

# SUBMITTING TA & TZ

MCTIMS HOMEPORT

UTC TRAINING EVENT

MCCS TRS

#1 CLICK ON MCTIMS  
#2 CLICK ON HOMEPORT

MCTIMS

UNIT

Electronic Training Jacket

HOMEPORT

MOS ROADMAPS & MANUAL

PRE-DEPLOYMENT

SECURITY MANAGEMENT

STUDENT REGISTRAR

TASK MASTER

TRAINING & READINESS MANUAL

TRAINING RESOURCE

UNIT EVALUATIONS

UNIT TRAINING

Welcome FLETCHER, CRYSTAL MARIE, USMC (Log Out)

Contacts

Help

UNIT DOCUMENTS

IMM

REPORTS

PTP

ADMIN

Home

H&S BN MCIPAC-MCB CAMP BUTLER JA > ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER >

Notifications

	Received	View	Message (Preview)	Read?
<input type="checkbox"/>	1/28/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Documents	Unread
<input type="checkbox"/>	1/28/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Requirements	Unread
<input type="checkbox"/>	1/28/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Start Date, End Date	Unread
<input type="checkbox"/>	1/28/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Requirements	Unread
<input type="checkbox"/>	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - BITS TRAINING ICO MISSO-27 STAFF by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Requirements	Unread
<input type="checkbox"/>	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - BITS TRAINING ICO MISSO-27 STAFF by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Documents	Unread
<input type="checkbox"/>	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - ALL CALENDAR YEAR TRAINING by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Requirements	Unread
<input type="checkbox"/>	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - ALL CALENDAR YEAR TRAINING by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Documents	Unread
<input type="checkbox"/>	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - ALL CALENDAR YEAR TRAINING by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Start Date, End Date	Unread
<input type="checkbox"/>	1/15/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TRS-PRS COMPLETION by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Roster	Unread

Mark Selected As: [Read](#) [Unread](#)

https://mctims.usmc.mil/Homeport/Default.aspx

Page size: 10

# #3 CLICK ON UTM (UNIT TRAINING MANAGEMENT)

LogoutMy AccountHelp

HOMEPORT

MY MODULES 28

ABOUT MCTIMS

MCTIMS RESOURCES

MODULES ACCESS

T&R

Training & Readiness Manual

TM

Task Master

UTM 27

Unit Training

UEM

Unit Evaluations

REG

Student Registrar

MOS

MOS Roadmaps & Manual

TRM

Training Resource

ETJ

Electronic Training Jacket

PTP

Pre-Deployment

SCE 1

Security Management

TRAINING VIDEO

UTM Homepage Overview

MODULE SUPPORT

FAQ

Need Access to Another Module?

Go to Module Access

UTM/IMM Missing Marines Update

Additional Details

MCTIMS RESOURCES

My ETJ

Track your training completions and requirements

T&R Manual

Learn about training standards for an occupational field or MOS

Training Resources

Access lesson plans, student outlines and media

Homeport Overview

Learn what resources are available to you on the MCTIMS Homeport

MCTIMS How To:

Quick Start Guide

Module: Unit Training Management

Format: PDF

System Access Guide

Module: Registrar

Format: PDF

Registering a Student WBT

Module: T&R Manual

Format: VIDEO

# #4 Click on CALENDAR

MCTIMS

UNIT TRAINING

Unit Training Calendar

Welcome FLETCHER, CRYSTAL MARIE, USMC (Log Out)

Contacts

Help

HOME

CALENDAR

UNIT DOCUMENTS

IMM

REPORTS

PTP

ADMIN

H&S BN MCIPAC-MCB CAMP BUTLER JA

ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER


Notifications

	Received	View	Message (Preview)	Read?
				Unread
	1/28/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Documents	Unread
	1/28/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Requirements	Unread
	1/28/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Start Date, End Date	Unread
	1/28/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Requirements	Unread
	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - BITS TRAINING ICO MISSO-27 STAFF by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Requirements	Unread
	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - BITS TRAINING ICO MISSO-27 STAFF by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Documents	Unread
	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - ALL CALENDAR YEAR TRAINING by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Requirements	Unread
	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - ALL CALENDAR YEAR TRAINING by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Documents	Unread
	1/25/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - ALL CALENDAR YEAR TRAINING by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Start Date, End Date	Unread
	1/15/2021	<a href="#">View</a>	Subject: Unit Event Details Changed Event Changed - TRS-PRS COMPLETION by user VILLALOBOS, TRISTIAN ROYCE, USMC Changes: Roster	Unread

