs in accordance with this Order.

(9) CG, MCSC

(a) Maintain contractual oversight of the MCTIMS program of record contract.

(b) Direct the configuration management for all MCTIMS functionality in accordance with reference (a).

(c) Per reference (a), provide chair for the MCTIMS CCB .

(d) Maintain reference (a), the MCTIMS FRB and CCB Charter.

c. Coordinating Instructions. MCTIMS functional managers for specific modules are responsible for content and will provide oversight for updates to existing user manuals coordinated with the current MCTIMS system contractor,

policy, orders and directives as they apply to their individual modules, in accordance with the requirements of this Order.

4. Administration and Logistics

a. Recommendations concerning the contents of this SOP are encouraged. Such recommendations will be forwarded to CG, TECOM, Marine Air Ground Task Force Training and Education Standards Division (MTESD) (C 466), 1019 Elliot Road, Quantico, Virginia 22134 via the appropriate chain of command. MTESD will exercise staff cognizance and is responsible for periodic review of this SOP.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (p) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. The generation, collection or distribution of personally identifiable information and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (k) and (r). Any unauthorized review, use, disclosure or distribution is prohibited.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



K. J. GLUECK, JR.
Deputy Commandant for
Combat Development and Integration

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MARINE CORPS TRAINING INFORMATION MANAGEMENT SYSTEM (MCTIMS) STANDING
OPERATING PROCEDURES (SOP)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	ADMINISTRATIVE	1-1
1.	MCTIMS Background.	1-1
2.	Requesting Access to MCTIMS.	1-1
3.	MCTIMS is a CAC Only System.	1-1
4.	MCTIMS Access/Process (First Time or Returning User) .	1-2
5.	Request Roles in Security Management	1-2
6.	Field Support Representatives (FSRs)	1-2
7.	MCTIMS Policy.	1-2
8.	Privacy and Security	1-3
9.	Safeguarding Personally Identifiable Information (PII)	1-3
10.	Electronic Data Interchange Personal Identifiers (EDIPI).	1-4
11.	MCTIMS Electronics Records Management.	1-4
12.	Submitting Engineering Change Proposals (ECPs)	1-4
13.	MCTIMS Functional Review Board (FRB)/Configuration Control Board (CCB).	1-5
14.	MCTIMS Business Capability Lifecycle (BCL)	1-6
Chapter 2	MCTIMS GENERAL SUPPORT	2-1
1.	MCTIMS User Manuals.	2-1
2.	Help Desk.	2-1
3.	Training and Readiness (T&R) Manual.	2-1
4.	Security Management.	2-2
5.	Reports Server	2-2
6.	Electronic Training Jackets (ETJ).	2-2
7.	Roadmaps	2-3
8.	Military Occupational Specialty Manual (MOS)	2-3
9.	Training Resource.	2-3
Chapter 3	FORMAL SCHOOLS MANAGEMENT SUPPORT.	3-1
1.	Curriculum Management and Development (CMD).	3-1
2.	Student Registrar.	3-1
3.	Student Evaluation (SEV)/Questionmark Perception (QMP)	3-2
4.	Student Management	3-3
Chapter 4	UNIT TRAINING MANAGEMENT SUPPORT	4-1
1.	Unit Training.	4-1
2.	Individual Marine Management (IMM)	4-1
3.	Task Master.	4-2
APPENDIX A	ABBREVIATIONS AND ACRONYMS	A-1

