

SUBMITTING TA & TZ

MCTIMS HOMEPORT

UTC TRAINING EVENT

MCCS TRS

#1 CLICK ON MCTIMS
#2 CLICK ON HOMEPORTR

Welcome FLETCHER, CRYSTAL MARIE, USMC (Log Out) Contacts Help

MCTIMS UNIT AR UNIT DOCUMENTS IMM REPORTS PTP ADMIN

Home

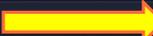
H&S BN MCIPAC-MCB CAMP BUTLER JA ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER

Notifications

<input type="checkbox"/>	Received	View	Message (Preview)	Read?
<input type="checkbox"/>	1/28/2021	View	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Documents	Unread
<input type="checkbox"/>	1/28/2021	View	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Requirements	Unread
<input type="checkbox"/>	1/28/2021	View	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	View	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Requirements	Unread
<input type="checkbox"/>	1/25/2021	View	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	View	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	View	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	View	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	View	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	View	Subject: Unit Event Details Changed Event Changed - TR5-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



- ELECTRONIC TRAINING JACKET
- HOMEPORTR
- MOS ROADMAPS & MANUAL
- PRE-DEPLOYMENT
- SECURITY MANAGEMENT
- STUDENT REGISTRAR
- TASK MASTER
- TRAINING & READINESS MANUAL
- TRAINING RESOURCE
- UNIT EVALUATIONS
- UNIT TRAINING

#3 CLICK ON UTM (UNIT TRAINING MANAGEMENT)

The screenshot shows the MCTIMS Homeport interface. At the top right, there are links for "Logout", "My Account", and "Help". The main navigation bar includes "MY MODULES 28", "ABOUT MCTIMS", "MCTIMS RESOURCES", and "MODULES ACCESS". A dropdown menu is open under "MY MODULES", listing various modules. A yellow arrow points to the "UTM 27" module, which is "Unit Training". Other modules listed include T&R, TM, UEM, REG, MOS, TRM, ETJ, PTP, and SCE. A "TRAINING VIDEO" section features a video player and a link to "UTM Homepage Overview". Below this is a "MODULE SUPPORT" section with a "FAQ" link and a note: "Need Access to Another Module? Go to Module Access". A red banner below the navigation contains the text "UTM/IMM Missing Marines Update Additional Details". The main content area is titled "MCTIMS RESOURCES" and contains four cards: "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), and "Homeport Overview" (Learn what resources are available to you on the MCTIMS Homeport). At the bottom, a "MCTIMS How To:" section displays three guides: "Quick Start Guide" (Module: Unit Training Management, Format: PDF), "System Access Guide" (Module: Registrar, Format: PDF), and "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

<input type="checkbox"/>	Received	View	Message (Preview)	Read?
<input type="checkbox"/>	1/28/2021	View	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Documents	Unread
<input type="checkbox"/>	1/28/2021	View	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Requirements	Unread
<input type="checkbox"/>	1/28/2021	View	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	View	Subject: Unit Event Details Changed Event Changed - TA/TZ by user FLETCHER, CRYSTAL MARIE, USMC Changes: Requirements	Unread
<input type="checkbox"/>	1/25/2021	View	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	View	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	View	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	View	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	View	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	View	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) [1] 2 3 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

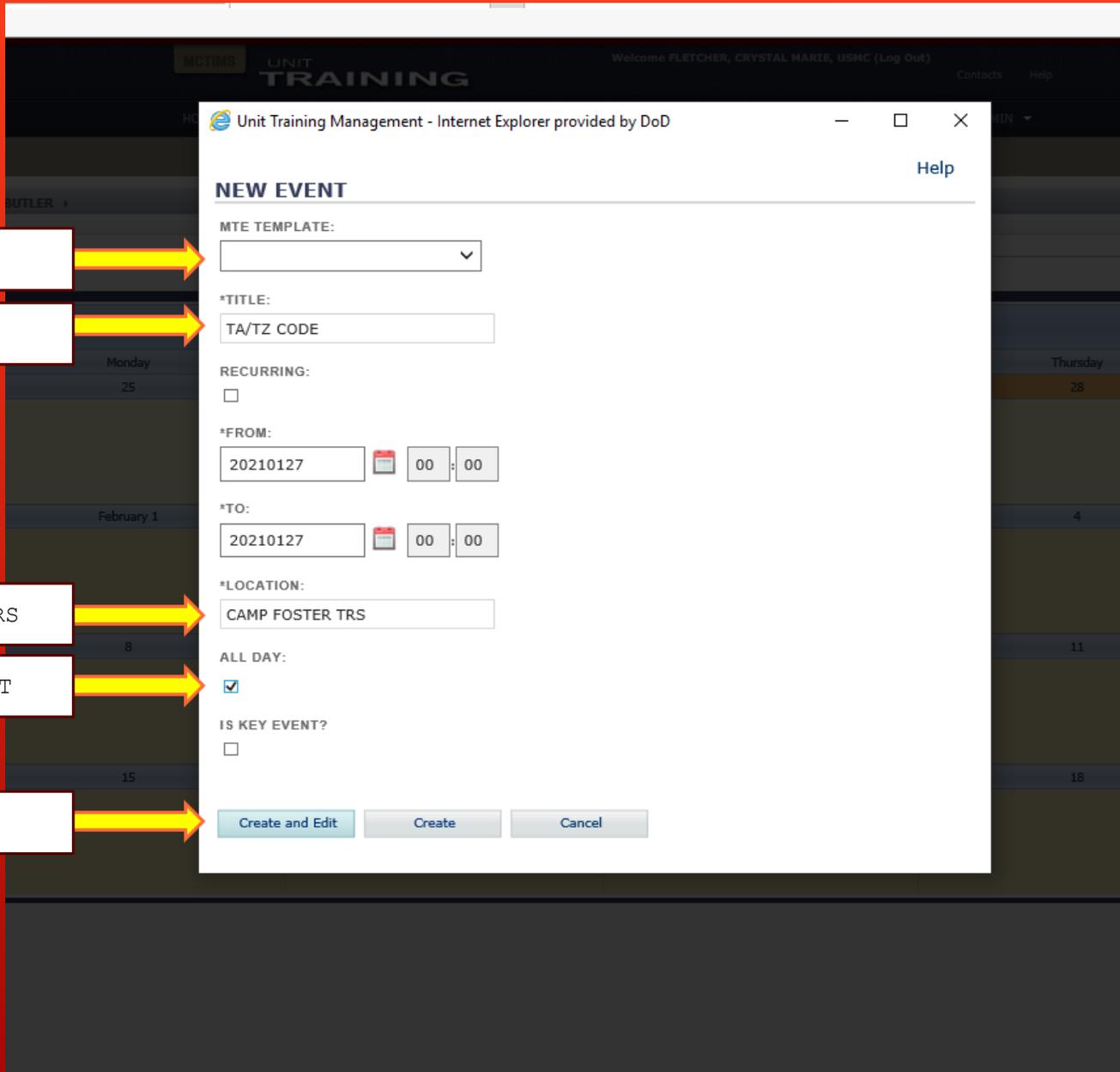
- Formal
- PME
- Ancillary
- METL Based
- PTP
- MCCRE/SLTE
- Holiday
- Blackout
- Ceremony
- All Hands
- Family Day

