

# Adding Lean Six Sigma Green Belt Training to Unit Training Manager

1. Log on to MCTIMS and access UTM (Unit Training Manager). MCTIMS Log In: <https://mctims.usmc.mil/Homeport/default.aspx>



2. Once UTM page is up go to IMM



3. From the dropdown menu, select Individual Training



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4. Once the Individual Training Page is up go to Create New

The screenshot shows the 'Individual Training' page with a navigation bar at the top. Below the navigation bar, there are tabs for 'All Requirements', 'Service Directed Requirements', 'Unit Directed Requirements', 'Battle Skills Test', 'Pre-Deployment Requirements', and 'Certifications'. The 'All Requirements' tab is selected. On the left side, there is a 'Filters' section with checkboxes for 'MOS', 'Licensing', 'Pre-Deployment', 'PME', 'Annual/Ancillary', and 'Other'. Below the filters is an 'Actions' menu with several options, including 'Create New', which is circled in red. The main content area displays a table of requirements with columns for 'Priority' and 'Requirement'. The table lists various training items, such as '101 Days of Summer', 'AT LEVEL II', 'Breathlyzer Screening', etc. The page footer indicates 'Page 1 of 4 (76 items)'.

5. Once the Create requirement is up, you can add information to associate your unit to the training. Add your training title, and you can search/find the LY-Lean Six Sigma – GREEN BELT training in the event code, and save the training.

The screenshot shows the 'Create Requirement' page. The 'Requirement Details' section is visible, with several fields. The 'Title' field is circled in red and contains the text 'Lean Six Sigma Green Belt- Unit Training'. The 'Event Code' field is also circled in red and contains the dropdown selection 'LG - LEAN SIX SIGMA - GRE'. Other fields include 'Originating Authority', 'Description', 'Scoring Type', 'Sustainment (Active Duty)', 'Sustainment (Reserves)', 'Category', and 'Unit Assignable Requirement'. On the right side, there are three sections for 'Unit Name', 'MOS', and 'USMC Grade', each with an 'Except listed' dropdown and 'Add Examination' and 'Remove Checked' buttons.

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- Once the training has been saved, you can add members to the training by searching and selecting it from the "All Requirements Tab". Once it is found, check the box.

The screenshot shows the 'Individual Training' interface. The 'All Requirements' tab is selected. The 'Filters' section on the left includes checkboxes for MOS, Licensing, Pre-Deployment, PNE, Annual/Ancillary, and Other. The 'Actions' section includes 'Create New', 'Show Details', 'Edit Requirement Priorities', 'Manage Required / Not Required Marines', 'Show Status', 'View / Edit Selected', 'New Score Roster', 'New Waiver Roster', and 'New Unwaiver Roster'. The main table lists requirements with columns for Priority and Requirement. The requirement '51 Lean Six Sigma Green Belt Unit Training' is circled in red.

Priority	Requirement
5	AT LEVEL II
6	AT LEVEL III
15	Command-Sponsored Lance Corporals Leadership and Ethics Seminar
19	CY - Level I AT Awareness Training
25	CY - Supervisory level substance misuse prevention training
28	CY - Violence Prevention Awareness Course
29	CY - Violence Prevention Recognition Course
36	FY - Marine Corps Combat Marksmanship - Rifle
37	FY - Marine Corps Combat Marksmanship Rifle - Table 3 (Unknown Distance Day)
38	FY - Marine Corps Combat Marksmanship Rifle - Table 4 (Unknown Distance Night)
39	FY - Marine Corps Combat Marksmanship Rifle - Table 5 (Short Range Day)
40	FY - Marine Corps Combat Marksmanship Rifle - Table 6 (Short Range Night)
50	JOINT ANTI-TERRORISM LEVEL 1
51	Lean Six Sigma Green Belt Unit Training

- Once the box has been checked, you can add Marines to the class by selecting the "Manage Required/Not Required Marines". This will bring you to your unit roster where you can select Marines that you desire to attend the class.

The screenshot shows the 'Individual Training' interface. The 'All Requirements' tab is selected. The 'Filters' section on the left includes checkboxes for MOS, Licensing, Pre-Deployment, PNE, Annual/Ancillary, and Other. The 'Actions' section includes 'Create New', 'Show Details', 'Edit Requirement Priorities', 'Manage Required / Not Required Marines', 'Show Status', 'View / Edit Selected', 'New Score Roster', 'New Waiver Roster', and 'New Unwaiver Roster'. The 'Manage Required / Not Required Marines' option is circled in red. The main table lists requirements with columns for Priority and Requirement. The requirement '51 Lean Six Sigma Green Belt Unit Training' is highlighted in yellow.

Priority	Requirement
5	AT LEVEL II
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15	Command-Sponsored Lance Corporals Leadership and Ethics Seminar
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