Mark Selected As: [Read](#) [Unread](#)

Page 1 of 3 (27 items)

Page size: 10



ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER

CO: CAPT A. B. NICOLL

XO:

Location:

[Edit Unit Information](#)

EXTERNAL REFERENCES

- [MAGTF TRAINING AND EDUCATION STANDARDS DIVISION \(T&R PROGRAMS, ORDERS & DIRECTIVES\)](#)
- [PTP SHAREPOINT WEBSITE](#)
- [MARINE CORPS PUBLICATIONS ELECTRONIC LIBRARY \(ORDERS & DIRECTIVES\)](#)
- [RANGE FACILITY MANAGEMENT SUPPORT SYSTEM WEBSITE](#)
- [RANGE TRAINING AREA MANAGEMENT](#)
- [MARINE CORPS CENTER FOR LESSONS LEARNED](#)
- [INSPECTOR GENERAL OF THE MARINE CORPS \(FUNCTIONAL AREA CHECKLIST LIBRARY\)](#)
- [MARADMINs](#)
- [C-IED Training Resource Library](#)

Certification

Certifications	
Not Awarded Certifications	

## Daily Schedule

## Legend

- Formal
- PME
- Ancillary
- METL Based
- PTP
- MCCRE/SLTE
- Holiday
- Blackout
- Ceremony
- All Hands
- Family Day

## Calendar View

## List View

Today

<<

<

January 2021

>

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Sun

Mon

Tue

Wed

Thu

Fri

Sat

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29

30

31

1

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Monday

Tuesday

Wednesday

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Saturday

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February 1

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13

TA/TZ

0000 ALL CALENDAR YEAR TRAINING

0000 BITS TRAINING ICD MISSO-27 STAFF

SELECT THE DATE

COMPLETION OF TRS

STONE (DO NOT

E)

LEAVE BLANK

#5 TA OR TZ CODES PLEASE  
ANNOTATE HERE

#6 ANNOTATE CAMP FOSTER TRS

#7 TRS IS AN ALL DAY EVENT

#8 CLICK CREATE AND EDIT

Unit Training Management - Internet Explorer provided by DoD

Help

### NEW EVENT

MTE TEMPLATE:

\*TITLE:

RECURRING:  
☐

\*FROM:  
  :

\*TO:  
  :

\*LOCATION:

ALL DAY:  
☒

IS KEY EVENT?  
☐

MCTIMSUNIT TRAINING

Welcome FLETCHER, CRYSTAL MARIE, USMC (Log Out)ContactsHelp

HOMEREADINESS PLANNINGCALENDARUNIT DOCUMENTSIMMREPORTSPTPADMIN

Home > Calendar > Calendar Event - Edit

H&S BN MCIPAC-MCB CAMP BUTLER JAA > ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER >

Edit Calendar Event (ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER)

DetailsT & R EventsEvent Cost DataDocumentsTaskersRequirementsRosterChange ReqsScheduleTSREvent Report

IS KEY EVENT?  
☐

\*TITLE:  
TA/TZ CODE

STANDARD EXERCISE NAME:

\*LOCATION:  
CAMP FOSTER TRS

\*REQUIREMENT SOURCE:  
MARFOR Directed

DESCRIPTION:  

#9 SELECT INDIVIDUAL TRAINING

Individual Training

Ancillary

#10 SELECT ANCILLARY

UNIT/SECTION:  

☐ Select All

☐ ACDF☐ CHAP☐ G4DV☐ M127☐ WPFM

☐ CAMP☐ G1DV☐ LSSS☐ TMOK☐ OPFOR

☐ CGOF☐ G3DV

[Add Additional Units](#)

Note: Only the units added to this event by the current unit (ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER) will be enabled for deselection. All units added outside of the current unit are only available for deselection at the Unit Level for which they were added.