Chapter 1

Administrative

1. MCTIMS Background. MCTIMS is the Marine Corps enterprise integrated, automated web-based, multi-user system that supports individual and unit training throughout the total force. It consists of a suite of 12 modules representing 14 separate but interrelated capabilities. The backbone of the system is the T&R Module which provides a database of authoritative collective and individual training standards used to develop and execute training. MCTIMS has evolved to become a comprehensive system providing capabilities to execute the SAT applied to the FLCs and operational units. MCTIMS is recognized by the DRRS-MC as the authoritative database for training requirements linked to MCTs and it interfaces both horizontally and vertically with other systems providing data to better inform T-level readiness assessments. Marine Corps units will use UTM functionality within MCTIMS to track, record, evaluate and report individual and collective training accomplishments. MCTIMS UTM functions allow unit commanders the ability to track, record, evaluate and report training completions tied to the unit's METL. MCTIMS is the only training management system authorized to provide authoritative training completion data in MCTFS. MCTIMS capabilities enable the management of curricula for all Marine Corps FLCs in addition to tracking quotas, courses, and the assignment of personnel to attend these courses. Internal to the FLCs, MCTIMS supports the reporting, tracking and rostering of not only Marine Corps students, but students from other services. In addition to being the FLCs' primary tool for execution of all elements of the SAT process, MCTIMS provides capabilities tailored to managing training throughout the Marine Corps. More than a learning management system, MCTIMS will fully integrate the entire T&E continuum of both individual Marines and Marine units from the fire team to the Marine expeditionary force and stands as the Marine Corps' authoritative database for the execution of SAT.

2. Requesting Access To MCTIMS. MCTIMS User Manual 'System Access Guide,' provides a step-by-step process that guides you through the electronic access for MCTIMS (see Chapter 2.4. Security Management). You must have each of the following to use MCTIMS modules:

- a. A computer with an internet connection (digital subscriber line or faster).
- b. Internet Explorer (version 7.0 or higher).
- c. A MCTIMS account.
- d. A valid public key infrastructure.
- e. A Common Access Card (CAC) and a CAC reader.

Programs required for viewing exported data as Cognos reports include Microsoft Excel, PowerPoint, Media Player, Word, and Adobe Acrobat Reader.

3. MCTIMS is a CAC Only System. An active CAC and CAC reader with associated software is required to access the MCTIMS Homeport or any of the MCTIMS Modules. When you launch the MCTIMS Homeport, the system will prompt you to login with your CAC and personal identification number.

4. MCTIMS Access/Process (First Time or Returning User). All MCTIMS users must have a signed copy of the MCTIMS user agreement on file with their account. Each time you launch MCTIMS, the system verifies your CAC to validate that you have accepted the agreement. First time users or returning users, who have not accessed MCTIMS for a significant period of time, must complete the MCTIMS access process to get to the Homeport and launch individual modules.

5. Request Roles in Security Management. Each MCTIMS module has unique user roles. Every unit must have a designated MCTIMS security manager authorized to establish roles and permissions for access to that organization's training data. A user must have at least one user role in a module to be able to select it from the Homeport. Some user roles are automatically assigned to your MCTIMS account, but most must be specifically requested or assigned in the Security Management Module.

6. Field Support Representatives (FSRs). FSRs are located on the east and west coast and provide direct support to the formal schools and operating force units within their geographic area. In addition, FSRs are authorized to travel on a limited basis to provide MCTIMS training in support of III Marine Expeditionary Force, Marine Forces Reserve and other remote organizations. FSRs primarily provide MCTIMS training and technical support to users. These technically proficient representatives support TECOM in all areas of MCTIMS functionality relative to curriculum development, formal school management and UTM.

7. MCTIMS Policy

a. MCTIMS is the primary tool for planning, developing, resourcing, executing and evaluating all T&E in the Marine Corps.

b. MCTIMS is the authoritative enterprise system for all unit and individual training standards. It is also the authoritative system for approved MCT and METL templates for development.

c. All Marine Corps formal schools, professional military education (PME) schools, and training detachments are directed to use applicable MCTIMS functionality in the performance of schoolhouse functions.

d. All Marine Corps FLCs and training detachments will use the MCTIMS Student Registrar Module for enrollment and reporting of course attendance, attrition, and graduation.

e. MCTIMS must be used to produce:

(1) The MOS Manual in the MOS Manual Module.

(2) POIs within Curriculum Management and Development Module.

(3) T&R manuals in the T&R Development Module.

(4) The Training Input Plan (TIP) in Student Registrar.

