

Create/Edit Requirement

To create a requirement from the **Individual Training** page:

The screenshot shows the 'Individual Training' page in the MCTIMS system. The page has a breadcrumb trail: Home > Individual Training > HQTRS USMC > SAFETY DIVISION HQMC. Below the breadcrumb is the page title 'Individual Training'. There are several tabs: 'All Requirements', 'Service Directed Requirements', 'Unit Directed Requirements', 'Battle Skills Test', 'Pre-Deployment Requirements', 'Certifications', and 'ITE Groups'. The 'All Requirements' tab is selected. On the left, there are 'Filters' and 'Views' sections. The 'Filters' section has checkboxes for MOS, Licensing, Pre-Deployment, PME, Annual/Ancillary, and Other. The 'Actions' section has a dropdown menu with 'Create New' selected and highlighted by a red arrow. A green callout box with the text '1. Click Create New.' is positioned over the 'Create New' button. The main content area shows a table with columns for 'Priority', 'Requirement', and 'Origin'. The table contains 17 rows of requirements, with the first row being 'Annual... Training' and the last row being 'Hazing'. The 'Origin' column for all rows is 'SERVICE'.

Priority	Requirement	Origin
4	Annual... Training	SERVICE
5	BASIS	UNIT
6	Beha	SERVICE
7	Blenc	SERVICE
8	BRS E	SERVICE
9	BRS Signed NAVMC 118(11) Event Code Z7	SERVICE
10	CBRN Defense Training Requirements	SERVICE
11	Combating Trafficking in Persons (CTIP)	SERVICE
12	Command-Sponsored Corporals Course	SERVICE
13	Command-Sponsored Lance Corporals Leadership and Ethics Seminar	SERVICE
14	Counterespionage/Insider Threat	SERVICE
15	Cyber Awareness/Information Assurance	SERVICE
16	Driver's Awareness (Alive at 25, Marine Corps Traffic Safety Program)	SERVICE
17	Hazing	SERVICE

Marine Corps Training Information Management System (MCTIMS)
Motorcycle Training Event Instructions

Create Requirement:

The screenshot shows the 'Create Requirement' form in the MCTIMS system. The form is titled 'Create Requirement' and has a 'Save' button in the top left. The 'Requirement Details' section contains the following fields:

Originating Authority	SAFETY DIVISION HQMC
Title*	Basic Rider Course
Description	Required Level I Training for All Motorcycle Riders
Scoring Type	Trained / Untrained
Sustainment (Active Duty)	Permanent
Sustainment (Reserves)	Permanent
Event Code	M1 - MOTORCYCLE BASIC F
Category	<input type="checkbox"/> Pre-Deployment Requirement <input type="checkbox"/> Certification Requirement <input type="checkbox"/> MOS Requirement <input type="checkbox"/> Licensing Requirement <input type="checkbox"/> PME <input type="checkbox"/> Annual/Ancillary
Unit Assignable Requirement	<input checked="" type="checkbox"/>

Red arrows point from a green callout box to the following fields: Title, Description, Scoring Type, Sustainment (Active Duty), Sustainment (Reserves), Event Code, and Unit Assignable Requirement. The callout box contains the following instructions:

2. Enter the requirement **Title and Description (See Note)**.
3. Select the **Scoring Type**.
4. Select the **Sustainment** and desired interval.
5. Designated an **Event Code**.
6. Select the **Unit Assignable Requirement** check box.
7. Click **Save** to create the requirement.

Note:

For Initial Motorcycle Course

- Title: Enter "Basic Rider Course"
- Description: Enter "Required Level I Training for All Motorcycle Riders"
- Scoring Type: Select "Trained/Untrained"
- Sustainment Active Duty: Select "Permanent"
- Sustainment Reserves: Select "Permanent" (if you are a Reserve unit)
- Event Code: Select "M1 – Motorcycle Basic Rider Course (BRC)"
- Category: Do not check any boxes
- Unit Assignable Requirement: Check box
- Select Save in upper left corner of the window

For Advanced Rider Course

- Description: Enter "Required Level II Training for All Motorcycle Riders. Required to be complete within 120 days of Level I Training and every (3) years."
- Scoring Type: Select "Trained/Untrained"
- Sustainment Active Duty: Select "Months" and enter "36" into the text box
- Sustainment Reserves: Select "Months" and enter "36" into the text box (if a Reserve unit)
- Event Code: Select "M3 – Motorcycle Experience Riders Course (ERC)"
- Category: Do not check any boxes
- Unit Assignable Requirement: Check box
- Select Save in upper left corner of the window

Recording Training Completion

Create a roster:

8. Select the Motorcycle Training Course on the Individual Training Page.
9. Click New Score Roster

Priority	Requirement	Service
5	BASIC RIDER COURSE	
6	Behavioral Health Alcohol Screening Program	SERVICE
7	Blended Retirement System (BRS) Opt-in Training	SERVICE
8	BRS Election Training (JKO Certificate)	SERVICE
9	BRS Signed NAVMC 118(11) Event Code Z7	SERVICE
10	CBRN Defense Training Requirements	SERVICE
11	Combating Trafficking in Persons (CTIP)	SERVICE
12	Command-Sponsored Corporals Course	SERVICE
13	Command-Sponsored Lance Corporals Leadership and Ethics Seminar	SERVICE
14	Counterespionage/Insider Threat	SERVICE

Edit Roster:

10. Enter the Event Title and Event Date
11. Click Add Marines

REQUIREMENT INFORMATION

REQUIREMENT(S): BASIC RIDER COURSE
EVENT TITLE: BASIC RIDER COURSE
EVENT DATE: 20180621
OWNING UNIT: SAFETY DIVISION HQMC

Actions

- Add Marines
- Add Unit (All)
- Add Unit (Manpower Assigned)
- Add Unit (Manpower Reporting)
- Remove Selected

DOD ID	Last Name	First Name	MI	Rank	MOS	Unit Type	Trained	Exe
No data to display								

Marine Corps Training Information Management System (MCTIMS) Motorcycle Training Event Instructions

Select Marines:

Individual Marine Management - Google Chrome
Secure | https://mctims.usmc.mil/UnitTrainingManagement/IMM/Pages/AddMarines.aspx?requirement={2c1a88d0-c81a-49ed-a598-7dbb184f3488}&t1529541588648

SELECT MARINES

Trained/Untrained data is current as of 6/20/2018 3:01:29 PM UTC

REQUIREMENT DETAILS

Title: BASIC RIDER COURSE
Description:

Actions

- Clear Selected
- Select All

Status

1 selected Marines.

Search Unit: SAFETY DIVISION HQMC Search ALL Marines

Search Results

Drag a column header here to group by that column

DOD ID	Last Name	First Name	MI	Rank	MOS	Unit	
1374269921	Clark	Ryan	P	CAPT	0802	SDXX	FIELD ARTILLERY OFFICER

Page 1 of 1 (1 items) [1] Page size: 13

Add Selected Cancel

12. Select **Search ALL Marines** Tab
13. Enter Marines DOD ID Number

Edit Roster:

Individual Marine Management - Google Chrome
Secure | https://mctims.usmc.mil/UnitTrainingManagement/imm/Pages/editroster.aspx?requirement={2c1a88d0-c81a-49ed-a598-7dbb184f3488}&rosterType=Training&1...

EDIT ROSTER

REQUIREMENT INFORMATION

REQUIREMENT(S): BASIC RIDER COURSE
EVENT TITLE: BASIC RIDER COURSE
EVENT DATE: 20180621
OWNING UNIT: SAFETY DIVISION HQMC

Waiver Roster
COMMENTS / JUSTIFICATION:

Actions

- Add Marines
- Add Unit (All)
- Add Unit (Manpower Assigned)
- Add Unit (Manpower Reporting)
- Remove Selected

XLSX PDF Word CSV

Roster

Drag a column header here to group by that column

DOD ID	Last Name	First Name	MI	Rank	MOS	Unit Type	Trained	Exe
1374269921	Clark	Ryan	P	CAPT	0802	REPORTING	UNTRAINED	NO

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Continue Cancel

14. Select **Continue**

Marine Corps Training Information Management System (MCTIMS) Motorcycle Training Event Instructions

Scoresheet:

Individual Marine Management - Google Chrome
Secure | https://mctims.usmc.mil/UnitTrainingManagement/imm/Pages/Scoresheet2.aspx?modal=1&scoresheetgroupid=9163749&1529541733825

Training Roster (**Incomplete**) - Unit: SAFETY DIVISION HQMC
Scoresheet Manager: CLARK, RYAN PATRICK

REQUIREMENT: BASIC RIDER COURSE DESCRIPTION: EVENT DATE: 20180621

COMMENTS: EVENT TITLE: BASIC RIDER COURSE

XLSX PDF Word CSV Add Marines

Scoresheet (Roster Size: 1)

	DOD ID	Last Name	First Name
<input type="checkbox"/>	1374269921	Clark	Ryan

Remove Selected Marines

Save Submit for Certification Close

15. Click Submit for Certification

javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("ctl00\$modalContent\$btnMarkComplete", "", true, "certifyGroup", "", false, true))