6.3.8 CDD - Course Record 1

This menu option (like the next one) allows you to maintain items that appear on the Course Descriptive Data (CDD). Course Record 1 presents the course record (initially set up under the Course option of System Administration, Paragraph 5.2.1) for you to complete or edit. Although you cannot re-visit every item on the record, you can update most and you can also add comments in the memo text boxes accessed by the command buttons.

Note that the following CDD elements for each course are provided to the Training Resource Requirements Management System (TRRMS): the course title, location, course ID, other service course number, purpose, scope, length (peace time), length (mobilization), maximum class capacity, optimum class capacity, minimum class capacity, class frequency, student prerequisites, MOS received, quota control, funding, and reporting instructions. TRRMS uses the course information verbatim to produce the Formal Schools Catalog. Be sure that the CDD conveys the course information precisely so that the information published is correct.

Table 6-207 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-207. Access to Course Record 1

MENU OPTION	WORKING	APPROVED	SUBMITTED
CDD - Course Record 1 *View Only	Yes	Yes*	Yes*

1. From the Maintenance drop-down menu, choose CDD. Then choose Course Record 1. The Course Record 1 Maintenance dialog box (Figure 6-109) opens.

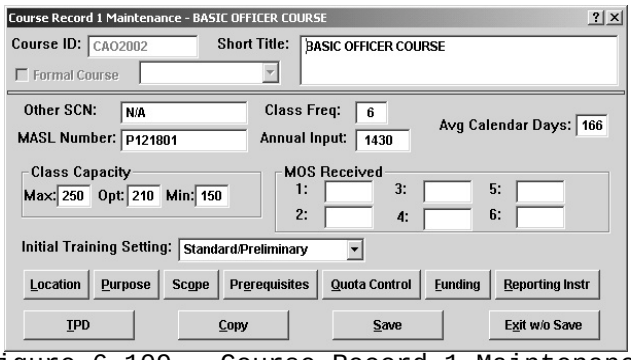

Figure 6-109. Course Record 1 Maintenance

2. Referring to Table 6-208 for an explanation of the data fields, edit appropriate information in each field as needed. Note that you cannot edit the fields for Course ID, Formal Course, and Weight Categories.

Table 6-208. Course Information Edit

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Course ID	Non-editable field displaying the unique identifier assigned to this course. For a formal course, this is generally the Course ID listed in the TIP.	Field requires 7 alphanumeric characters
Short Title	Short descriptive title that appears in report headings and list boxes.	Up to 40 alphanumeric characters

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Formal Course	Non-editable field. If this check box is checked, the code appears in the field to the right. This code enables the interface of this record with BNA and TRRMS records.	
Other SCN	Other Service Course Number. Code assigned by the host service to the same course.	8 alphanumeric characters
MASL Number	The Military Articles and Service List code number of a course for international military training.	8 alphanumeric characters
Class Frequency	Number of classes required to support the throughput as contained in the TIP for that fiscal year.	Up to 3 numeric characters
Annual Input	The number of students programmed to attend a given course during a specific fiscal year.	Up to 5 numeric characters
Avg Calendar Days	The course length. Note that this field in all existing course records is set to zero. Ensure that you edit this information on all existing course records.	Up to 3 numeric characters
Max	Maximum Class Capacity. The maximum number of students in one class for this course based on available resources, such as existing facilities, messing, billeting, equipment budget, and personnel limitations.	Up to 3 numeric characters
Opt	Optimum Class Capacity. The ideal class size that capitalizes on all facilities/equipment and instructional capability of the school.	Up to 3 numeric characters
Min	Minimum Class Capacity. The minimum class size below which it is no longer cost effective to run a class.	Up to 3 numeric characters
MOS Received (six fields)	The MOS assigned (refer to the TIP) upon successful completion of the course. **HINT: Move from one MOS field to the next by pressing [Enter].**	4 numeric characters
Initial Training Setting	Drop-down box from which you may choose the default Standard/Preliminary designation or the Core/Core Plus designation. If you change the setting to Core/Core Plus, you will receive an advisory message about the effect of this setting upon tasks. The task screen under Curriculum will reflect the setting chosen.	

3. As summarized in Table 6-209, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-209. Access to Course Record 1 Functions

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Location	*View Only	Yes	Yes*	Yes*
Purpose	*View Only	Yes	Yes*	Yes*
Scope	*View Only	Yes	Yes*	Yes*
Prerequisites	*View Only	Yes	Yes*	Yes*
Quota Control	*View Only	Yes	Yes*	Yes*
Funding	*View Only	Yes	Yes*	Yes*
Reporting Instr	*View Only	Yes	Yes*	Yes*
TPD	*View Only	Yes	Yes*	Yes*
Copy		Yes	No	No

4. Click on **Location**. A memo text box opens. Enter (or edit) the location at which the course is taught. You must complete this information before you can upgrade to a higher class status.

5. Click on **Purpose**. A memo text box opens. Enter (or edit) a concise statement of the goals of the training provided by the course. You must complete this information before you can upgrade to a higher class status.

6. Click on **Scope**. A memo text box opens. Enter (or edit) a synopsis of the subject matter this course covers. You must complete this information before you can upgrade to a higher class status.

7. Click on **Prerequisites**. A memo text box opens. Enter (or edit) the qualifications that personnel attending the course must meet. This information is found in the target population description developed in the design phase and filed at the school. If no data is found in the field, MCAIMS automatically displays “Prerequisites have not been defined by the school.” You must complete this information before you can upgrade to a higher class status.

8. Click on **Quota Control**. A memo text box opens. Enter (or edit) the name of the agency that manages quotas. Obtain this information from the Occupational Field advocate.

9. Click on **Funding**. A memo text box opens. Enter (or edit) the name of the agency funding temporary additional duty incidental to a student's attendance at the course. If the using agency must also bear cost, such as tuition, a statement should be made to this effect.

10. Click on **Reporting Instr**. A memo text box opens. Designate to whom the student must report when arriving for a course of instruction. Include information on transportation and directions. Also include a statement indicating the availability of Government billeting and messing. When you attempt to save, MCAIMS reminds you of the requirement for comments about the availability of messing and billeting facilities for students. You must complete this information before you can upgrade to a higher class status.

11. Click on **TPD**. A memo text box opens. Designate the target population description for this course. If you do not enter data in this field, MCAIMS automatically includes the statement “target population has not been defined by the school” in the CDD and POI.

12. Click on **Copy**. The Copy Course Information to the Locally Approved Course dialog box (Figure 6-110) opens.

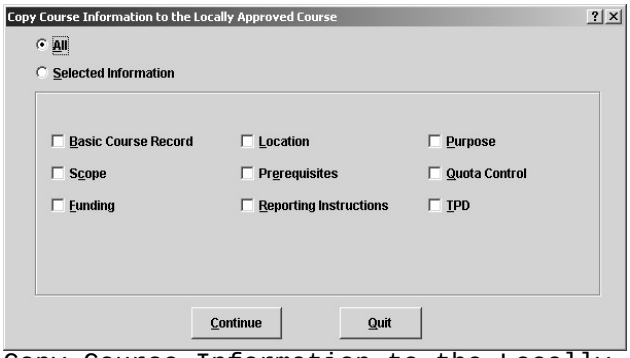

Figure 6-110. Copy Course Information to the Locally Approved Course

a. Referring to Table 6-210 for an explanation of the data fields, check the appropriate category to copy the desired elements.

This function allows you to transfer changes made at the Working level to the Locally Approved version of the same course if it already exists.

Table 6-210. Course Information

ITEM	DESCRIPTION
All	When this radio button is selected, you may check no other option on the screen. MCAIMS copies all information on the course record.
Selected Information	When this radio button is selected, you may check specific options on the screen.
Basic Course Record	When checked, all information on the Main Course Record (Figure 6-98) is copied except information accessed through command buttons.
Location	When checked, only information in the Location text box is copied.
Purpose	When checked, only information in the Purpose text box is copied.
Scope	When checked, only information in the Scope text box is copied.
Prerequisites	When checked, only information in the Prerequisites text box is copied.
Quota Control	When checked, only information in the Quota Control text box is copied.
Funding	When checked, only information in the Funding text box is copied.
Reporting Instructions	When checked, only information in the Reporting Instructions text box is copied.
TPD	When checked, only information in the Target Population Description text box is copied.

b. Click on **Continue.**

(1) When a Locally Approved version of this course exists, a message appears advising you when the copy to the Locally Approved status is complete.

(2) When a Locally Approved version of this course does not exist, a message appears advising you of that fact.

c. Click on **OK**. This returns you to the Course Record 1 Maintenance dialog box.

13. Click on **Save.**

a. If the course has not been designated as a Formal course, a message appears to remind you that you will not be able to use BNA download files in creating a class based upon this course. Click on **OK**. This returns you to the Curriculum Management window. Note that the course can still be edited under System Administration to make it a Formal course if you so desire.

b. If the course has already been designated as a Formal course, the system returns you to the Curriculum Management window.

6.3.9 CDD - Course Record 2

This menu option (like the previous one) allows you to maintain items that appear on the Course Descriptive Data (CDD). MCAIMS produces information previously entered under other functions of MCAIMS in the appropriate location. For example, MCAIMS calculates peacetime hours based on the method hours entered during development of the concept cards.

Under the Course Record 2 option, you need to designate the number of training days during peacetime and mobilization; indicate whether mobilization hours will match or differ from peacetime hours; input the official title for the course; and input the requirements for instructor staffing, school overhead, and training/education support. You may also add notes related to the different sections of the CDD and copy the CDD information from the Working to the Locally Approved course. Note that you cannot upgrade to a higher course status unless you have completed the required elements.

When you finish with your work under the CDD menu option, remember to record the dates the CDD is submitted and approved under the Course Statistics menu option (Paragraph 6.3.7). Once the CDD has been approved, it becomes part of the POI.

Note that the CDD elements for each course (including peace time and mobilization length) are provided to the Training Resource Requirements Management System (TRRMS). TRRMS uses the course information verbatim to produce the Formal Schools Catalog. Be sure that the CDD conveys the course information precisely so that the information published is correct.