(5) The unit's METL (within UTM) from the Marine Corps approved Task List in Task Master.

f. All Marine Corps units will record and track annual and ancillary training in IMM.

g. During the development phase of the SAT process, all Marine Corps FLCs are required to create POIs and to submit POIs per references (g) and (i).

8. Privacy and Security. MCTIMS is a Department of Defense (DOD) System provided for government use by TECOM and the total force.

a. Personal information presented in MCTIMS is considered SENSITIVE and may not be distributed or copied without prior approval from TECOM (C 466, FSQRMB).

b. Site management, browser, network and resource request information is collected for statistical purposes. The government computer system used to access MCTIMS uses software programs to create summary statistics, which are then used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.

c. For site security purposes and to ensure that this service remains available to all users, the government computer system used to access MCTIMS employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

d. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits.

e. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987 and the National Information Infrastructure Protection Act.

f. MCTIMS uses persistent cookies (i.e., tokens that pass information back and forth from computer to server and remain after the session has been closed in order to save user interface state only). No database of information obtained from these cookies is kept. Users can choose to not accept these cookies and still use the site with minimal impact.

9. Safeguarding Personally Identifiable Information (PII). MCTIMS is an enterprise system that contains information on Marines, civilians and other service personnel. PII is any information or characteristics that may be used to distinguish or trace an individual's identity, such as their name, Social Security Number (SSN), or biometric data. MCTIMS goes to great lengths to protect the PII information contained within the system. All users of MCTIMS should ensure that adequate safeguards are implemented and enforced to prevent misuse, unauthorized disclosure, alteration, or destruction of PII in accordance with references (k) and (r). All users of MCTIMS must safeguard PII per references (k) and (r). It is expected that all users of MCTIMS adhere to the following guidance.

a. Access PII related information in MCTIMS only when needed.

b. Reduce and/or eliminate localized copies or duplication of MCTIMS PII data.

c. Any downloaded or exported PII data from MCTIMS must be safeguarded against unauthorized access or spillage.

d. It is not authorized for any MCTIMS user to maintain localized duplicate MCTIMS data on a personal computer or share with other personnel MCTIMS data.

e. Any PII data that is to be imported into MCTIMS must be deleted from the local computer after successful import into MCTIMS.

f. Any user who prints a report from MCTIMS that contains PII is responsible for the safeguarding of said report(s).

10. Electronic Data Interchange Personal Identifiers (EDIPI). The DODI 1000.30, Reduction of SSN Use Within DOD, reference (l), requires the removal of SSNs from MCTIMS and user interfaces. These personal identifiers will be replaced with EDIPIs in order to reduce sensitive data from being received by, stored in, or transmitted from MCTIMS. EDIPI is a unique number that is associated with a CAC. In accordance with reference (m), MCTIMS has moved to the use of EDIPI for individual identification instead of SSNs. There are, however, instances where some MCTIMS users will need to access SSNs through MCTIMS. As a result, users will be able to receive privileged access to use the (EDIPI) Lookup tool, once they have applied and been approved for additional rights by the appropriate module's Functional Manager.

11. MCTIMS Electronic Records Management

a. MCTIMS is an information technology enterprise system that records and uses electronic data. System outputs include, but are not limited to T&R manuals, the MOS Manual, formal school curricula, POIs and individual and unit training plans. Accumulated data includes, but is not limited to, personnel information such as name, rank, SSN, unit and individual training and readiness information as well as Marine Corps formal school POIs, course materials, T&R data, and the MOS Manual.

b. In accordance with reference (n) MCO 5210.11E, Marine Corps Records Management Program, MCTIMS must safeguard all personal data within records, provide for systematic preservation and disposal of records by transferring records to the appropriate records center for retention, and provide for the timely transfer or destruction of records and train personnel that create and use records. Copies of transmittals transferring Marine Corps records to the National Archives, or the Federal Records Centers, and related correspondence authorizing the destruction of Marine Corps records, shall be retained.