\*FROM:  
2021012700:00

\*TO:  
2021012723:59

ALL DAY:  
☒

UNIFORM:  
Select options

EQUIPMENT:  
Select options

EVALUATOR:

# OF PAX:

TRAINING LIMITING FACTOR:

FACILITIES:  
Select options

NOTES:  
Select options

EVENT MANAGERS:  
Select options

COMMENTS:

Save

#11 CLICK ON SAVE

Cancel

[Home](#) > [Calendar](#) > [Calendar Event - Edit](#)[UNIT](#) H&S BN MCIPAC-MCB CAMP BUTLER JA > [ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER](#) >

## Edit Calendar Event (ALPHA CO H&amp;S BN MCIPAC-MCB CAMP BUTLER)

[Details](#)[T & R Events](#)[Event Cost Data](#)[Documents](#)

#12 CLICK ON DOCUMENTS

## Calendar Event Documents

[Upload](#) [Generate PECL \(Word\)](#) [Generate PECL \(Excel\)](#)

Title	Description	Created
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No data to display

No data to paginate

Page size: 50

## Calendar Document Templates

Title	Description	Created
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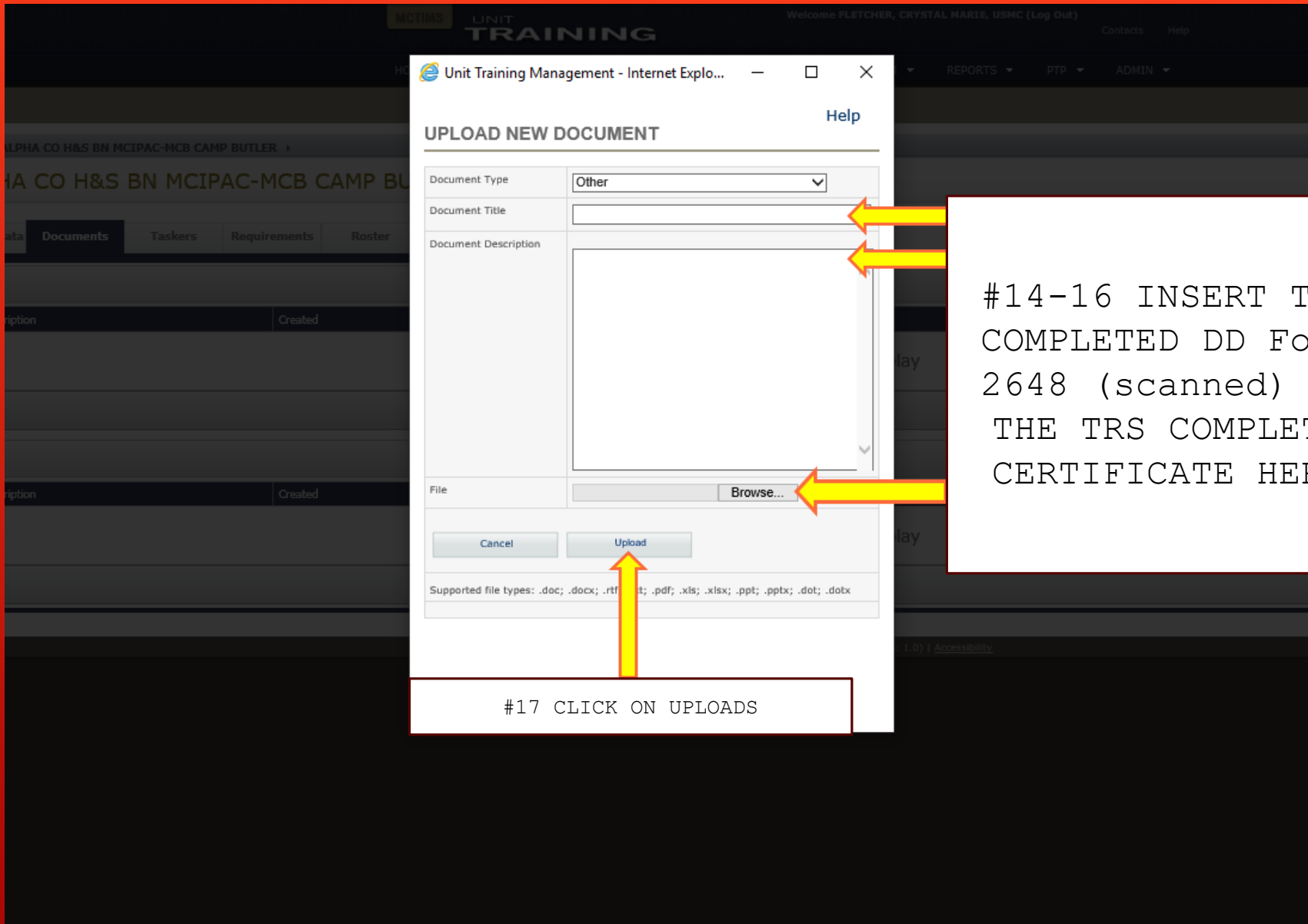
No Loading...ay