Table 6-211 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-211. Access to Course Record 2

MENU OPTION	WORKING	APPROVED	SUBMITTED
CDD - Course Record 2 *View Only	Yes	Yes*	Yes*

1. From the Maintenance drop-down menu, choose CDD. Then choose Course Record 2. A message informs you that the system is updating the peacetime hours. Then the Course Record 2 Maintenance dialog box (Figure 6-111) opens.

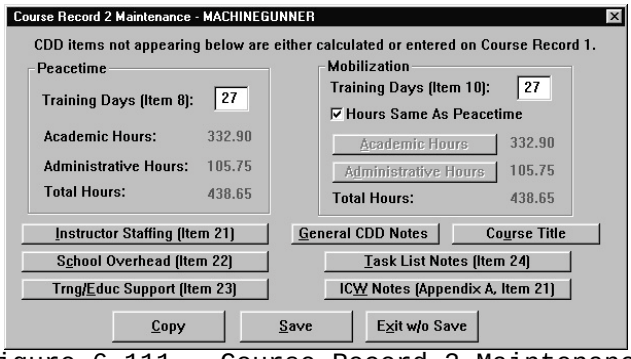

Figure 6-111. Course Record 2 Maintenance

2. Referring to Table 6-212 for an explanation of the data fields in the dialog box, complete the required information for the training days and for the mobilization hours if different from the peacetime hours. Note that the system-generated information cannot be edited.

Table 6-212. Course Record 2 Maintenance

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Peacetime Training Days (Item 8)	Total number of instructional days required to complete the course during peacetime operations, based on academic and administrative hours. Listed as Item 8 in the CDD. See Hint below.	Up to 3 numeric characters
Peacetime Academic Hours	Total peacetime academic hours generated based on data entered for method hours on concept cards in Annexes A through Y of the POI.	
Peacetime Administrative Hours	Total peacetime administrative hours generated based on data entered for method hours on concept cards in Annex Z of the POI.	
Peacetime Total Hours	System-generated total peacetime hours based on entries for all concept cards.	Up to 3 numeric characters
Mobilization Training Days (Item 10)	Total number of instructional days required to complete the course during mobilization based on academic and administrative hours. During Mobilization, days may decrease while number of hours per day increase to yield the same number of training hours but in a shorter time. Listed as Item 10 in the CDD.	Up to 3 numeric characters
Hours Same as Peacetime	If you select this radio button, MCAIMS enters the same hours for mobilization. If you do not select this button, the **Academic Hours** and **Administrative Hours** buttons will be enabled for you to make the required entries.	
Mobilization Academic Hours	Total mobilization academic hours generated based on total method hours entered on Annex A through Y concept cards or based on your entries in the following dialog boxes if Hours Same as Peacetime is not selected.	
Mobilization Administrative Hours	Total mobilization administrative hours generated based on total method hours entered on Annex Z concept cards or based on your entries in the following dialog boxes if Hours Same as Peacetime is not selected.	
Mobilization Total Hours	System-generated total of mobilization hours for both academic and administrative lessons.	

HINT: In some cases, the typical formula for calculating training days (dividing total academic hours by 7 hours) will not work because of equipment or manpower constraints. Be sure to allow for issues, such as facilities or equipment limitations that will impact the number of students who can be trained at a given time or location. The following examples are provided for clarity:

Suppose that the curriculum breakdown for an individual student totals 441 academic hours. However, if equipment constraints entail a 49-hour block of instruction to be taught twice during the duration of the course, then the total course will require 490 hours (441 hours plus 49 hours) to teach every student the 441 academic hours. Class scheduling must be innovative in order to teach the entire class without leaving students in a non-learning status.

Suppose that a performance exam is given for 2 hours to each student individually for a class size of 15 students. In this scenario, a 30-hour block of instruction would be scheduled in the course. Instead of scheduling 4.2 days, the school should schedule three 10-hour days for

that particular performance exam. This plan takes into consideration that some of the students will not require the entire 2-hour block of PE.

Note that the Formal Learning Center (FLC), in conjunction with the Training Command, will determine the actual number of training days required to teach the course.

3. As summarized in Table 6-213, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-213. Access to Course Record 2 Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Academic Hours (Mobilization) *View Only **Enabled only if the Hours Same As Peacetime radio button is NOT selected.	Yes**	Yes*	Yes*
Administrative Hours (Mobilization) *View Only **Enabled only if the Hours Same As Peacetime radio button is NOT selected.	Yes**	Yes*	Yes*
Instructor Staffing (Item 21) *View Only	Yes	Yes*	Yes*
School Overhead (Item 22) *View Only	Yes	Yes*	Yes*
Trng/Educ Support (Item 23) *View Only	Yes	Yes*	Yes*
General CDD Notes *View Only	Yes	Yes*	Yes*
Course Title *View Only	Yes	Yes*	Yes*
Task List Notes (Item 24) *View Only	Yes	Yes*	Yes*
ICW Notes (Appendix A, Item 21) *View Only	Yes	Yes*	Yes*
Copy	Yes	No	No

HINT: If the Same As Peacetime box is selected, you cannot access the Academic Hours (Mobilization) and the Administrative Hours (Mobilization) dialog boxes.

HINT: If the Same As Peacetime box is NOT selected, you can access the Academic Hours (Mobilization) and the Administrative Hours (Mobilization) dialog boxes. The hours are zeroed out and you must build the method hours using the buttons for the Academic Hours and Administrative Hours in the Working course only. Complete these entries before adding any of the notes. From the Approved or Submitted course, you may access the above dialog boxes for View Only.

6.3.9.1 Academic Hours (Mobilization)

This command allows you to update the academic methods, ratios, and hours for conducting this course during mobilization.

HINT: You can access this command button only if you do not select the Hours Same As Peacetime radio button.

Table 6-214 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-214. Access to Academic Hours

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Academic Hours (Mobilization) *View Only **Enabled only if the Hours Same As Peacetime radio button is NOT selected.	Yes**	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **Academic Hours**. The Academic Mobilization Hours selection list box (Figure 6-112) opens.

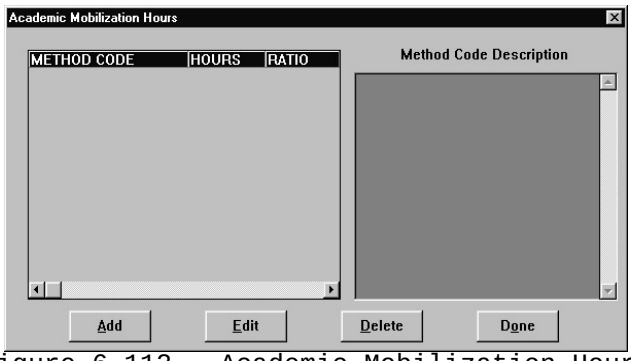

Figure 6-112. Academic Mobilization Hours

2. Refer to Table 6-215 for an explanation of the data fields appearing in the selection list box.

Table 6-215. Academic Mobilization Hours

ITEM	CONTENTS
Method Code	Non-editable field displaying the abbreviations for all methods of instruction used to present all academic lessons included in this course during mobilization.
Hours	Non-editable field displaying the number of academic hours of instruction for each method during mobilization.
Ratio	Non-editable field displaying the student:instructor ratio associated with the specific method of instruction.
Method Code Description	Non-editable field displaying the name of the highlighted instructional method.

3. As summarized in Table 6-216, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-216. Academic Hours Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Academic Hours - Add	Yes	No	No
Academic Hours - Edit	Yes	No	No
Academic Hours - Delete	Yes	No	No

6.3.9.1.1 **Add**

This command allows you to add methods of instruction, student:instructor ratios, and hours to be used in conducting all academic lessons for this course during mobilization.

Table 6-217 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-217. Access to Add Method Hours

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Academic Hours - Add	Yes	No	No

1. From the Academic Mobilization Hours selection list box (Figure 6-112), click on **Add**. The Method Add dialog box (Figure 6-113) opens.

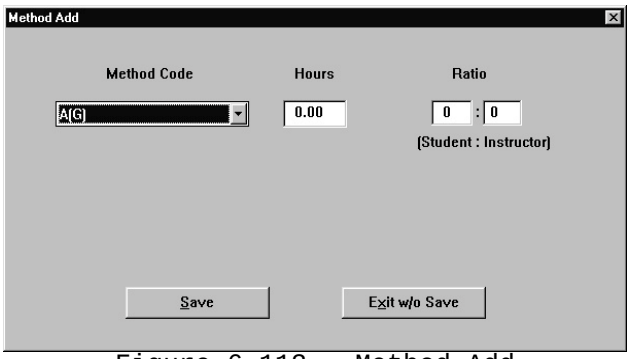

Figure 6-113. Method Add

2. Referring to Table 6-218 for an explanation of the data fields, add academic mobilization hours.

Table 6-218. Method Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Method Code	A drop-down list of all methods in the Method Table for this course. Scroll through the drop-down list and click on the desired code.	
Hours	Total number of academic course hours using that method of instruction in a mobilization environment. You must complete this field to save the record.	Up to 2 numeric characters on each side of the decimal
Ratio	The student:instructor ratio associated with a specific method of instruction. The first field represents the number of students present during instruction using that instructional method. The second field represents the number of instructors required to present the instruction to those students using that instructional method. If you choose to add a duplicate method of instruction to the course during mobilization, it must be at a different student:instructor ratio in order to save the record.	Up to 3 numeric characters for students; 2 for instructor

HINT: If the drop-down list does not contain the desired choices, you may return to the Tables menu to create appropriate entries in the Method Table.

3. Click on **Save**. This returns you to the Academic Mobilization Hours selection list box.

6.3.9.1.2 **Edit**

This command allows you to change the highlighted method of instruction to a different method or edit its associated student:instructor ratio or hours.

Table 6-219 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-219. Access to Edit Method Hours

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Academic Hours - Edit	Yes	No	No

1. From the Academic Mobilization Hours selection list box (Figure 6-112), highlight the method code you desire.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-113 opens.
3. Referring to Table 6-218 for an explanation of the data fields, edit the method, ratio, or hours as appropriate.
4. Click on **Save**. This returns you to the Academic Mobilization Hours selection list box.