12. Submitting Engineering Change Proposals (ECPs). An ECP is the vehicle that requests a change to the configuration of MCTIMS. Change management is the formal process to track changes to any approved baseline configuration throughout the entire program lifecycle. Change management includes the systematic proposal, justification, evaluation, coordination, disposition of proposed changes, and the implementation of all approved and released changes into the applicable configurations of a product. An ECP is generated when a change is required to fix a deficiency, or to add or remove functionality related to a system requirement.

a. ECPs are classified as class I or class II. A class I ECP represents an engineering change that impacts system form, fit, and function and a class

II ECP is considered a system maintenance and/or revision as defined in the CCB Charter's Scope.

(1) Class I changes must be reviewed and prioritized by the FRB and validated and approved by the CCB.

(2) Class II ECPs are authorized for administrative and documentation changes that do not meet class I ECP criteria. These changes provide minimal to no impact to any documentation under configuration control, and do not affect form, fit, function, interoperability, or interchangeability.

b. The program management team from the total force Information Technology Systems (TFITS) at MCSC will manage all changes to project configuration baselines using the FRB, Engineering Review Board and the CCB to prepare, justify, evaluate, coordinate, adjudicate, and implement class I and class II ECPs. All changes shall be evaluated for correctness and related impacts, and if approved, prioritized and scheduled for implementation.

c. ECPs are submitted electronically through Microsoft Outlook to the MCTIMS Support Help Desk. Any authorized MCTIMS user may submit an ECP for consideration to modify existing MCTIMS functionality.

13. MCTIMS Functional Review Board (FRB)/Configuration Control Board (CCB). The MCTIMS FRB and CCB Charter, reference (a), establishes the mission, function, composition, responsibility and authority of MCTIMS. MCTIMS is owned by the CG, TECOM and is facilitated by the FRB and CCB. The MCTIMS FRB/CCB charter is issued under the authority of the MCSC Program Manager, Information System Infrastructure, Product Manager TFITS. Provisions of the charter are effective immediately upon the date of its signature by PDM TFITS. The FRB/CCB is conducted quarterly or as needed.

a. The mission of the FRB/CCB is to provide a central control mechanism to ensure all issues affecting MCTIMS configuration control and the management of baseline changes are properly defined, considered, and prioritized for the CCB. Decisions for implementation or disposal are for the CCB.

b. The FRB/CCB's activities are focused on maintaining baseline integrity and controlling release configurations. Issues include identifying, classifying and prioritizing ECPs into the appropriate release cycle.

c. The FRB is chartered to manage the requirements of MCTIMS products and components and to identify inconsistencies between those requirements. Specifically, the FRB prioritizes proposed ECPs that impact the form, fit, function, and baseline of MCTIMS.

d. The CCB is chartered to establish, document, and maintain plans to address the functions and implement configuration management activities for MCTIMS. The CCB will address issues related to the structure, procedures, administration and reporting requirements of the board. The CCB takes the output of the FRB, validates the prioritization, and then approves and schedules implementation of proposed ECPs that impact the form, fit, function, and baseline of MCTIMS.

14. MCTIMS Business Capability Lifecycle (BCL). The MCTIMS BCL is the only document that authorizes future development of MCTIMS. The BCL is the overarching framework for the planning, design, acquisition, deployment, operations, maintenance, and modernization of a Defense Business System (DBS). The BCL aligns DBS requirements, investment, and acquisition processes into a single, tiered and integrated decision-making framework that provides oversight commensurate with program complexity and risk.

Chapter 2

MCTIMS General Support

1. MCTIMS User Manuals. A written guide to assist with system access and functionality is located on the User Manual web page of the MCTIMS website. These manuals/guides provide basic procedures for MCTIMS access, module usage, required user agreement, and requesting user roles in security management. Content of the user manuals will be reviewed annually and updated as needed by each module functional manager. To access the MCTIMS user manuals, click on the link 'User Manuals' on the left side of the MCTIMS home-page under the "Support" section. The following user manuals are located on the MCTIMS website.