January - February, 2021

Today	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20 TA/7Z	21	22 0000 ALL CALENDAR YEAR TRAINING 0000 BITS TRAINING ICD MISSO-27 STAFF	23	
25	26	27	28	29	30	
February 1	2	3	4	5	6	
8	9	10	11	12	13	

#5 SELECT THE DATE
OF COMPLETION OF TRS
OR CAPSTONE (DO NOT
COMBINE)

- Show All Events
- Create New Event
- Maximize Calendar
- Export in iCAL format
- Export in Excel format
- Pending Change Requests



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

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

IS KEY EVENT?

*TITLE:

STANDARD EXERCISE NAME:

*LOCATION:

*REQUIREMENT SOURCE:

#9 SELECT INDIVIDUAL TRAINING

Individual Training

Ancillary

#10 SELECT ANCILLARY

DESCRIPTION:

UNIT/SECTION:

Select All
 ACDF CHAP G4DV M127 WPFM

DO NOT SELECT ANYTHING HERE

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: :

*TO: :

ALL DAY:

UNIFORM:

EQUIPMENT:

EVALUATOR:

OF PAX:

TRAINING LIMITING FACTOR:

FACILITIES:

NOTES:

EVENT MANAGERS:

COMMENTS:

#11 CLICK ON SAVE

Save

Cancel

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

Details T & R Events Event Cost Data Documents

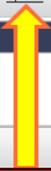
#12 CLICK ON DOCUMENTS

Calendar Event Documents

Upload Generate PECL (Word) Generate PECL (Excel)

Title	Description	Created
No data to display		

No data to paginate Page size: 50



#13 CLICK ON UPLOADS

Calendar Document Templates

Title	Description	Created
No Loading... ay		

No data to paginate Page size: 50

Unit Training Management - Internet Explo... Help

UPLOAD NEW DOCUMENT

Document Type	Other
Document Title	<input type="text"/>
Document Description	<input type="text"/>
File	<input type="text"/> Browse...

Supported file types: .doc; .docx; .rtf; .pdf; .xls; .xlsx; .ppt; .pptx; .dot; .dotx

#14-16 INSERT THE COMPLETED DD Form 2648 (scanned) OR THE TRS COMPLETE CERTIFICATE HERE

#17 CLICK ON UPLOADS

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

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

#18 CLICK ON REQUIREMENTS

#19 CLICK ON ADD REQUIREMENT

	Add Certification Items	Add Requirement
	Status	

No data to display

No data to paginate

Page size: 50

Customize Columns

Roster

No data to paginate

Page size: 100

TRAINING

Individual Marine Management - Internet Explorer provided by DoD

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

Page 1 of 1 (2 items)

Page size: 20

Add Selected Cancel

Unit Training Management (Build Version: 1.0) | Accessibility

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

#21 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 (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
		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

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:

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 MCRPAC-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
<input type="checkbox"/>	pedraza						
<input type="checkbox"/>	pedraza	Gregory		1	55CT	3044	CONTRACTING OFFICER

#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

Page 1 of 2 (14 items) [1] 2

Page size: 13

Add Selected Cancel

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
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- 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)

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

COMMENTS:

XLSX PDF Word CSV

Scoresheet (Roster Size: 1) [View Roster](#) [Add Marines](#)

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

[Remove Selected Marines](#)

Save Submit for Certification Close

#28 CLICK ON SUBMIT CERTIFICATION



Individual Marine Management > Internet Explorer provided by DoD
Training Roster (**Incomplete**) - Unit: ALPHA CO H&S BN MCIPAC-MCB CAMP BUTLER
Scoresheet Manager: FLETCHER, CRYSTAL MARIE

Help

DESCRIPTION:

EVENT DATE:

20200422

EVENT TITLE:

Casualty Assistance Calls Officer (CACO) Annual Training

XLSX PDF Word CSV

Scoresheet (Roster Size: 1)

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

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

[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



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

Cancel Submit

#30 CLICK ON THE NEXT LEVEL OF APPROVAL ABOVE YOU

#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 Tyna
ected Marines
Save Submit for Certification

COMPLETE