6.3.9.1.3 **Delete**

This command allows you to delete the highlighted method from the course as conducted during mobilization.

Table 6-220 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-220. Access to Delete Method Hours

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Academic Hours - Delete	Yes	No	No

1. From the Academic Mobilization Hours selection list box (Figure 6-112), highlight the method you wish to delete by clicking on it.
2. Click on **Delete**. A message appears to confirm your wish to delete this method.
3. Click on **Yes**. This returns you to the Academic Mobilization Hours selection list box.

6.3.9.2 **Administrative Hours (Mobilization)**

This command allows you to update administrative methods, ratios, and hours for conducting this course during mobilization.

HINT: You can access this command button only if you do not select the Hours Same As Peacetime radio button.

Table 6-221 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-221. Access to Administrative Hours

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Administrative Hours (Mobilization) *View Only **Enabled only if the Hours Same As Peacetime radio button is NOT selected.	Yes**	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **Administrative Hours**. The Administrative Mobilization Hours selection list box (Figure 6-114) opens.

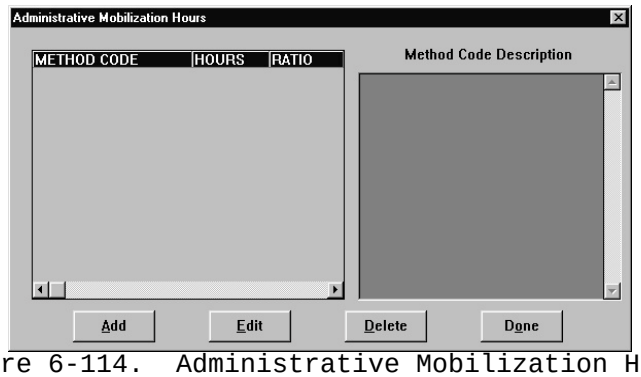

Figure 6-114. Administrative Mobilization Hours

2. Refer to Table 6-222 for an explanation of the data fields appearing in the selection list box.

Table 6-222. Administrative Mobilization Hours

ITEM	DESCRIPTION
Method Code	Non-editable field displaying the abbreviations for all methods used to present all administrative events included in this course during mobilization.
Hours	Non-editable field displaying the number of administrative hours assigned to each method.
Ratio	Non-editable field displaying the student: instructor ratio associated with the specific method.
Description	Non-editable field displaying the name of the highlighted method.

3. As summarized in Table 6-223, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-223. Administrative Mobilization Hours Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Administrative Hours - Add	Yes	No	No
Administrative Hours - Edit	Yes	No	No
Administrative Hours - Delete	Yes	No	No

6.3.9.2.1 **Add**

This command allows you to add methods, student:instructor ratios, and hours to be used in conducting all administrative events for this course during mobilization.

Table 6-224 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-224. Access to Add Method Hours

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Administrative Hours - Add	Yes	No	No

1. From the Administrative Mobilization Hours selection list box (Figure 6-114), click on **Add**. The Method Code Add dialog box (Figure 6-115) opens.

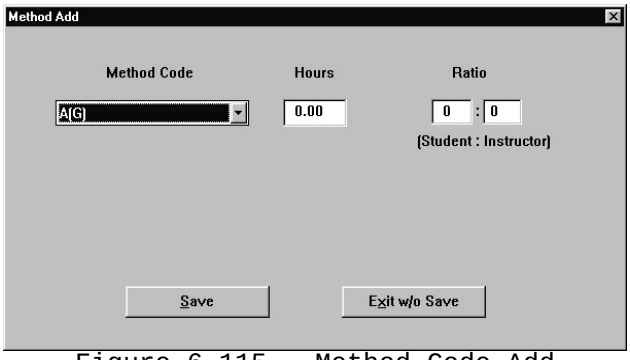

Figure 6-115. Method Code Add

2. Referring to Table 6-225 for an explanation of the data fields, add administrative methods/hours for mobilization.

Table 6-225. Method Code Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Method Code	A drop-down list of all methods in the Method Table for this course. Scroll through the drop-down list and click on the desired code.	
Hours	Total number of administrative hours using that method during mobilization. You must complete this field to save the record.	Up to 2 numeric characters on each side of the decimal
Ratio	The student:instructor ratio associated with a specific method. The first field represents the number of students. The second field represents the number of instructors.	Up to 3 numeric characters for students; 2 for instructor

HINT: If the drop-down list does not contain the desired choices, you may return to the Tables menu to create appropriate entries in the Method Table.

3. Click on **Save**. This returns you to the Administrative Mobilization Hours selection list box.

6.3.9.2.2 Edit

This command allows you to change the highlighted method to a different method or edit its associated student:instructor ratio or hours.

Table 6-226 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-226. Access to Edit Method Hours

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Administrative Hours - Edit	Yes	No	No

1. From the Administrative Mobilization Hours selection list box (Figure 6-114), highlight the method you desire.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-115 opens.
3. Referring to Table 6-225 for an explanation of the data fields, edit the method, ratio, or hours as appropriate.
4. Click on **Save**. This returns you to the Administrative Mobilization Hours selection list box.

6.3.9.2.3 **Delete**

This command allows you to delete the highlighted method from the course as conducted during mobilization.

Table 6-227 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-227. Access to Delete Method Hours

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Administrative Hours - Delete	Yes	No	No

1. From the Administrative Mobilization Hours selection list box (Figure 6-114), highlight the method you wish to delete by clicking on it.
2. Click on **Delete**. A message appears to confirm your choice.
3. Click on **Yes**. This returns you to the Administrative Mobilization Hours selection list box.

6.3.9.3 **Instructor Staffing (Item 21)**

This command allows you to add or edit instructor staffing requirements (CDD Item 21). You must have at least one instructor staffing record before you can upgrade to a higher course status.

Table 6-228 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-228. Access to Instructor Staffing

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Instructor Staffing *View Only	Yes	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **Instructor Staffing (Item 21)**. The Instructor Staffing selection list box (Figure 6-116) opens.

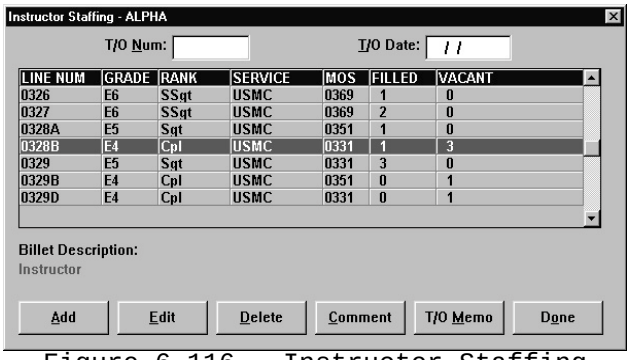

Figure 6-116. Instructor Staffing

2. Refer to Table 6-229 for an explanation of the data fields.

Table 6-229. Instructor Staffing

ITEM	DESCRIPTION	PARAMETER/ FORMAT
T/O Num	T/O number for the using school.	5 numeric characters
T/O Date	T/O date for using school.	yyyy/mm/dd
Line Num	Non-editable field displaying the billet line numbers for all instructors and instructor supervisors on the school's T/O who are needed to support this course.	
Grade	Non-editable field displaying the grade associated with the corresponding T/O line number (e.g., O3, E10).	
Rank	Non-editable field displaying the rank associated with the corresponding T/O line number.	
Service	Non-editable field displaying the military or civilian affiliation associated with the corresponding T/O line number.	
MOS	Non-editable field displaying the MOS associated with the corresponding T/O line number (e.g., 2823).	
Filled	Non-editable field displaying the number of billets associated with the corresponding T/O line number that is currently filled.	
Vacant	Non-editable field displaying the number of billets associated with the corresponding T/O line number that is currently vacant.	
Billet Description	Non-editable field displaying the title associated with the highlighted T/O line number.	

3. As summarized in Table 6-230, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-230. Access to Instructor Staffing Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Instructor Staffing - Add	Yes	No	No
Instructor Staffing - Edit	Yes	No	No
Instructor Staffing - Delete	Yes	No	No
Instructor Staffing - Comment *View Only	Yes	Yes*	Yes*
Instructor Staffing - T/O Memo*View Only	Yes	Yes*	Yes*

6.3.9.3.1 **Add**

This command allows you to add a new table of organization (T/O) line number to the instructor staffing requirements table. You must add at

least one instructor staffing record before you can upgrade to a higher course status.

Table 6-231 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-231. Access to Add Instructors

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Instructor Staffing - Add	Yes	No	No

1. From the Instructor Staffing selection list box (Figure 6-116), click on **Add**. The Instructor Staffing Add dialog box (Figure 6-117) opens.