- Cognos Query Studio Training Course
- Curriculum Management
- Questionmark Perception (QMP) Training Guide
- Student Evaluation (SEV)
- Student Management
- Student Registrar
- Roadmaps
- Training and Readiness (T&R) Manual
- Task Master
- Unit Training
- Military Occupational Specialty (MOS) Manual
- Security Management
- Training Resource
- Electronic Training Jacket (ETJ)
- System Access Guide

2. Help Desk. MCTIMS is continuously evolving in its capability, thus personnel should identify recommended system changes to CG, TECOM (MTESD). The primary means for identifying issues within the MCTIMS application or providing recommendations for enhancement of the program is by utilizing the help desk at MCSC_MCTIMS_Support@usmc.mil or 1-866-944-9881, option 2. If an issue requires higher level changes or modifications to the actual application, the help desk will provide the user with a copy of an Engineering Change Proposal ECP to be completed and submitted back to the help desk for further action. Management and oversight of ECPs are the responsibility of CG, TECOM (MTESD (TEMB)). The CAC-enabled website is: <https://timsapp.tecom.usmc.mil/homeport>.

3. Training and Readiness (T&R) Manual. The T&R Manual Module is designed to capture individual and collective training standards for an MOS. These training standards are used by the total force as the basis for training throughout the Marine Corps. The T&R Manual Module is the only source for CG, TECOM approved training standards. Modules internal to MCTIMS obtain these standards from the T&R Manual Module. In addition, external systems will consume T&R data via established systems interface agreements. The capabilities provided in the T&R Manual Module include:

a. Create, edit, delete, duplicate, lock, archive and unarchive T&R manuals.

- b. Create, edit, delete, and duplicate events.
- c. Create, edit, and delete billets, occupational fields, unit types, communities, MOSs, functional areas, METs, references, unit sizes, and units of issue.
- d. Map events to METs.
- e. Analyze events.

4. Security Management. The Security Management Module provides schoolhouses and units the ability to manage permissions, user roles, and groups. Units are responsible for establishing MCTIMS OAs (formerly known as permissions administrators), at a level designated by local SOPs. Training for unit OAs is available via MCTIMS FSRs. OAs have exclusive roles and rights to work with MCTIMS functional managers to determine any unique considerations. Policy for assigning unit permissions should be established by the unit SOP or other unit directives. Contact information for functional managers and the FSRs will be maintained on the MCTIMS home-page. The Security Management Module provides the following capabilities:

- a. Ability for users to request access to modules and view the status of their requests.
- b. Ability for OAs to approve or reject user requests.
- c. Ability for OAs to assign or remove user permissions directly.
- d. Ability for OAs to associate rights to groups and assign users to those groups.
- e. Ability for OAs to view audit logs of user permissions history.

5. Reports Server. This module is intended for use with IBM Cognos 8. IBM Cognos 8 is a web product with integrated reporting, analysis, score-carding, and event management features. This module provides an understanding of how to use IBM Cognos Connection and the IBM Cognos 8 portal and it allows the capability to view, edit, schedule, and distribute standard and complex reports. Contact the help desk for assistance in the creation of customized reports.

6. Electronic Training Jacket (ETJ). The ETJ Module displays a real-time comprehensive view of an individual's current training requirements and historical records, drawing from multiple sources. As categories change, based on emerging requirements or policy modifications, the ETJ will adjust to display the most current and accurate reflection of an individual's training status.

a. ETJ displays a Marine's current training requirements and historical records in the following categories (clickable tab):

- Summary
- Certifications
- Licensing
- MOS
- PME

- Pre-deployment
- Annual/Ancillary
- MarineNet
- Marine Corps Institute (MCI)
- Service School/Special Skills
- Other Unit Directed
- Local Schools
- Off Duty Education
- Security Clearance

b. Contained in each tab are sections that display complete and incomplete requirements. In the summary tab there is a section of expired and soon to expire requirements.

c. Relevant personal data is also available in this module. OA permission is not required to access this module.

