MCTIMS
Unit Training Management (UTM)/Individual Marine Management (IMM)
Requirements and Certifications Quick Start Guide
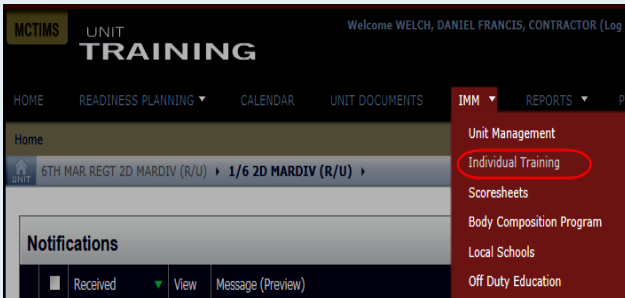
Last Updated: 10-March-16

Navigation

To access requirements and certifications capability, you must navigate to the Individual Training page:

1. Select the **My Modules** tab in the top left corner of the MCTIMS Homeport.
2. Click **UTM** to open the unit Home page.
3. From the application header, point to the **IMM** menu and click **Individual Training**.

About Individual Training and Certifications

The Individual Training page provides the ability to review all requirements that apply to your unit, create and edit requirements in your area of responsibility, and generate rosters for scoring and waivers.

The Individual Training page also provides the ability to assign certifications to Marines at your unit, track progress, and view status from assignment to award as training occurs. This applies to both service-directed and unit level certifications.

Appropriately permissioned users include Ops chiefs and officers as well as Training NCOs, clerks, chiefs, and officers.

UTM/IMM Requirements and Resources

The following are required to access UTM/IMM:

- Computer with Internet connection (DSL or faster)
- Internet Explorer (version 7.0 or higher)
- MCTIMS account
- Current Common Access Card (CAC) and CAC reader
- Valid Public Key Infrastructure (PKI)
- UTM/IMM system rights. To gain appropriate access, submit a request through the Security Manager (SCE) module. This process is described in the System Access Guide appendix of the UTM User Manual.

Guide Overview

The following sections detail functions for managing home unit requirements and certifications:

- Create/Edit Requirement
- Create Roster (Score, Waiver or Unwaiver)
- Scoresheets Page
- Complete Scoresheet
- Certify Scoresheet
- Rework Scoresheet

Create/Edit Requirement

To create a requirement from the Individual Training page:

1. Click **Create New**.
2. Enter the requirement **Title** and **Description**.
3. Select the **Scoring Type**.
4. Select the **Sustainment** and desired interval.
5. Select or clear the **Pay and Promotion Requirement** check box.
6. Designated an **Event Code**.
7. Select one or more **Category** for the requirement.
8. Select or clear the **Unit Assignable Requirement** check box.
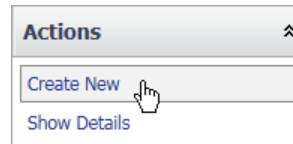
Create/Edit Requirement (Continued)

9. If desired, use the corresponding hyperlinks to add **Exemptions** by unit, MOS, grade, and billet.
10. Select a desired tab and use the corresponding hyperlink to add **References**, **Collective Events**, **Individual Events**, and **MarineNet Courses** to the requirement.
11. Click **Save** to create the requirement.

To edit a requirement, select it from the Individual Training page grid and click **View/Edit Selected** from the Actions panel. Follow the instructions above to modify desired fields.

NOTE: You can only edit requirements that originate at your home unit.

Create Roster (Score, Waiver or Unwaiver)

To create a roster:

1. Select any requirement on the Individual Training page.
2. Click **New Score**, **New Waiver**, or **New Unwaiver Roster**.
3. Enter the **Event Title** and **Event Date**.
4. Select or clear the **Waiver Roster** check box to toggle the roster type from Score to Waiver (not included for Unwaiver Rosters).
5. Add Marines to a roster:
   - Click **Add Marines** to search for individual Marines to add to the roster.
   - Click one of the **Add Unit** options to select an entire unit and add it to the roster.
6. Enter **Comments/Justification**.
7. Select **Continue**.
   - For a Waiver or Unwaiver roster, this saves and archives the roster.
   - For a Score roster, this takes you to the Scoresheet.