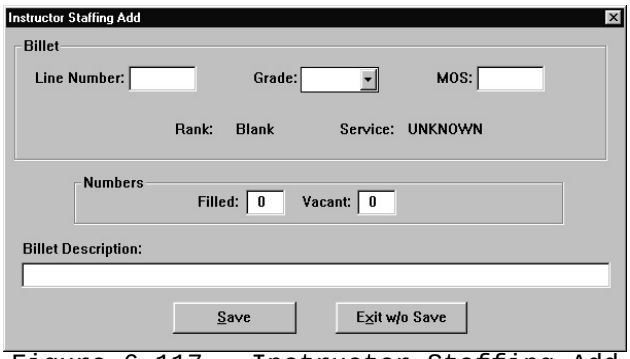

Figure 6-117. Instructor Staffing Add

2. Referring to Table 6-232 for an explanation of the data fields, add the information for a new billet line number.

HINT: Identify the billet line numbers, grades, and MOSs for all the instructors needed to teach the course. Although you enter the line number only once, enter the number of positions filled and vacant for each instructor line number. You may add comments about any line number *(Paragraph 6.3.9.3.4).*

Table 6-232. Instructor Staffing Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Billet Line Num	Billet line number for instructor. If several instructors are assigned the same line number, enter the number only once. If you are adding a new instructor requirement, you can enter a proposed line number. The alignment is numerical with the alpha character following the number (e.g., 4777, 4777A, 4778). Use no leading zeros. You must complete this field to save the record.	Up to 5 alphanumeric characters
Grade	Grade associated with the required instructor billet. Choose from the drop-down list of abbreviations. (Note multiple entries for certain grades; choose the one that reflects the appropriate Rank and Service fields.) Up to 3 alphanumeric characters	
MOS	MOS associated with the required instructor billet. You must complete this field to save the record.	Up to 4 numeric characters
Rank	Rank associated with the required instructor billet. Selection will be made under Grade field (e.g., Capt, MSgt).	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Service	Abbreviation for responsible service branch to include Foreign, Civilian, USA, USAF, USCG, USMC, and USN. Selection will be made under Grade field.	
Numbers: Filled	Number of billets currently filled for the corresponding T/O line number.	Up to 3 numeric characters
Numbers: Vacant	Number of billets currently vacant for the corresponding T/O line number.	Up to 3 numeric characters
Billet Description	Description from T/O. You must complete this field to save the record.	Up to 40 alphanumeric characters

3. Click on **Save**. This returns you to the Instructor Staffing selection list box.

6.3.9.3.2 **Edit**

This command allows you to edit the highlighted T/O line number in the Instructor Staffing selection list box.

Table 6-233 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-233. Access to Edit Instructors

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Instructor Staffing - Edit	Yes	No	No

1. From the Instructor Staffing selection list box (Figure 6-116), highlight the desired line number by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-117 opens.
3. Referring to Table 6-232 for an explanation of the data fields, edit the appropriate information.
4. Click on **Save**. This returns you to the Instructor Staffing selection list box.

6.3.9.3.3 **Delete**

This command allows you to delete the selected T/O line number from the Instructor Staffing selection list box.

Table 6-234 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-234. Access to Delete Instructors

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Instructor Staffing - Delete	Yes	No	No

1. From the Instructor Staffing selection list box (Figure 6-116), mark the T/O line number(s) you wish to delete using the multiple select feature.
2. Click on **Delete**. A message appears to confirm your choice.
3. Click on **Yes**. This returns you to the Instructor Staffing selection list box.

6.3.9.3.4 **Comment**

This command allows you to add or edit comments concerning the highlighted T/O line number for the Instructor Staffing. Note if instructors are cross- utilized to help teach a course. The same group of instructors who teach multiple courses must be identified. The comments appear as footnotes beneath the line numbers in Item 21 of the CDD.

Table 6-235 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-235. Access to Comment to Instructors

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Instructor Staffing - **Comment** *View Only	Yes	Yes*	Yes*

1. From the Instructor Staffing selection list box (Figure 6-116), highlight the line number to which you wish to add comments by clicking on it.
2. Click on **Comment**. The Comment memo text box (Figure 6-118) opens. Note that MCAIMS identifies the line number you selected and the short course title in the title bar.

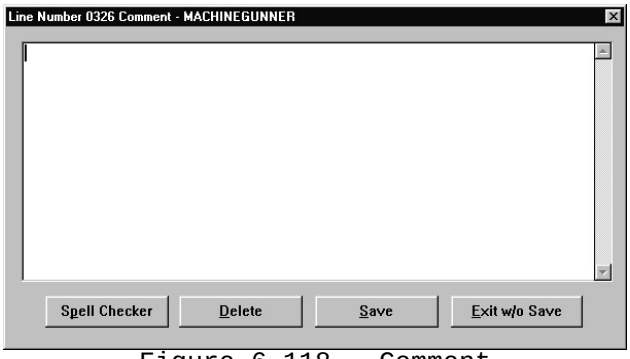

Figure 6-118. Comment

3. Add or edit comments pertaining to the selected line number (e.g., justify the retention of this line number, explain that this instructor is cross-utilized in another course, or justify a new line number).
4. Click on **Save**. This returns you to the Instructor Staffing selection list box.

6.3.9.3.5 **T/O Memo**

This command allows you to add or edit an introductory paragraph for Item 21 of the CDD.

Table 6-236 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-236. Access to T/O Memo

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Instructor Staffing - T/O Memo *View Only	Yes	Yes*	Yes*

1. From the Instructor Staffing selection list box (Figure 6-116), click on **T/O** Memo. The T/O Memo memo text box (similar to Figure 6-118) opens.

2. Add or edit general comments that pertain to the school's instructor staffing table of organization (not specific comments relating to a specific line number you have entered).

3. Click on **Save**. This returns you to the Instructor Staffing selection list box.

6.3.9.4 School Overhead (Item 22)

This command allows you to add or edit school overhead requirements (CDD Item 22).

Table 6-237 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-237. Access to School Overhead

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
School Overhead	*View Only	Yes	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on School Overhead (Item 22). The School Overhead selection list box (Figure 6-119) opens.

Figure 6-119. School Overhead

2. Refer to Table 6-238 for an explanation of the data fields.

Table 6-238. School Overhead

ITEM	DESCRIPTION
Line Num	Non-editable field displaying the billet line numbers for all instructors and instructor supervisors on the school's T/O who are needed to support this course.
Grade	Non-editable field displaying the grade associated with the corresponding T/O line number (e.g., O3, E10).
Rank	Non-editable field displaying the rank associated with the corresponding T/O line number.
Service	Non-editable field displaying the military or civilian affiliation associated with the corresponding T/O line number.
MOS	Non-editable field displaying the MOS associated with the corresponding T/O line number (e.g., 2823).
Filled	Non-editable field displaying the number of billets associated with the corresponding T/O line number that is currently filled.
Vacant	Non-editable field displaying the number of billets associated with the corresponding T/O line number that is currently vacant.
Billet Description	Non-editable field displaying the title associated with the highlighted T/O line number.

3. As summarized in Table 6-239, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-239. Access to School Overhead Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
School Overhead - Add	Yes	No	No
School Overhead - Edit	Yes	No	No
School Overhead - Delete	Yes	No	No
School Overhead - Comment *View Only	Yes	Yes*	Yes*
School Overhead - Memo *View Only	Yes	Yes*	Yes*

6.3.9.4.1 **Add**

This command allows you to add personnel who are required to operate the school (other than instructors). This may include individuals who perform curriculum development, testing and evaluation, or equipment maintenance beyond those already included in your T/O. If no additional personnel are necessary, leave this dialog box blank.

Table 6-240 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-240. Access to Add School Overhead

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
School Overhead - Add	Yes	No	No

1. From the School Overhead selection list box (Figure 6-119), click on **Add**. The School Overhead Add dialog box (Figure 6-120) opens.

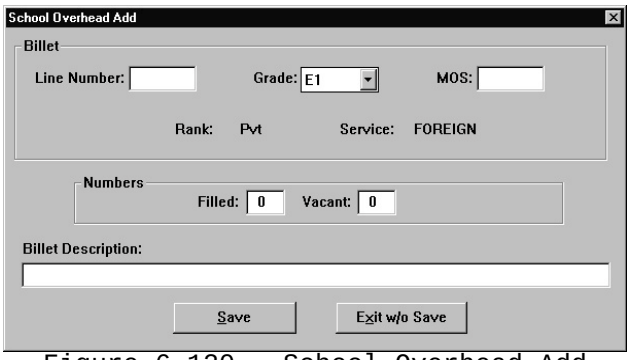

Figure 6-120. School Overhead Add

2. Referring to Table 6-241 for an explanation of the data fields, add the information for a new billet line number.

HINT: Identify the billet line numbers, grades, and MOSs for all other personnel needed to teach the course. Although you enter the line number only once, enter the number of positions filled and vacant for each personnel line number. You may add comments about any line number (Paragraph 6.3.9.4.4).

Table 6-241. School Overhead Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Billet Line Num	Billet line number for other personnel. If several instructors are assigned the same line number, enter the number only once. If you are adding a new instructor requirement, you can enter a proposed line number. The alignment is numerical with the alpha character following the number (e.g., 4777, 4777A, 4778). Use no leading zeros. You must complete this field to save the record.	Up to 5 alphanumeric characters
Grade	Grade associated with the required other personnel billet. Choose from the drop-down list of abbreviations. (Note multiple entries for certain grades; choose the one that reflects the appropriate Rank and Service fields.) Up to 3 alphanumeric characters	
MOS	MOS associated with the required other personnel billet. You must complete this field to save the record.	Up to 4 numeric characters
Rank	Rank associated with the required other personnel billet. Selection will be made under Grade field (e.g., Capt, MSgt).	
Service	Abbreviation for responsible service branch to include Foreign, Civilian, USA, USAF, USCG, USMC, and USN. Selection will be made under Grade field.	
Numbers: Filled	Number of billets currently filled for the corresponding T/O line number.	Up to 3 numeric characters
Numbers: Vacant	Number of billets currently vacant for the corresponding T/O line number.	Up to 3 numeric characters
Billet Description	Description from T/O. You must complete this field to save the record.	Up to 40 alphanumeric characters

3. Click on **Save**. This returns you to the School Overhead selection list box.

6.3.9.4.2 **Edit**

This command allows you to edit the highlighted T/O line number in the School Overhead selection list box.

Table 6-242 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-242. Access to Edit School Overhead

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
School Overhead - Edit	Yes	No	No

1. From the School Overhead selection list box (Figure 6-119), highlight the desired line number by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-120 opens.
3. Referring to Table 6-241 for an explanation of the data fields, edit the appropriate information.
4. Click on **Save**. This returns you to the School Overhead selection list box.

6.3.9.4.3 **Delete**

This command allows you to delete the selected T/O line number from the School Overhead selection list box.

Table 6-243 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-243. Access to Delete School Overhead

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
School Overhead - Delete	Yes	No	No

1. From the School Overhead selection list box (Figure 6-119), mark the T/O line number(s) you wish to delete using the multiple select feature.
2. Click on **Delete**. A message appears to confirm your choice.
3. Click on **Yes**. This returns you to the School Overhead selection list box.