No data to paginate

Page size: 50

#13 CLICK ON UPLOADS





[Home](#) > [Calendar](#) > Calendar Event - Edit[H&S BN MCIPAC-MCB CAMP BUTLER JA](#) > [ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER](#)

## Edit Calendar Event (ALPHA CO H&amp;S BN MCIPAC-MCB CAMP BUTLER)

[Details](#)[T & R Events](#)[Event Cost Data](#)[Details](#)[Requirements](#)[Roster](#)[Change Reqs.](#)[Schedule](#)[TSR](#)[Event Report](#)

#18 CLICK ON REQUIREMENTS

[Add Certification Items](#)[Add Requirement](#)

Status

No data to display

#19 CLICK ON ADD  
REQUIREMENT

No data to paginate

Page size: 50

[Customize Columns](#)

## Roster

No data to paginate

Page size: 100

## SELECT REQUIREMENTS

### Filters

- ☒ All Requirements
- ☐ My Unit Requirements
- ☐ Service Directed
- ☐ Battle Skills Test
- ☐ Unit Directed

### Status

2 selected Requirements.

Drag a column header here to group by that column

#	Requirement
	TRANSITI
<input checked="" type="checkbox"/>	Transition Readiness Capstone (T
<input checked="" type="checkbox"/>	Transition Readiness Seminar (TA

#20 TYPE IN TRANSITION AND  
SELECT YOUR DESIRED COURSE (ONLY  
ONE)

Page 1 of 1 (2 items)

Page size: 20

#21 CLICK ON ADD SELECTED

Add Selected

Cancel

[Home](#) > [Calendar](#) > [Calendar Event - Edit](#)[UNIT](#) H&S BN MCIPAC-MCB CAMP BUTLER JA > [ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER](#) >

## Edit Calendar Event (ALPHA CO H&amp;S BN MCIPAC-MCB CAMP BUTLER)

[Details](#)[T & R Events](#)[Event Cost Data](#)[Documents](#)[Taskers](#)[Requirements](#)[Roster](#)[Change Reqs.](#)[Schedule](#)[TSR](#)[Event Report](#)

## Requirements

[Add Certification Items](#) [Add Requirement](#)

	Requirement	Description	Status

(Select Roster)			
	Transition Readiness Capstone (Z)	Training is required upon completion of TA, but no later than 90 days from EAS/Retirement IAW MCO 1700.21. This is a Unit Assignable requirement and the Marines required to complete the training may be manually assigned to complete it.	INCOMPLETE

#22 CLICK SELECT ROSTER

Page 1 of 1 (3 items) [1]

Page size: 50 ▾

[Customize Columns](#)

## Roster

[Add Marines](#) [Score](#)

First Name	Last Name	MI	DOD ID	Rank	MOS	Unit
------------	-----------	----	--------	------	-----	------

No data to display

No data to paginate

#23 CLICK ON ADD  
MARINES

TRAINING

HOME   READINESS PLANNING   CALENDAR   UNIT DOCUMENTS   IMM   REPORTS   PTP   ADMIN

Individual Marine Management - Internet Explorer provided by DoD

SELECT MARINES

Trained/Untrained data is current as of 1/28/2021 4:24:17 AM UTC

REQUIREMENT DETAILS

Title: Transition Readiness Capstone (TZ)  
Description: Training is required upon completion of TA, but no later than 90 days from EAS/Retirement IAW MCO 1700.21. This is a Unit Assignable requirement and the Marines required to complete the training may be manually assigned to complete it.

Actions

Clear Selected  
Select All

Status

1 selected Marines.