Scoresheets Page

All rosters created at the unit level will populate on the Unit Scoresheets page. In the application header, point to the **IMM** menu and click **Scoresheets**.

Select one of the following tabs to access scoresheets:

| Active | Pending Certification | Rework | Archived |
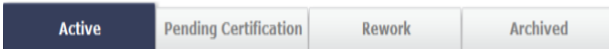
- **Active**: Scoresheets ready to be certified
- **Pending Certification**: Scoresheets completed and submitted for certification
- **Rework**. Scoresheets returned to be edited
- **Archived**: View only scoresheets (for example, Waiver rosters)

Complete Scoresheet

To ready a scoresheet for certification:

1. Double-click a scoresheet on the Active tab to open it.
2. If desired, update the **Event Date**, **Event Title**, or in the case of CFTs and PFTs, the **Monitor**.
3. Click the **View Roster** or **Add Marines** hyperlink to expand the roster, as needed.
4. For each Marine on the roster, complete each field on the scoresheet.
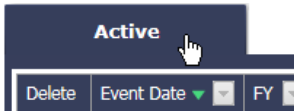
NOTE: Fields will vary by scoresheet type. You will be prompted for the correct format (for example, **MM:SS** for time).

5. Ensure you entered the correct values for each field; IMM will calculate each score for you.
6. Click **Save** to save changes to the scoresheet.
   - If no certification is required and all scores have been entered, this completes the scoresheet.
   - If certification is required and you have entered scores for all Marines, click **Submit for Certification**.

Training Roster **(Incomplete)** - Unit: 1/6 2D MARDIV (R/U)
Scoresheet Manager: WELCH, DANIEL FRANCIS

REQUIREMENT:
Alcohol/Substance Abuse Prevention and Control

DESCRIPTION:
Available on Marinenet. This interactive course offers practical information about alcohol and drug recognition and substance abuse and explains the Marine Corps Zero Tolerance policy. Learners discriminate between myths and facts about drug and alcohol abuse, and create Personal Action

EVENT DATE: 20140930

EVENT TITLE: ASAP Pilot

Scoresheet (Roster Size: 6)   View Roster   Add Marines

		Last Name	First Name	MI	Rank	Alcohol/Substance Abuse Prevention Trained / Untrained	ASDF Pass / Fail
☐	▾	ADAMS	ANDREW	D	MSGT	Trained	Passed
☐	▾	ADAMS	ANTHONY	R	MAJ	Trained	Passed
☐	▾	ADAMS	BRANDON	M	MAJ	Trained	Passed
☐	▾	ADAMS	BRYCE	G	MAJ	Trained	Passed
☐	▾	ADAMS	CHRISTIAN	J	MSGT	Trained	Passed
☐	▾	ADAMS	DANIEL		MSGT	Trained	Passed

Remove Selected Marines

| Save | Submit for Certification | Close |

Certify Scoresheet

To initiate the certification process on a scoresheet:

1. Double-click a scoresheet on the Pending Certification tab to open it.
2. Review the scores for each Marine on the roster.
3. To take action on the pending scoresheet, select one of the following buttons:

| Reject | Certify | Close |

- Click **Certify** to confirm scores and complete the scoresheet
- Click **Reject** to return the scoresheet with comments for corrective action
- Click **Close** to return to the Pending Certification tab without taking any action

Rework Scoresheet

To perform edits on a previously rejected scoresheet:

1. Click the **Rework** tab and then double-click the desired scoresheet.
2. Use the **Status Comments** as a guide to make the necessary changes.
3. Click **Submit for Certification** to resubmit the scoresheet for approval.
4. The scoresheet will re-populate on the Pending Certification tab.