6.3.9.4.4 **Comment**

This command allows you to add or edit comments concerning the highlighted T/O line number. The comments appear as footnotes beneath the line numbers in Item 22 of the CDD.

Table 6-244 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-244. Access to Comment to School Overhead

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
School Overhead - Comment *View Only	Yes	Yes*	Yes*

1. From the School Overhead selection list box (Figure 6-119), highlight the line number to which you wish to add comments by clicking on it.
2. Click on **Comment**. The Comment memo text box (Figure 6-121) opens. Note that MCAIMS identifies the line number you selected and the course in the title bar.

Figure 6-121. Comment

3. Add or edit comments pertaining to the selected line number (e.g., justify the retention of this line number, explain that this individual is cross-utilized in another course, or justify a new line number).
4. Click on **Save**. This returns you to the School Overhead selection list box.

6.3.9.4.5 **Memo**

This command allows you to add or edit general comments about the school overhead requirements. For example, you might describe activities in which staff is involved such as practical application, performance evaluation, remediation, and tutoring. The comments appear above the line numbers in Item 22 of the CDD.

Table 6-245 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-245. Access to Memo

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Memo *View Only	Yes	Yes*	Yes*

1. From the School Overhead selection list box (Figure 6-111), click on Memo. The Memo text box (similar to Figure 6-121) opens. Note that MCAIMS identifies the short course title in the title bar.
2. Add or edit general comments about school overhead requirements.
3. Click on **Save**. This returns you to the School Overhead selection list box.

6.3.9.5 **Trng/Educ Support (Item 23)**

This command allows you to add or edit training/education support requirements (CDD Item 23).

Table 6-246 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-246. Access to Trng/Educ Support

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Trng/Educ Support (Item 23) *View Only	Yes	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **Trng/Educ Support (Item 23**). The Training/Educational Support Requirements selection list box (Figure 6-122) opens.

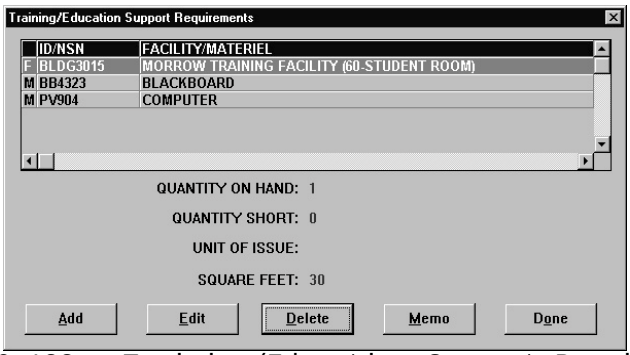

Figure 6-122. Training/Education Support Requirements

2. Refer to Table 6-247 for an explanation of the data fields.

Table 6-247. Training Educational Support Requirements

ITEM	DESCRIPTION
Untitled	Non-editable field displaying whether the item to the right of the field is a facility (F) or materiel (M).

ITEM	DESCRIPTION
ID/NSN	Non-editable field displaying the identification or national stock number of the corresponding facility or materiel.
Facility/ Materiel	Non-editable field displaying the name of the facility or of the materiel.
Quantity on Hand	Dynamic field displaying the quantity of the corresponding items of materiel or facilities.
Quantity Short	Dynamic field displaying the quantity short of the corresponding items of materiel or facilities.
Unit of Issue	Dynamic field displaying the unit of measurement or unit of issue for the corresponding facility or materiel.
Square Feet	Dynamic field displaying the square feet of the corresponding facility. If materiel is highlighted, this field will indicate N/A.

3. As summarized in Table 6-248, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-248. Access to Training/Educational Support Functions

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Trng/Educ Support - Add	Yes	No	No
Trng/Educ Support - Edit	Yes	No	No
Trng/Educ Support - Delete	Yes	No	No
Trng/Educ Support - Memo *View Only	Yes	Yes*	Yes*
Trng/Educ Support - Copy *Archive Only	Yes	Yes*	Yes*

6.3.9.5.1 **Add**

This command allows you to add a new facility or new materiel to the training/educational support table. This information appears in Item 23 of the CDD (beneath the Class V ammunition requirement if applicable). The facilities and materiel requirements will also appear in the Course Comparison report available through the System Administration module.

Table 6-249 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-249. Access to Add Facility/Materiel Requirements

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Trng/Educ Support - Add	Yes	No	No

1. From the Training/Educational Support Requirements selection list box (Figure 6-122), click on **Add**. The Add Facility/Materiel Requirements dialog box (Figure 6-123) opens.

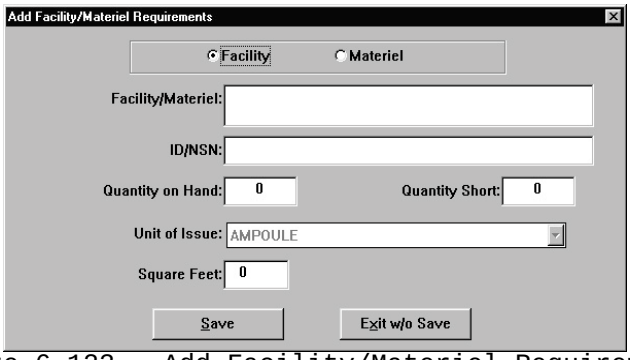

Figure 6-123. Add Facility/Materiel Requirements

2. Referring to Table 6-250 for an explanation of the data fields, add the information for a new facility or materiel.

Table 6-250. Add Facility/Materiel Requirements

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Facility	When this radio button is checked, the item is so identified in the table and appears in the appropriate table in the CDD/POI.	
Materiel	When this radio button is checked, the item is so identified in the table and appears in the appropriate table in the CDD/POI.	
Facility/ Materiel	The name of the facility or materiel. If you are adding a facility, be sure to indicate the student capacity (e.g., 30-student classroom). Abbreviate as appropriate. You must complete this field to save the record.	Up to 46 alphanumeric characters
ID/NSN	The facility identification number or national stock number for the materiel. You must complete this field to save the record.	Up to 18 alphanumeric characters
Quantity on Hand	The quantity (e.g., the number of classrooms or of computers) that you know is available at your school. You must complete this field to save the record.	Up to 8 numeric characters
Quantity Short	The quantity that differs from the amount you know is available at your school and the amount needed to accomplish the job. The system will calculate the required amount based on this value and the quantity on hand and reflect all three quantities in the CDD. The system will accept the default value of "0".	Up to 8 numeric characters
Unit of Issue	A drop-down list of units (e.g., EACH, BOX) and measurements (INCH, FOOT, YARD). This field is enabled when you choose the Materiel radio button above. Type the first alphabetical letter of the desired description. The list will advance to the first description beginning with the desired letter (e.g., type "S" and the list advances to "SACK." Scroll through the list and click on the desired code (e.g., "SQUARE INCH"). Enter "EACH" for facility. You must complete this field to save the record. Up to 2 alphanumeric characters	
Square Feet	If you are working with a facility, you must complete this field to save the record.	Up to 4 numeric characters

3. Click on **Save**. If the facility and facility ID combination or the materiel and NSN combination match an existing combination, you receive a message that the duplicate record cannot be saved. Click on **OK**. Otherwise, MCAIMS returns you to the Training/Educational Support Requirements selection list box.

6.3.9.5.2 **Edit**

This command allows you to edit the highlighted facility or materiel in the Training/Educational Support Requirements selection list box.

Table 6-251 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-251. Access to Edit Facility/Materiel Requirements

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Trng/Educ Support - Edit	Yes	No	No

1. From the Training/Educational Support Requirements selection list box (Figure 6-122), highlight the desired item you want to edit by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 6-123 opens.
3. Referring to Table 6-250 for an explanation of the data fields, edit the appropriate information.
4. Click on **Save**. This returns you to the Training/Educational Support Requirements selection list box.

6.3.9.5.3 **Delete**

This command allows you to delete the selected facility and/or materiel from the Training/Educational Support Requirements selection list box.

Table 6-252 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-252. Access to Delete Facility/Materiel Requirements

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Trng/Educ Support - Delete	Yes	No	No

1. From the Training/Educational Support Requirements selection list box (Figure 6-122), mark the item(s) you wish to delete using the multiple select feature.
2. Click on **Delete**. A message appears to confirm your choice.
3. Click on **Yes**. This returns you to the Training/Educational Support Requirements selection list box.

6.3.9.5.4 **Memo**

This command allows you to add or edit comments concerning the training and education support requirements of this course. The comments appear in Item 23 of the CDD (beneath the Class V ammunition requirements, facilities table, and materiel table if applicable).

Table 6-253 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-253. Access to Add/Edit Comments to Training/Education Support Requirements

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Trng/Educ Support - Memo *View Only	Yes	Yes*	Yes*

1. From the Training/Educational Support Requirements selection list box (Figure 6-122), click on Memo. The Memo memo text box (Figure 6-124) opens. Note that MCAIMS identifies the short course title in the title bar.

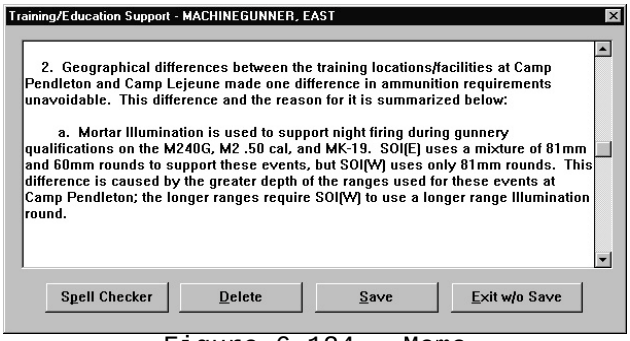

Figure 6-124. Memo

2. Add or edit general comments pertaining to training devices, ammunition (including anticipated replacement of non-consumable DODICs), facilities, materiel, or operations and maintenance requirements. Identify the cost for the initial purchase of unexpended ammunition here. This is also an appropriate place to identify both expendable and unexpendable DODICs for other service ammunition requirements. You may leave this field blank. If no additional support requirements are necessary beyond those listed on your T/E and you have added no entries for ammunition, facilities, or materiel, MCAIMS will generate an entry of "None in excess of the T/E" in the CDD.

