

APPENDIX A. TERMS, ABBREVIATIONS, AND DEFINITIONS

The following terms and abbreviations are used in this manual.

Academic Time. Academic time includes curriculum hours dedicated to lecture, practical application, performance examination, written examination, remedial instruction, review, and tutoring within the Program of Instruction (POI).

Administrative Time. Administrative time consists of curriculum hours committed to commanding officer's time, graduation, physical training, inspections, and field days in a Program of Instruction. (Also referred to as nonacademic time.)

Ammunition. A term used in MCAIMS to depict the ammunition, explosives, and/or pyrotechnics required for proper training of the task.

Annex. A grouping of concept cards (or lessons), by subject area, within Section IV of the POI. They are described in detail in Section III of the POI. Annexes A - Y are reserved for academic lessons and exams. Annex Z is reserved for administrative events.

Archive. This process copies data to removable storage for historical purposes.

ASVAB. Armed Services Vocational Aptitude Battery. ASVAB scores consist of clerical (CL), electronic (EL) general technical (GT), motor mechanics (MM), and general classification test (GCT) components.

Behavior. Any activity, overt or covert, capable of being measured. Also, any activity the student is expected to exhibit after instruction and the primary component of a learning objective.

BNA. The By Name Assignment system. MCAIMS can be used to send student records to BNA or receive records from it.

CCRB. Course Content Review Board. A committee of course instructors, administrators, and subject matter experts charged with reviewing curriculum and recommending needed changes.

CDD. Course Descriptive Data. A report that documents course description, resource requirements, and justification for the development or refinement of formal programs of instruction taught at Marine Corps training and education institutions.

CD-ROM. Compact Disk, Read-Only Memory.

CID. Course Identifier. A designator for a formal course that is mandatory for any course that requires interface (uploading/downloading class records) with BNA and TRMS records.

CG MCCDC. Commanding General, Marine Corps Combat Development Command.

Client-Server Network. A popular type of network that allows individual PCs or workstations (clients) to request specific services (files, applications, or use of peripheral devices) from the dedicated server.

Condition. That portion of the learning objective that describes the situation/environment in which the student performs the specified behavior. Conditions include any pertinent influence upon task performance, including

any or all of the following: location of performance, environment, equipment, manuals, supervision required.

Course. A term used to denote any one of the following:

a. Logically grouped instruction on a subject, designed to achieve predefined learning objectives. Usually concerns a single job or task (job skills type instruction) or a section of organized knowledge (information type instruction).

b. A complete series of instructional units identified by a common title or number.

c. An ordered arrangement of subject matter designed to instruct personnel in the knowledge, skills, or techniques required in the performance of tasks in a designated area of specialization.

Course Administrator. A MCAIMS user with access to the System Administration Maintenance function who can perform certain administrative functions for those courses to which he/she has access.

DODIC. Department of Defense Identification Code. Acronym used to identify a particular type of ammunition, explosive, or pyrotechnic.

Duty. A duty (primary skill) consists of one or more tasks performed in one functional area. A duty is the major subdivision of the work performed by one individual. It is recognized as being one of the position incumbent's principal responsibilities. A set of operationally related tasks within a given job.

ELO. Enabling Learning Objective. A learning objective subordinate to the Terminal Learning Objective (TLO) that is derived from identified knowledge and skills needed by students to accomplish the TLO. ELO behaviors are not necessarily identical to, but often relate to, the performance steps for the ITS. Progressive mastery of the ELOs should lead to mastery of the TLO.

GPA. Grade Point Average.

IRM. Information Resources Management.

ISC. Information Systems Coordinator.

ISMO. Information Systems Management Officer.

ITS. Individual Training Standard. A standard used to specify an individual training proficiency requirement (task) that supports unit mission performance. An ITS includes a task (behavior), conditions, proficiency standards, performance steps, references, and administrative instructions. ITSs are generally derived from mission performance standards. ITSs constitute the basis for design, development, implementation, and evaluation of all individual training conducted in units and institutions.

Preliminary ITS. An ITS designated as "P" in ITS orders. Instruction in the schoolhouse to a lower "preliminary" proficiency is allowed, generally because of resource limitations. These tasks require follow-on training at the unit through managed on-the-job (MOJT) in order for a Marine to achieve the standard required.

Standard ITS. An ITS designated as "S" in ITS orders. Instruction in the schoolhouse is designed to provide Marines with the required knowledge and skills to satisfactorily meet the standard of the ITS.

ITSS. Individual Training Standard System. Those documents that describe measures of performance for individual Marines by grade for a specified MOS. They are used to describe training programs, to determine measurable proficiencies, and to validate MOS/OccFld structure requirements.