7. Roadmaps. The MCTIMS Roadmaps Module was developed by TECOM to create recommended paths for individual Marines to achieve career goals and maximize potential for their chosen MOS. This module synchronizes with the last approved MOS Manual, which provides enlisted Marines and their leaders with a single-source reference for MOS T&E requirements and recommendations. It is designed to be specifically tailored to each MOS (or succession of MOSs) and cover all primary MOSs for all enlisted ranks. Officers, staff noncommissioned officers and noncommissioned officers will familiarize themselves with the MOS roadmaps of their subordinates and consider roadmap information as a mentoring tool in recommending billet assignments and overseeing the individual development of assigned Marines. Likewise, career retention specialists will utilize MOS roadmaps when counseling Marines. Access to this module does not require OA permission.

8. Military Occupational Specialty (MOS) Manual. The MCTIMS MOS Manual Module provides a fully electronic tool for developing, maintaining, and publishing the MOS Manual. It provides rich text editing and the ability to generate sections of the manual in Microsoft Word with a single click. It also provides full security and role-based access. The MOS development process identifies and codifies individual skill requirements derived through the Expeditionary Force Development System, the Marine Corps Front-End Analysis Program, and the development of individual training standards as directed in T&R manuals per reference (o). Finally, data from this module supports the Human Resource Development Process which develops the organizational skills requirements and personnel inventory needs of the force.

9. Training Resource. The MCTIMS Training Resource Module (TRM) is the authoritative repository for approved Marine Corps training curricula and all associated documents. Unit training personnel and individual Marines can search TRM to view published courses and download materials as needed. It is accessible from anywhere at any time, allowing schoolhouses to share resources and reduce needless duplication of curricula and training materials. TRM imports curricula developed and approved in the MCTIMS Curriculum Management and Development Module so that course administrators can upload materials and publish the courses in TRM. In accordance with this Order:

- a. All Marine Corps FLCs will upload their master lesson files into the MCTIMS TRM.
- b. At a minimum, FLCs and detachments must make lesson plans, student outlines (to include supplemental material), media, and instructor preparation guides available for viewing and download.
- c. Testing materials and other sensitive instructional media deemed inappropriate by the FLC commanding officer, detachment officer-in-charge (OIC)/staff noncommissioned OIC will not be posted in the TRM.
- d. TRM has viewable and non-viewable defaults established for public users. The intent is that default viewable content will be accessible to all CAC-enabled users of MCTIMS.
- e. Compliance with the TRM will be part of the Functional Area 400 MCTIMS inspectable items.

Chapter 3

Formal Schools Management Support

1. Curriculum Management and Development (CMD). TECOM HQ and all Marine Corps FLC curriculum developers use this web-based application to create and manage curriculum for Marine Corps formal schools. The CMD Module is used to document the design and development of an entire course from receipt of T&R events, which become terminal learning objectives (TLOs), through production of the POI. The use of this module is mandated for the production of Marine Corps POIs and proof of concept course descriptive data (references (f) and (g)). Curriculum Management and Development Module has the following capabilities:

a. Supports TECOM's business process of creating, submitting, approving and managing curriculum through the FLCs.

b. Provides the ability to manage curriculum for a specific schoolhouse and course.

c. Provides the ability to manage the learning objectives, concept cards, course description data, and POIs associated with each curriculum.

d. Enables the electronic process of submitting the curriculum for review by HQ, TECOM and ACE.

e. Allows users to validate the curriculum.

f. Provides several reports associated to curriculum and POI.

g. Enables schoolhouses to define and manage the media, methods and references that are utilized at their schoolhouse.

h. Provides administrative functions that allow users to copy or delete curricula, manage POI approved courses, and manage task analyst communities.