3. Click on **Save**. This returns you to the Training/Educational Support Requirements selection list box.

6.3.9.5.5 **Copy**

This command allows you to copy existing training/educational support item requirements for facilities and materiel from another course to which you have access, archive a list of the support items for the current course, and retrieve a list of archived facilities and materiel.

Table 6-254 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-254. Access to Copy Support Item

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Trng/Educ Support - Copy * Archive Only	Yes	Yes*	Yes*
OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Trng/Educ Support - Copy Fac/Mat from Another Course	Yes	No	No
Trng/Educ Support - Archive Current Facilities/ Materiel	Yes	Yes	Yes
Trng/Educ Support - Retrieve Facilities/Materiel	Yes	No	No

1. From the Training/Education Support Requirements selection list box (Figure 6-122), click on **Copy**. The FACMAT Copy dialog box (Figure 6-125) opens.

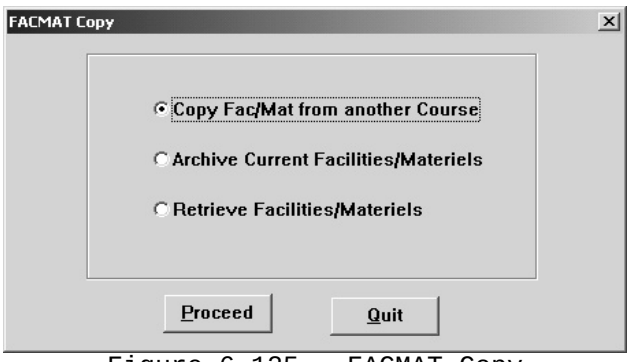

Figure 6-125. FACMAT Copy

2. Choose the desired option.

6.3.9.5.5.1 Copy Facilities/Materiel From Another Course

This command allows you to copy the list of facilities and materiel from any other course to which you have access on the same MCAIMS for Windows installation/server. MCAIMS includes all of the descriptive information (e.g. quantity on hand, quantity short, unit of issue for materiel and square feet for facility) for each support item requirement copied.

Table 6-255 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-255. Access to Copy Facilities/Materiel From Another Course

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Copy Fac/Mat from Another Course	Yes	No	No

1. From the FAC/MAT Copy dialog box (Figure 6-125), choose Copy Fac/Mat from Another Course and click on **Proceed**. The Select Course selection list box (Figure 6-126) opens displaying only those courses to which you have access and which have materiel/ facilities that can be copied.

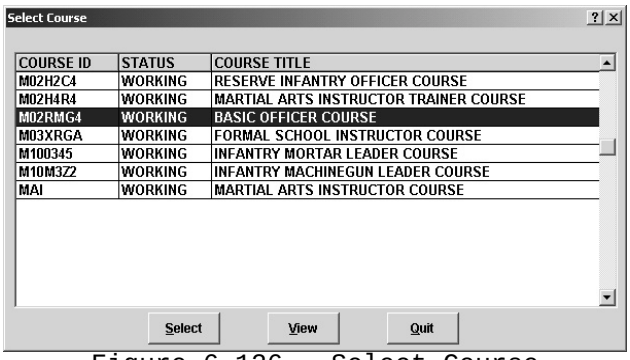

Figure 6-126. Select Course

2. Choose the desired course and click on **View** to determine if the selected course contains the desired support requirements. The Training/Education Support Requirements (with course identified) selection list box (Figure 6-127) opens. Note that the descriptive information appears beneath each highlighted support item.

Figure 6-127. Training/Education Support Requirements (with course identified)

3. After perusing the list, click on Done to return to the Select Course selection list box.

4. Choose the desired course and click on **Select**.

   a. If the selected course has relevant support requirements (with no duplicate ID/NSN identifiers), the system copies all the records that are not already documented in the current course. A message advises you of the number of records copied to the current course. Click on **OK** and the system returns you to the Training/Education Support Requirements selection list box (Figure 6-122). You may now edit descriptive information (e.g., quantity on hand) or delete records from this list to make the support requirements unique for this course.

   b. If the selected course does not have relevant support requirements, a message advises you that no records were copied to the current course. Click on **OK** and the system returns you to the Training/Education Support Requirements selection list box (Figure 6-122).

6.3.9.5.5.2 Archive Current Facilities/Materiel

This command allows you to archive all the facilities/materiel assigned to the current course. The archived list of support items, with all of the descriptive information for each item (quantity on hand, quantity short, unit of issue for materiel and square feet for facility) can be retrieved for use in another course or distributed to and used at another MCAIMS site or installation/server.

Table 6-256 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-256. Access to Archive Current Facilities/Materiel

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Archive Current Facilities/Materiel	Yes	Yes	Yes

1. From the FACMAT Copy dialog box (Figure 6-125), choose Archive Current Facilities/Materiel and click on **Proceed**. The Archive Fac/Mat dialog box opens for you to designate a file name and destination.

2. After assigning the desired name and location, click on **OK**. Your screen will turn black while it adds records to the Zip file. A message appears for you to confirm completion of the copy process.

3. Click on **OK**. Then a message appears to advise you that the Zip file has been created in the directory you specified.

4. Click on **OK**. The system returns you to the Training/Education Support Requirements selection list box (Figure 6-122).

6.3.9.5.5.3 Retrieve Facilities/Materiel

This command allows you to retrieve a list of archived facilities/ materiel. The file is usually archived from another course that may or may not be on the same MCAIMS installation/server. Each support item in the archived list includes all of the descriptive information (quantity on hand, quantity short, unit of issue for materiel and square feet for facility).

Table 6-257 summarizes the availability of this option based on course status. If available, continue with the following steps.

Table 6-257. Access to Retrieve Facilities/Materiel

OPTION BUTTON	WORKING	APPROVED	SUBMITTED
Retrieve Facilities/Materiel	Yes	No	No

1. From the FAC/MAT Copy dialog box (Figure 6-125), choose Retrieve Facilities/Materiel and click on **Proceed**. The Retrieve From dialog box allows you to choose the file from which you wish to retrieve a list of facilities/materiel archived from a course.

2. Locate and highlight the file for the archived support item you wish to retrieve. Be sure it is a file for an archived support item. If not, you will receive an advisory message.

3. Click on **OK**. Your screen will turn black while it expands and checks records from the designated Zip file. A message appears for you to confirm completion of the copy process.

4. Click on **OK**. You will receive a message that the Facilities/ Materiel you have chosen to restore may already exist on the current file. These records will not be overwritten during the process. Only records that do not already exist will be added.

5. Click on **Yes** to continue. If the ID/NSN matches, duplicates are not retrieved. The system returns you to the Training/Education Support Requirements selection list box (Figure 6-122).

6.3.9.6 **General CDD Notes**

This command allows you to add or edit notes you feel are pertinent to the CDD as a whole. These notes will appear after Item 24 and before the appendices containing the task list and the Instructor Computation Worksheet.

Table 6-258 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-258. Access to General CDD Notes

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
General CDD Notes *View Only	Yes	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **General CDD Notes**. The General Notes memo text box (similar to Figure 6-124) opens.

2. Add or edit general notes for the CDD. Include information you want to communicate to the reviewers who will approve your CDD. If

you have no additional notes, you may leave this field blank. MCAIMS will generate an entry of "None" in the CDD.

3. Click on **Save**. This returns you to the Course Record 2 Maintenance dialog box.

6.3.9.7 **Course Title**

This command allows you to enter the formal course title that will appear as Item 1 on the CDD.

Table 6-259 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-259. Access to Course Title

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Course Title *View Only	Yes	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **Course Title**. The Formal Course Title memo text box (similar to Figure 6-124) opens. Note that MCAIMS identifies the short course title in the title bar.
2. Enter the formal course title. Note that you cannot change the course status until you complete this information.
3. Click on **Save**. This returns you to the Course Record 2 Maintenance dialog box.

6.3.9.8 **Task List Notes (Item 24)**

This command allows you to add or edit notes that are specific to the Task List. These notes will appear after the Task List in Appendix B of the CDD.

Table 6-260 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-260. Access to Task List Notes

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Task List Notes (Item 24) *View Only	Yes	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **Task List Notes (Item 24**). The Task List Notes memo text box (similar to Figure 6-118) opens. Note that MCAIMS identifies the short course title in the title bar.
2. Add or edit notes or recommendations specific to tasks in the Task List. Provide justification for any change you recommend to the Individual Training Standards (ITSs). If no comments are necessary, leave this field blank. MCAIMS will generate an entry of "None" in the CDD.
3. Click on **Save**. This returns you to the Course Record 2 Maintenance dialog box.

6.3.9.9 ICW Notes (Appendix A, Item 21)

This command allows you to add or edit notes that are specific to the Instructor Computation Worksheet (ICW). These notes will appear after the Instructor Computation Worksheet in Appendix A of the CDD.

Table 6-261 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-261. Access to ICW Notes

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
ICW Notes (Appendix A, Item 21) *View Only	Yes	Yes*	Yes*

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **ICW Notes (Appendix A, Item 21)**. The ICW Notes memo text box (similar to Figure 6-124) opens. Note that MCAIMS identifies the short course title in the title bar.

2. Enter or edit any notes or concerns you wish to communicate about the ICW. Provide ample justification if additional instructors are required. If you are preparing a CDD for a course taught by a USMC Mobile Training Team (MTT) or an Interservice MTT, you should add a note to that effect. See Tables 6-262 and 6-263 for information to be provided. If no notes are necessary, you may leave this field blank. MCAIMS will generate an entry of "None" in the CDD.