Search Unit: ALPHA CO H&S BN MCR PAC MCR CAMP BUTLER   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	Billet
1458030073	pedraza			1	ESGT	3044	CONTRACTING OFFICER

Page 1 of 2 (14 items)   [1]   Page size: 13

Add Selected   Cancel

#24 TYPE IN THE NAME OF THE MARINE(S) THE SYSTEM WILL AUTOMATICALLY POPULATE  
(THIS SCREEN IS BLOCK DUE TO PII)  
#25 ONCE FOUND SELECT THE MARINE BY CHECKING THE SELECT BOX  
#26 CLICK ON ADD SELECTED

Home > Calendar > Calendar Event - Edit

H&S BN MCIPAC-MCB CAMP BUTLER JA > ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER >

## Edit Calendar Event (ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER)

Details T & R Events Event Cost Data Documents Taskers **Requirements** Roster Change Reqs. Schedule TSR Event Report

### Requirements

Add Certification Items Add Requirement

	Requirement	Description	Status
	(Select Roster)		
	Transition Readiness Capstone (TZ)	Training is required upon completion of TA, but no later than 90 days from EAS/Retirement IAW MCO 1700.21. This is a Unit Assignable requirement and the Marines required to complete the training may be manually assigned to complete it.	INCOMPLETE

Page 1 of 1 (3 items) [1]

Page size: 50

Customize Columns

### Roster

Add Marines Score

First Name	Last Name	MI	DOD ID	Rank	MOS	Unit
Jacob						

Page 1 of 1 (1 items) [1]

Page size: 10

#27 CLICK ON SCORE

Help

Training Roster ( **Incomplete** ) - Unit: ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER  
Scoresheet Manager: FLETCHER, CRYSTAL MARIE

REQUIREMENT:

Transition Readiness Capstone (TZ) ▼

COMMENTS:

DESCRIPTION:

Training is required upon completion of IA, but no later than 90 days from EAS/Retirement IAW MCO 1700.21. This is a Unit Assignable requirement and the Marines required to complete the training my be manually assigned to complete it.

EVENT DATE:

20210127



EVENT TITLE:

Multi-requirement roster

XLSX PDF Word CSV

Scoresheet (Roster Size: 1)

[View Roster](#) [Add Marines](#)

<input type="checkbox"/>		DOD ID	Last Name ▲	First Name ▲	MI ▲	Rank	Transition Readiness Capstone (TZ)
<input type="checkbox"/>	▼					LCPL	Trained / Untrained
							Trained

[Remove Selected Marines](#)

Save Submit for Certification Close

#28 CLICK ON SUBMIT  
CERTIFICATION



File

Training Roster ( **Incomplete** ) - Unit: ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER  
Scoresheet Manager: FLETCHER, CRYSTAL MARIE

DESCRIPTION:

EVENT DATE:

20200422

EVENT TITLE:

Casualty Assistance Calls Officer (CACO) Annual Training

XLSX PDF Word CSV

[View Roster](#) [Add Marines](#)

## Scoresheet (Roster Size: 1)

		DOD ID	Last Name	First Name	MI	Rank
<input type="checkbox"/>						

[Remove Selected Marines](#)

Save

Submit for Certification

Close

## Message from webpage



Marking this scoresheet complete will finalize the scoresheet.  
No additional edits will be able to be made. Click OK if you  
want to finalize the scoresheet.

OK

Cancel

#29 CLICK ON OK



6:26 PM  
1/30/2021





UNCLASSIFIED

Individual Marine Management - Internet Explorer provided by DOD

Help

### SELECT THE CERTIFYING UNIT

**Filters**

- My Subordinates
- Higher Headquarters
- All Units

**Actions**

- Select My Unit
- Clear Selected
- Collapse All

- OPFOR
  - MARFORPAC
    - MCIPAC
      - MCIPAC-MCB CAMP BUTLER JA
        - H&S BN MCIPAC-MCB CAMP BUTLER JA**
        - ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER

#30 CLICK ON THE NEXT LEVEL OF APPROVAL ABOVE YOU

Cancel Submit

#31 CLICK ON SUBMIT

Roster ( Incomplete ) - Unit: ALPHA CO H&S  
et Manager: FLETCHER, CRYSTAL MARIE  
MENT:  
ssistance Calls Officer (CACO) Annual Training  
S:  
et (Roster Size: 1)  
DOD ID Last  
1260650382 Tye  
ected Marines  
Save Submit for Certification

Help

s Officer (CACO) Annual Training

XLSX PDF Word CSV

View Roster Add Marines

casualty Assistance Calls Officer (CACO) Annual Training

Trained / Untrained

Trained

COMPLETE