2. Student Registrar. The Student Registrar Module is a tool for planning, validating, scheduling, execution, tracking, and reporting of TIP requirements across the entire Marine Corps formal T&E continuum. It provides the training requirements basis for negotiating the Marine Corps' other service school seat requirements with the Departments of the Army, Navy and Air Force. The TECOM HQ uses this web-based application to develop and publish the formal school training requirements and to manage school seat quotas. TECOM HQ, MSCs, formal school requirements sponsors, and FLC staffs use this web-based application to manage student registrations and class rosters, and to assign student course completion codes and to complete class validation. All TRNGCMD FLCs shall ensure the student registrar procedures outlined in reference (p), are strictly followed by all subordinate units. In addition to functions listed above, the Student Registrar Module provides the following:

a. The ability to capture course input requirements by sponsor & student type and to publish the TIP using the TIP Conference Tool.

b. The ability to use historical course execution data in validating TIP input requirements.

c. The ability for FLCs to submit proposed class schedules, proposed schedule changes, and class cancellation requests, using the Scheduling Wizard, to Formal Schools Quota Requirements Management Branch for approval.

d. The ability for users to search for courses, view course information, search for class schedules, and view available school seats within a class.

e. The ability to search for a specific student by name (all users) and EDIPI (user role required).

f. The ability for select users to manage sponsor codes.

g. The ability for select users to register students for courses and classes by sponsor and student type.

h. The ability to run Student Registrar standard reports that include the following:

- (1) TIP Report by School.
- (2) TIP Report by Course Identification.
- (3) TIP Report by MOS.
- (4) TIP Summary.
- (5) Downloadable TIP Reports.
- (6) MOS Training Track Reports.
- (7) Schoolhouse Reports.
- (8) Sponsor Reports.

i. The ability to track and report course execution data by training category codes for use in the annual Institutional Training Readiness Report to the Office of the Secretary of Defense.

3. Student Evaluation (SEV)/Questionmark Perception (QMP)

a. The SEV Module is a tool used for evaluating students as well as drawing conclusions on the instructional environment and the transfer of learning occurring within the school. Marine Corps FLCs and PME schools use this web-based application to construct tests, record test data, track student scores and grade point averages, and generate reports. The SEV Module controls the synchronization of this data with the external QMP application. SEV is also used to create survey questionnaires and track student responses.

b. QMP has been integrated with MCTIMS in order to give schoolhouses a choice between paper tests and computer-based testing. By using QMP to create, administer, and score tests online, schoolhouses can significantly reduce the amount of time spent and the paperwork required for each Marine. QMP also offers the ability to create test item types that are not available in MCTIMS. This module will be used by all FLCs to the fullest extent.

4. Student Management. The Student Management Module is used by FLCs to manage rosters, units, and individual students for Marine Corps formal courses. Training completion data may also be pushed to MCTFS directly from Student Management. It provides student tracking based on the unit hierarchy structure used for formal courses/classes matching the organizational structure of the schoolhouses within Student Registrar. There are numerous pre-defined rosters and reports built within the application. Additionally, there is the capability to customize rosters and reports. All Student Management Module users shall ensure implementation of the policies and procedures contained in references (k), (p) and (r).

Chapter 4

Unit Training Management Support

1. Unit Training. The MCTIMS UTM Module encompasses the Marine Corps doctrine of UTM. UTM refers to the core processes involved with planning, recording, conducting, and reporting Marine Corps training. Unit commanders and leaders at all echelons use T&R standards to define training plans, record training in progress, and gauge combat readiness. Units can schedule, track, record, and report on training in MCTIMS; inputting data from training exercises and proficiency evaluations. UTM is a highly intuitive and automated tool, providing accountability across all levels through transparency of actions, detailed tracking of changes, and comprehensive reporting. All of these features contribute to the commander's situational awareness and informs interactions with higher headquarters as well as with subordinate units. UTM includes the following capabilities:

- a. Ability for units to develop their unit's METL.
- b. Ability for units to plan, track, and assess T&R events in relation to their METL.
- c. Templates for development of the commander's training guidance, training plan, letter of instruction, and after action report.
- d. Ability to generate a performance evaluation checklist for all T&R events on a calendar event.
- e. Ability to manage the unit calendar.
- f. Ability to roster Marines for a training requirement, enter scores, and certify the score sheet.
- g. Ability to waive requirements for specific Marines.
- h. Ability to track training percentages based on a unit and individual requirement.
- i. Ability to exempt specific Marines from a training requirement.