Table 6-262. Mobile Training Teams (MTT)

For USMC courses with Mobile Training Teams (MTT), provide the following information:

Annual Travel Days X 8 Hours Per Day X Number of Travelers =

Table 6-263. Interservice Mobile Training Teams (MTT)

For USMC courses with Interservice MTTs, provide the following additional information:

Programmed Annual Input Breakdown

USA	_____	_____%
USN	_____	_____%
USMC	_____	_____%
USAF	_____	_____%
TOTAL	_____	100%

Annual Travel Days X 8 Hours Per Day X Number of Travelers =

SECTION IV INSTRUCTOR REQUIREMENTS BY SERVICE

USA USN USMC USAF TOTAL

3. Click on **Save**. This returns you to the Course Record 2 Maintenance dialog box.

6.3.9.10 Copy

This command allows you to copy CDD information from the Working status to the Locally Approved status of the same course.

Table 6-264 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-264. Access to Copy CDD Information

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Copy	Yes	No	No

1. From the Course Record 2 Maintenance dialog box (Figure 6-111), click on **Copy**. The Copy CDD Information to the Locally Approved Course dialog box (Figure 6-128) opens.

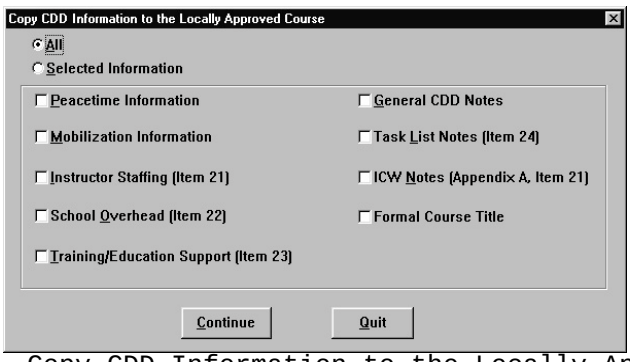

Figure 6-128. Copy CDD Information to the Locally Approved Course

2. Referring to Table 6-265 for an explanation of the data fields appearing in the dialog box, check the appropriate checkbox(es) to copy the desired CDD elements.

Table 6-265. Copy CDD Information to the Locally Approved Course

ITEM	DESCRIPTION
All	When this radio button is checked, you can check no other item on the screen. All CDD Items on Course Record 2 will be copied.
Selected Information	When this radio button is checked, you can check specific items in the box below.
Peacetime Information	When checked, MCAIMS copies all of the information CDD Course Record 2 under the category of "Peacetime".
Mobilization Information	When checked, MCAIMS copies all of the information CDD Course Record 2 under the category of "Mobilization". This includes the hours manually entered under the buttons titled Academic and Administrative.
Instructor Staffing (Item 21)	When checked, MCAIMS copies all of the CDD Course Record 2 Instructor Staffing information to include the individual records and associated memo fields.
School Overhead (Item 22)	When checked, MCAIMS copies all of the CDD Course Record 2 School Overhead information.
Training/ Education Support (Item 23)	When checked, MCAIMS copies all of the CDD Course Record 2 Training and Education Support information.
General CDD Notes	When checked, MCAIMS copies all of the General CDD Notes entered on the CDD Course Record 2 screen.
Task List Notes (Item 24)	When checked, MCAIMS copies all of the Task List Notes entered on the CDD Course Record 2 screen.
ICW Notes (Appendix A, Item 21)	When checked, MCAIMS copies all of the ICW Notes entered on the CDD Course Record 2 screen.
Formal Course Title	When checked, MCAIMS copies the Formal Course Title entered on the CDD Course Record 2 screen.

3. Click on **Continue**. If you do not have access to the Approved version of this course, you receive a message advising you. Click on OK to return to the Course Record 2 Maintenance dialog box. Otherwise, a message appears to tell you when the copy to the Locally Approved status is complete. Click on **OK** to return to the Course Record 2 Maintenance dialog box.

6.3.10 POI

This menu option allows you to complete the few remaining items, not entered elsewhere in MCAIMS, that are necessary to produce the printed Program of Instruction (POI). These items include any designator, phase, and group notes plus mandatory elements such as the preface, a mobilization comment, student evaluation information, and the distribution list. Note that mandatory information must be completed before you can upgrade to a higher course status.

At any time during the development of the Working course, you can print draft sections of the POI under the POI Report menu. However, when you are ready to produce the final POI, you must upgrade the course status to Locally Approved and then to Submitted (Paragraph 5.2.1.7) to produce both the printed POI for Submission (Paragraph 6.5.11) and the electronic CDD/POI Export file (Paragraph 5.3.5.2). The electronic version must be submitted to CG, MCCDC (C461) for review, coordination, and approval. After you submit the POI and you receive notification of approval, do not forget to record the dates in the Course Statistics function (Paragraph 6.3.7).

1. From the Maintenance drop-down menu, choose POI. The POI Edit dialog box (Figure 6-129) opens.

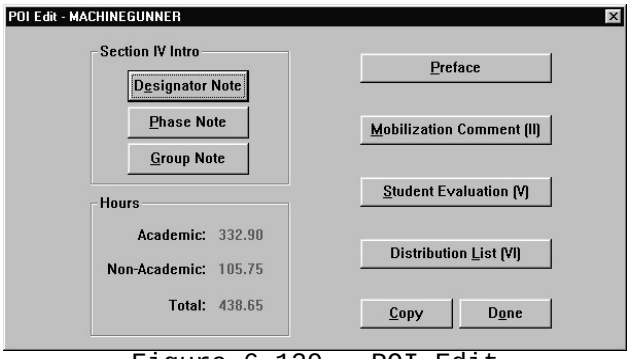

Figure 6-129. POI Edit

2. Refer to Table 6-266 for an explanation of the data fields appearing in the dialog box.

Table 6-266. POI Edit

ITEM	DESCRIPTION
Hours Academic	Non-editable field displaying the total hours assigned to all methods on academic concept cards.
Hours Non-Academic	Non-editable field displaying the total hours assigned to all methods on administrative concept cards.
Hours Total	Non-editable field displaying the total hours assigned to all methods on all concept cards.

3. As summarized in Table 6-267, only certain command buttons are available to you based on the status of the course with which you are working. If available, click on the desired command button.

Table 6-267. Access to POI Menu

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Designator Note	*View Only	Yes	Yes*	Yes*
Phase Note	*View Only	Yes	Yes*	Yes*
Group Note	*View Only	Yes	Yes*	Yes*

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Preface	*View Only	Yes	Yes*	Yes*
Mobilization Comment (II)	*View Only	Yes	Yes*	Yes*
Student Evaluation (V)	*View Only	Yes	Yes*	Yes*
Distribution List (VI)	*View Only	Yes	Yes*	Yes*
Copy		Yes	No	No

6.3.10.1 **Designator Note**

This command allows you to add or edit optional information concerning your system for designating lessons, exams, and administrative events. It will appear in the introduction to Section IV as part of paragraph 2b entitled Lesson/Exam ID.

Table 6-268 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-268. Access to Designator Note

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Designator Note	*View Only	Yes	Yes*	Yes*

1. From the POI Edit dialog box (Figure 6-129), click on **Designator Note**. The Section IV Designator Notes memo text box (Figure 6-130) opens. Note that MCAIMS identifies the course in the title bar.

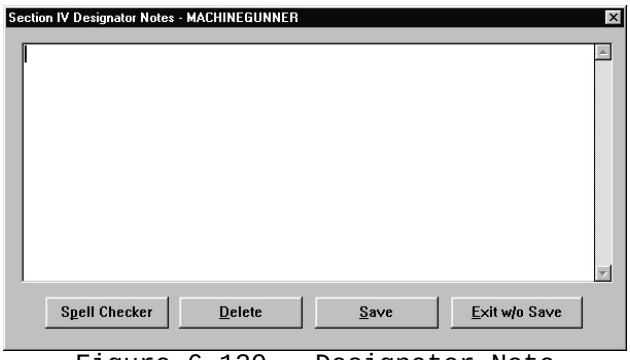

Figure 6-130. Designator Note

2. Enter an explanation for your system of designating lessons, if applicable.
3. Click on **Save**. This returns you to the POI Edit dialog box.

6.3.10.2 **Phase Note**

This command allows you to add or edit information depicting the phases of your course. It will appear in the introduction to Section IV under paragraph 2e entitled Phase (optional).

Table 6-269 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-269. Access to Phase Note

COMMAND BUTTON		WORKING	APPROVED	SUBMITTED
Phase Note	*View Only	Yes	Yes*	Yes*

1. From the POI Edit dialog box (Figure 6-129), click on **Phase Note**. The Section IV Phase Notes memo text box (similar to Figure 6-130) opens. Note that MCAIMS identifies the course in the title bar.

2. Enter the explanation for any codes you have used on concept cards to depict the phase during which lessons are taught (Paragraph 6.3.5.1).

3. Click on **Save**. This returns you to the POI Edit dialog box.

6.3.10.3 Group Note

This command allows you to add or edit optional information describing the instructional groups responsible for teaching various lessons in your course. This information appears in the introduction to Section IV under paragraph 2f entitled Group (optional).

Table 6-270 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-270. Access to Group Note

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Group Note *View Only	Yes	Yes*	Yes*

1. From the POI Edit dialog box (Figure 6-129), click on **Group Note**. The Section IV Group Notes memo text box (similar to Figure 6-130) opens. Note that MCAIMS identifies the course in the title bar.

2. Enter the explanation for any codes you have used on concept cards to depict the instructional groups responsible for certain lessons (Paragraph 6.3.5.1).

3. Click on **Save**. This returns you to the POI Edit dialog box.

6.3.10.4 Preface

This command allows you to add or edit the Preface to the POI. Note that you must complete this information before you can upgrade to a higher course status.

Table 6-271 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-271. Access to Preface

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Preface *View Only	Yes	Yes*	Yes*

1. From the POI Edit dialog box (Figure 6-129), click on **Preface**. The POI Preface memo text box (similar to Figure 6-130) opens. Note that MCAIMS identifies the course in the title bar.

2. Enter the text for the Preface to the POI.

3. Click on **Save**. This returns you to the POI Edit dialog box.

6.3.10.5 Mobilization Comment (II)

This command allows you to add or edit a general explanation concerning how the course will be taught during mobilization. These comments will appear beneath Item 10, Section I, CDD, and at the end of Section II, POI Summary of Hours, under a paragraph entitled Mobilization. If you do not add a comment and the training days field reads zero, MCAIMS will display the following statement in those two places: “Mobilization length is stated as zero training days because this course is not taught during periods of mobilization.”

