

UNITED STATES MARINE CORPS

MARTIAL ARTS CENTER OF EXCELLENCE
THE BASIC SCHOOL
24191 GILBERT ROAD
QUANTICO, VIRGINIA 22134

STUDENT OUTLINE

MAINTAIN MCMAP RECORDS

MAIB1015

MARTIAL ARTS INSTRUCTOR COURSE

M02MMET

APPROVED BY: Maj. Carter C.T. DATE: 1 January 2020

LEARNING OBJECTIVESa. **TERMINAL LEARNING OBJECTIVES**

(1) Given a NAVMC 11432, a Martial Arts Mishap Report, a training log, a completed training event, and with the aid of references maintain MCMAP records to ensure documents are properly filled out, submitted, and maintained. (0916-ADMN-2041)

b. **ENABLING LEARNING OBJECTIVES.**

(1) Given course materials, identify retention requirements in order to maintain MCMAP records. (0916-ADMN-2041a)

(2) Given a NAVMC 11432, a Martial Arts Mishap Report, training log, a completed training event, and with the aid of references prepare MCMAP documentation to ensure documents are without error. (0916-ADMN-2041b)

(3) Given NAVMC 11432, NAVMC 11738 and a training log, identify submission requirements to report completion of MCMAP training. (0916-ADMN-2041c)

1. CURRICULUM MATERIALS. Course materials are divided into curriculum materials and administrative materials. Curriculum materials are those items that are required to instruct a lesson. This includes the master lesson file, lesson plans, performance evaluation checklists, and media.

a. Master Lesson File. The Master Lesson File (MLF) is a compilation of documents that contain all the necessary materials to conduct a period of instruction. The MLF is the most up-to-date file on an individual lesson taught in the course. It serves as a master copy of all instructional materials that support a given lesson. The purpose of the MLF is to provide accountability for the learning process, document the use of course resources, and provide continuity for the lesson. All MCMAP Master Lesson Files are located at the Martial Arts Center of Excellence.

b. Lesson Plan. A lesson plan is the detailed script for the instructor, also referred to as an instructor outline. It is detailed enough so that a new instructor could review it and be able to conduct the required training. Lesson plans are for the instructor, not to be confused with a student outline, which is not utilized at the MAI level. In MCMAP the belt books are the lesson plans for the MAI. They contain all the information

required for the EDIP and the tie-in, as well as instructor notes. The most current versions of MCMAP lesson plans will be located at the Martial Arts Center of Excellence, and available on the MACE website.

c. Performance Evaluation Checklists. All performance-based learning objectives are tested using a performance evaluation checklist (PECL). The PECLs used by an MAI are belt tests which are Navy/Marine Corps forms (NAVMCs): 11739 (Tan), 11740 (Gray), 11741 (Green), 11742 (Brown), 11743 (Black). The most current versions of MCMAP PECLs will be located at the Martial Arts Center of Excellence, and available on the MACE website.

d. Media. Instructional media enhances verbal information and improves the student's ability to retain the information identified in the learning objectives by appealing to the different learning styles. If applicable, media can be found within the master lesson file. Media is not developed, or required, for user level training, but the instructor may choose to add media to personalize the lessons.

2. ADMINISTRATIVE MATERIALS. The second type of course materials are administrative materials. These are the materials that enable you to track the training being conducted. These materials are the training log, mishap report, course record, and certificate. All administrative materials must be retained for a period of three years.

a. Training Log. Training logs (MCMAP Logbooks) are used to track the training and progress of each individual Marine within the program. It is the instructor's responsibility to provide their students with logbooks, but the student's responsibility to maintain them. After any training is conducted the instructors will document the training in the student's logbook by completing the class code, hours trained, date, the instructors name and their signature. There is an example of the training log at the end of this chapter, but the most current version will be located at the Martial Arts Center of Excellence, and available on the MACE website.

b. Mishap Report. The mishap report, NAVMC 11738, must be completed if a student is injured while conducting MCMAP training. If the injury occurred during any type of martial arts training and resulted in light duty, SIQ, or hospitalization a mishap report is required. The MAI must fill out the mishap report and submit it to the unit safety representative, who will submit the report into the Web Enabled

Safety System (WESS). Once submitted, the safety rep will receive a WESS report number that the MAI will enter on the hard copy of the mishap report before submitting it to the MACE. If the Marine returns to training without going on light duty, then a mishap report is not required. There is an example of the NAVMC 11738 at the end of this chapter, but the most current version is located at the Martial Arts Center of Excellence, and available on the MACE website.

c. Course Record. The course record that is used for reporting MCMAP training is the NAVMC 11432. After testing students for belt level advancement the instructor must complete this form and turn a copy into the Marine's training section (S-3) for entry into the Training Management System. Each student will also be provided a copy of the NAVMC 11432 for their records. There is an example of the NAVMC 11432 at the end of this chapter, but the most current version is located at the Martial Arts Center of Excellence, and available on the MACE website.

d. Certificate. A belt rank certificate is completed by the MAI for each individual Marine trained. The instructor will use the standard certificate template, which is available on the MACE website. The MAI must enter the students name, unit address, the instructor's name and signature, and the Commanding Officer's name and signature. The individual Marine is responsible for entering a copy of their certificate into their Official Military Personnel File (OMPF). There is an example of a certificate at the end of this chapter, but the most current version is located at the Martial Arts Center of Excellence, and available on the MACE website.