2. Individual Marine Management (IMM). The MCTIMS UTM Module encompasses IMM capabilities. Access to IMM is available only while in the UTM Module. Within IMM, units can create requirements, schedule, track, record, and report on training as it applies to the individual Marine. Training completion data entered via IMM populates a Marine's required MCTFS fields (i.e., pay and promotion related training) as well as the ETJ. The IMM homepage provides a real-time snapshot of a unit's overall training status in relation to its assigned requirements as well as the ability to navigate to all training management features available within IMM. Capabilities within IMM enable training representatives the ability to manage the following:

- a. Unit Training Structure.
- b. Individual Training.
- c. Scoresheets.

- d. Body Composition Program.
- e. Local Schools.
- f. Off-Duty Education.

3. Task Master. The DC, CD&I maintains Task Master as the authoritative record for MCTs, MOT Sets, and the MCTL. The standards in Task Master are linked within MCTIMS to the T&R Module and UTM, and form the basis of a unit's METL. Task Master has the following capabilities:

- a. Task Master is accessible via a separate URL and resides within the MCTIMS T&R Module. Task Master integrates internally with UTM capabilities and the T&R Module and externally with the Pre-Deployment Training Program Toolkit and DRRS-MC.

- b. It provides the ability for HQMC, CD&I to manage the MCTL.

- c. It provides the ability for MARFORCOM to manage task sets for units to leverage within UTM. MARFORCOM defines standards for each task set by identifying T&R Events that are required to be proficient in a specific MCT.

- d. It provides read-only users reports to view all task sets and supporting T&R events and standards.

- e. It integrates with UTM to ensure that units are tracking training against their METL as reflected in DRRS-MC.

- f. It provides authoritative MCT data to DRRS-MC weekly.

APPENDIX A

ABBREVIATIONS AND ACRONYMS

BCL	Business Capability Lifecycle
CAC	Common Access Card
CCB	Configuration Control Board
CG	Commanding General
CMC	Commandant of the Marine Corps
CMD	Curriculum Management and Development
DBS	Defense Business System
DOD	Department of Defense
DRRS-MC	Defense Readiness Reporting System-Marine Corps
ECP	Engineering Change Proposal
EDCOM	Education Command
EDIPI	Electronic Data Interchange and Personal Identifier
ETJ	Electronic Training Jacket
FLC	Formal Learning Center
FRB	Functional Review Board
FSR	Field Support Representative
IMM	Individual Marine Management
MAGTF	Marine Air-Ground Task Force
MARFORCOM	Marine Forces Command
MCSC	Marine Corps Systems Command
MCT	Marine Corps Task
MCTL	Marine Corps Task List
MCTFS	Marine Corps Total Force System
MCTIMS	Marine Corps Training Information Management System
MET	Mission Essential Task
METL	Mission Essential Task List
MOS	Military Occupational Specialty
MSC	Major Subordinate Command
MTESD	MAGTF Training and Education Standards Division
OA	Operations Administrator
OIC	Officer-In-Charge
PdM	Product Manager (MCSC)
PII	Personally Identifiable Information
PME	Professional Military Education
POI	Program of Instruction
POM	Program Objective Memorandum
QMP	Questionmark Perception
SAT	Systems Approach to Training
SEV	Student Evaluation
SOP	Standing Operating Procedures
SSN	Social Security Number
T&E	Training and Education
T&R	Training and Readiness
TECOM	Training and Education Command
TFITS	Total Force Information Technology Systems
TIP	Training Input Plan
TRM	Training Resource Module
TRNGCMD	Training Command
UTM	Unit Training Management