Table 6-272 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-272. Access to Mobilization Comment

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Mobilization Comment (II) *View Only	Yes	Yes*	Yes*

1. From the POI Edit dialog box (Figure 6-129), click on **Mobilization Comment (II)**. The POI Mobilization Comments memo text box (similar to Figure 6-130) opens. Note that MCAIMS identifies the course in the title bar.
2. Enter a description of how the course will be taught during mobilization (e.g., 10-hour days, 6 days per week).
3. Click on **Save**. This returns you to the POI Edit dialog box.

6.3.10.6 Student Evaluation (V)

This command allows you to add or edit comments describing the Student Evaluation program and procedures for your course. These comments will appear at the beginning of Section V of the POI, followed by a MCAIMS-generated table summarizing all of the exams included in your course. Note that you must complete this information before you can upgrade to a higher course status.

Table 6-273 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-273. Access to Student Evaluation

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Student Evaluation (V) *View Only	Yes	Yes*	Yes*

1. From the POI Edit dialog box (Figure 6-129), click on **Student Evaluation (V)**. The POI Student Evaluation Comments memo text box (similar to Figure 6-130) opens. Note that MCAIMS identifies the course in the title bar.
2. Enter a description of the student evaluation program and procedures established for this course.
3. Click on **Save**. This returns you to the POI Edit dialog box.

6.3.10.7 Distribution List (VI)

This command allows you to manage the distribution list appearing in Section VI of the POI. MCAIMS has certain default (mandatory) recipients of the POI programmed into the system. In order to avoid duplication, be sure to add the mandatory recipients before adding others. Note that you must complete this information before you can upgrade to a higher course status.

Table 6-274 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-274. Access to POI Distribution List

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Distribution List (VI) *View Only	Yes	Yes*	Yes*

1. From the POI Edit dialog box (Figure 6-129), click on **Distribution List (VI)**. The POI Distribution List selection list box (Figure 6-131) opens.

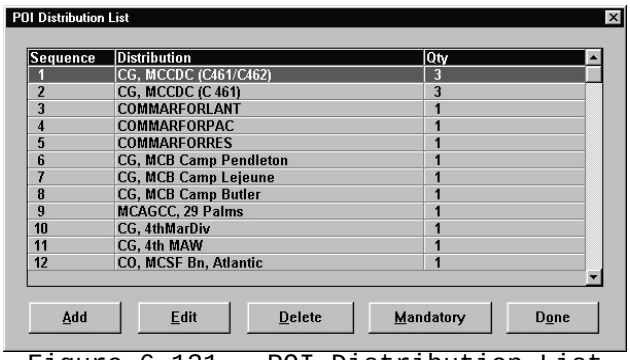

Figure 6-131. POI Distribution List

2. Refer to Table 6-275 for an explanation of the data fields.

Table 6-275. POI Distribution List

ITEM	DESCRIPTION
Sequence	Non-editable field displaying the order of recipients in the POI distribution list.
Distribution	Non-editable field displaying all POI recipients.
Qty	Non-editable field displaying the number of POIs to be distributed to the corresponding recipient.

3. Click on the desired command button

6.3.10.7.1 **Add**

This command allows you to add recipients to the distribution list.

HINT: Click on the Mandatory command button to display the default recipients in the POI Distribution List selection list box before you add any additional POI recipients to the distribution list.

Table 6-276 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-276. Access to Add POI Recipients to POI Distribution List

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Distribution List (VI) - Add	Yes	No	No

1. From the POI Distribution List selection list box (Figure 6-131), click on **Add**. The POI Distribution List Add dialog box (Figure 6-132) opens.

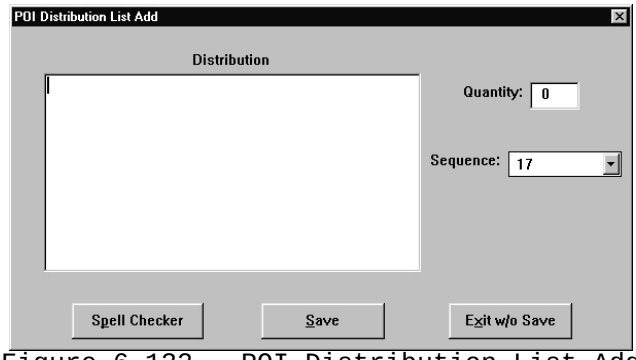

Figure 6-132. POI Distribution List Add

2. Referring to Table 6-277 for an explanation of the data fields, add a recipient (not already on the mandatory list) to the Distribution List in the dialog box.

Table 6-277. POI Distribution List Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Distribution	Name or symbol of POI recipient. You must complete this field to save the record.	Up to 64,000 alphanumeric characters
Quantity	Number of POIs to be distributed to this recipient. You must complete this field to save the record.	Up to 3 numeric characters
Sequence	Sequence number assigned to a POI recipient. Defaults automatically to the next available Arabic number when adding a recipient. You may, however, arrange distribution of POIs in order of command seniority by clicking on the desired number in the drop-down list.	

3. Click on **Save**. This returns you to the POI Distribution List selection list box.

6.3.10.7.2 **Edit**

This command allows you to edit a highlighted recipient in the POI Distribution List. Note that you may use this function to arrange the sequence of POI recipients according to command seniority. Do not use this function to edit mandatory recipients because such changes must be made by the programmer. Although the system allows you to save changes to the list of mandatory recipients, MCAIMS will not allow you to upgrade the course status. Forward requests for editing the list of mandatory recipients to your MCAIMS Technical Support Representatives.

Table 6-278 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-278. Access to Edit POI Distribution List

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Distribution List (VI) - Edit	Yes	No	No

1. From the POI Distribution List selection list box (Figure 6-131), highlight the desired POI recipient by clicking on it.
2. Click on **Edit**. A dialog box (similar to Figure 6-132) opens.
3. Referring to Table 6-277 for an explanation of the data fields, edit the desired information in the dialog box. You may arrange the sequence of POI recipients by clicking on the desired number in the drop-down list.
4. Click on **Save**. This returns you to the POI Distribution List selection list box.

6.3.10.7.3 **Delete**

This command allows you to delete the selected recipients from the POI Distribution List selection list box.

Table 6-279 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-279. Access to Delete POI Recipients From POI Distribution List

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Distribution List (VI) - Delete	Yes	No	No

1. From the POI Distribution List selection list box (Figure 6-131), mark the recipients you wish to delete using the multiple select feature.
2. Click on **Delete**. A message appears to confirm your choice.
3. Click on **Yes**. This returns you to the POI Distribution List selection list box.

6.3.10.7.4 **Mandatory**

This command allows you to add the default (mandatory) POI recipients to the POI Distribution List. The system will not allow you to upgrade the course to a higher status until you add the mandatory entries to the list. Note that changes or corrections to the mandatory list must be made by the programmer. Forward requests for editing the list of mandatory recipients to your MCAIMS Technical Support Representative.

HINT: Display the default recipients in the POI Distribution List selection list box before you add any additional POI recipients to the list. This approach will help you avoid duplication in the list.

Table 6-280 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-280. Access to Add Mandatory POI Recipients to List

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Distribution List (VI) - Mandatory	Yes	No	No

From the POI Distribution List selection list box (Figure 6-131), click on **Mandatory**. MCAIMS adds the default (mandatory) recipients of the POI to the POI Distribution List selection list box.

6.3.10.8 **Copy**

This command allows you to copy POI information from the Working status to the Locally Approved status of the same course.

Table 6-281 summarizes the availability of this command based on course status. If available, continue with the following steps.

Table 6-281. Access to Copy

COMMAND BUTTON	WORKING	APPROVED	SUBMITTED
Copy	Yes	No	No

1. From the POI Edit dialog box (Figure 6-129), click on **Copy**. The Copy POI Information to the Locally Approved Course dialog box (Figure 6-133) opens.

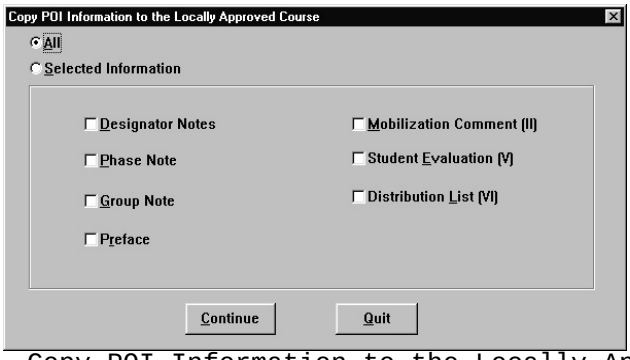

Figure 6-133. Copy POI Information to the Locally Approved Course

2. Referring to Table 6-282 for an explanation of the data fields, check the appropriate checkbox(es) to copy the desired POI elements.

Table 6-282. POI Elements

ITEM	DESCRIPTION
All	All When checked, you may check no other item on the dialog box. All information listed in the box below is copied.
Selected Information	When checked, you may check specific items on the dialog box.
Designator Notes	When checked, MCAIMS copies all of the information on the POI record for this memo field.
Phase Note	When checked, MCAIMS copies all of the information on the POI record for this memo field.
Group Note	When checked, MCAIMS copies all of the information on the POI record for this memo field.
Preface	When checked, MCAIMS copies all of the information on the POI record for this memo field.
Mobilization Comment (II)	When checked, MCAIMS copies all of the information on the POI record for this memo field.
Student Evaluation (V)	When checked, MCAIMS copies all of the information on the POI record for this memo field.
Distribution List (VI)	When checked, MCAIMS copies all of the information on the POI record that is input under this option. This would include ALL records added to the Distribution database for this course.

3. Click on **Continue**. If you do not have access to the Approved version of this course, you receive a message advising you. Click on **OK** to return to the POI Edit dialog box. Otherwise, a message appears to advise you when the copy to the Locally Approved status is complete. Click on **OK** to return to the POI Edit dialog box.