REFERENCES:

Marine Corps Martial Arts Program, MCO 1500.59_

Example Mishap Report

NAVMC 11738 (9-10) (EF)
FOUO - Privacy sensitive when filled in.

Print Form

Report Control Symbol: EXEMPT

MARINE CORPS MARTIAL ARTS MISHAP REPORT			
COMMAND INFORMATION		DATE/TIME OF MISHAP:	MA/IT Supervising Training:
Total Number of injuries/fatalities:		UNIT:	NAME:
Rank:	MA/IT CERTIFICATION DATE:	CONTACT INFO:	
PERSONAL INFORMATION OF MARINE INVOLVED IN MISHAP			
RANK:	MOB	AGE	SEX
			JOB TITLE
MISHAP INFORMATION		Base:	CURRENT BELT LEVEL:
		<input type="checkbox"/> ON	<input type="checkbox"/> OFF
GENERAL AREA:			
SPECIFIC LOCATION:			
ENVIRONMENTAL CONDITIONS:			
GROUND CONDITIONS:			
GENERAL ACTIVITY:			
SPECIFIC ACTIVITY:			
TYPE OF INJURY:			
BODY PART:			
MISHAP CLASS (Ref MCO P6102.12B)		*Check all that Apply*	
A. 1. Fatality <input type="checkbox"/>	2. Permanent Total Disability <input type="checkbox"/>	3. Property damage of \$1,000,000 or more <input type="checkbox"/>	
B. 4. Permanent Partial Disability <input type="checkbox"/>	5. Hospitalization (3 or more personnel) <input type="checkbox"/>	6. Property damage of \$2,000,000 to \$999,999 <input type="checkbox"/>	
C. 7. Lost time (How much) <input type="checkbox"/>	8. Property damage of \$20K to \$199,999 <input type="checkbox"/>	9. No Lost Time <input type="checkbox"/>	
10. First Aid Case <input type="checkbox"/>	11. Property damage of \$200,000 to \$19,999 <input type="checkbox"/>		
12. Was a certified MA/IT supervising training at time of mishap? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13. Was the injury sustained during Command approved MCMAP training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
MCMAP CLASSIFICATION		*Check all that Apply*	
		1. TECHNIQUE TRAINING <input type="checkbox"/>	4. FREE SPARRING: <input type="checkbox"/>
			<input type="checkbox"/> GROUND
		2. EDIP <input type="checkbox"/>	<input type="checkbox"/> STANDING <input type="checkbox"/>
			<input type="checkbox"/> PUGIL STICKS
		3. SUSTAINMENT <input type="checkbox"/>	<input type="checkbox"/> WEAPONS
COMBAT	1. MARTIAL ARTS DRILL (E.G. LZ DRILL) <input type="checkbox"/>	4. FIELD DRILL	<input type="checkbox"/>
CONDITIONING/DRILLS	2. MARTIAL ARTS PHYSICAL INTEGRATION TRAINING <input type="checkbox"/>		
	3. DEPLOYED DRILL <input type="checkbox"/>		
PROTECTIVE EQUIPMENT USED			
DESCRIPTION:			

Reset Form

FOR OFFICIAL USE ONLY

Azote Designer 8

NAVMC 11738 (8-10) (EF), Page 2
FOUO - Privacy sensitive when filled in.

LOST WORK DAYS	
Hospital Days:	
SIG Days:	
Light Duty Days:	
SUMMARY INFORMATION *Detailed Statement of What happened*	
INJURY TRENDS/HAZARD REPORT: <input type="checkbox"/> Yes <input type="checkbox"/> No	
WESS Report # (if applicable):	
UNIT SAFETY REPRESENTATIVE	
RANK/NAME:	
PHONE NUMBER:	
SIGNATURE OF INSTRUCTOR / INSTRUCTOR TRAINER:	DATE
SIGNATURE OF UNIT SAFETY REPRESENTATIVE:	DATE
DISTRIBUTION: (1) ORIGINAL TO UNIT SAFETY OFFICER (2) INSTRUCTOR CONDUCTING TRAINING (3) TECOM MCMAP_SUPPORT@USMC.MIL (MACE, TRNGCMD)	

Reset Form

FOR OFFICIAL USE ONLY

Submit to Training Command

Example Certificate

United States Marine Corps



Takes pleasure in presenting this certificate to

Corporal Michael T. Ambrose

*Certifying that they have met all the requirements
and successfully completed the syllabus prescribed for*

Green Belt

in the Marine Corps Martial Arts Program

Given at

1st Battalion, 1st Marines

Camp Pendleton, CA

This 5th day of January, 2015

Sgt William T. Johnson
Martial Arts Instructor

LtCol Johnathan A. Smith
Commanding Officer