Job. The collective grouping of duties and tasks performed by an individual. In the Marine Corps, a job generally relates to a specific military occupation specialty (MOS).

Knowledge. Information required to develop the skills for effective accomplishment of jobs, duties, and tasks.

LAN. Local Area Network. A LAN is a group of PCs that have been linked together to communicate and to share available resources, such as files and printers. LANs are client-server or peer-to-peer.

LAW. Learning Analysis Worksheet.

Learning Analysis. A procedure used to identify the knowledge and skills that must be learned by a student in order to master a task.

Learning Objective. A concise statement that describes exactly what a student is expected to do, under specified conditions, and to a specified standard, following instruction. A learning objective has three elements: behavior, condition, and standard.

LOW. Learning Objective Worksheet.

Materiel. Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and MCIs) required or recommended to properly train the task under the specified conditions and to the specified standard.

MCAIMS. The Marine Corps Automated Instructional Management System.

MCCDC. Marine Corps Combat Development Command.

MCCRES. Marine Corps Combat Readiness Evaluation System.

MCI. Marine Corps Institute.

Media. The plural of medium.

Medium. The communication channel through which instructional information is expressed or provided (e.g., printed materials, simulators, computers).

Method. The manner in which material is presented during instruction. This includes the procedure, process, or activity used to present the instruction (e.g., lecture, demonstration, practical application).

MCO. Marine Corps Order.

Menu. A list of options. These can lead to other menus, to data entry or list screens, or to other specific activities.

MIPS. Marine Integrated Personnel System.

MOJT. Managed On-the-Job Training. Training conducted after any required formal school and at the unit level. It is deliberate, progressive, and trains Marines, using ITSS, to the level of detail required to meet the unit mission.

MOS. Military Occupational Specialty. A grouping of military duty positions possessing such a close occupational or functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level of skill. Each MOS consists of a four-digit code and a descriptive title.

Network. See LAN.

NSN. National Stock Number.

OccFld. Occupational Field. A grouping of related military occupational specialties (MOSs) identified by the common first two digits of each MOS designator and a descriptive title.

Pack. To remove database items that have been marked for deletion.

PCN. Publication Control Number. A unique identifier of Marine Corps publications.

Peer-to-Peer Network. A type of network that allows workgroup members to share files and local peripheral devices with one another on an ad hoc basis without relying on the central server.

Performance Step. One of a set of steps that collectively represent the logical sequence of actions required of the Marine to perform a task to standard. These actions are typically explained in detail in the references associated with the task.

POI. Program of Instruction. A training management document that describes a formal course in terms of structure, delivery systems, length, intended learning outcomes, and evaluation procedures.

Primary System Administrator. The person responsible for managing MCAIMS. This person has the ability to perform certain functions that other users do not have, such as packing the database and monitoring the use of the system by other users. The MCAIMS Primary System Administrator can grant other users access to the system as users or course administrators.

Reference. One of the doctrinal publications, technical manuals, or other publications upon which a task and its performance steps are based. References should be readily available and provide detail to the procedures that are only summarized in the performance steps.

ROP. Record of Proceedings. A report documenting the evaluation results and recommended revisions resulting from a CCRB.

RUC. Reporting Unit Code.

SAT. The Marine Corps Systems Approach to Training. A logical process for effectively and efficiently determining what, where, when, and how tasks should be taught. It consists of the five interrelated phases of analysis, design, development, implementation, and evaluation.

Skill. The ability to perform a job-related activity that contributes to the effective performance of a task.

SSC. Service School Code.

Standard. The part of a task or learning objective that describes the level of proficiency to which an individual must perform the task or behavior.

Status. In MCAIMS, courses are designated as one of three statuses: Working, Locally Approved, and Submitted.

Sustainment. In reference to a task, this represents a recurring interval (in months) after which task proficiency must be redemonstrated.

Task. A unit of work that is usually performed over a finite period of time, has a specific beginning and ending, can be measured, and is a logical and necessary part of a job.

Test. Any device or technique used to measure the performance, skill level, or knowledge of an individual.

TLO. Terminal Learning Objective. A learning objective for a course of instruction that, whenever possible, duplicates the task behavior, conditions, and standards of an ITS. The TLO behavior describes the action the student performs in the instructional setting. One, and only one, TLO is developed for each ITS, whether it is taught to a preliminary standard or to a full standard.

TRRMS. TraininR Requirements and Resource Management System.

VINES. The Virtual Networking System. The Network Operating System that the U.S. Marine Corps had designated as its standard until 1999. It has been phased out and replaced with Windows NT.

Windows NT. The Network Operating System that the U.S. Marine Corps has adopted as its standard.

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