**U.S. Department
Of Transportation**

**Federal Motor Carrier
Safety Administration**

Memorandum

Subject: **Action:** Mandatory New Motor Carrier
Management Information Systems Training,
August 20-22, 2002

Date: June 28, 2002

In Reply Refer To:
MC-RIS

From: Phyllis E. Young /s/ Terry Shelton for
Associate Administrator for Research, Technology,
and Information Management/CIO

To: FMCSA Division Administrators and State Directors

The Office of Data Analysis and Information Systems and the National Training Center are
pleased to announce a mandatory 3-day New Motor Carrier Management Information System
(MCMIS) and FMCSA Website Workshop. It will be held at the Crystal Gateway Marriott in
Arlington, Virginia, from August 20-22. The training is mandatory for:

- FMCSA Transportation Assistants,
- FMCSA Program Managers involved in MCMIS,
- State government personnel from PRISM States who use MCMIS,
- MCSAP State government personnel who are assigning USDOT
    Numbers to Intrastate carriers, and
- Other MCSAP State personnel who use MCMIS.

The August 20-22 session can only accommodate 150 attendees. At this time, we suggest that
you limit attendance to two staff members from your Division office and one attendee from your
State. Instructions for making travel arrangements are attached.

My office is working with the National Training Center to offer two training sessions in the first
quarter of FY 2003, to be held at the Center in Arlington, Virginia, for those who cannot attend
the August session. We will send out additional information in the near future.

The Motor Carrier Management Information System has been running in the same computer
environment since it was created in 1988. The time has come to bring MCMIS into the
21st Century by moving MCMIS to an enhanced web-based computer environment as of
September 3, 2002. New MCMIS will offer many new features and will require training for all
users. The workshop will introduce participants to the new, web-enabled New MCMIS and will
require hands-on-training on the new and updated features. In addition, sessions will be offered
on the FMCSA websites to provide a broad overview of internal and public websites that
collectively support FMCSA safety data.

We look forward to seeing you at this very important training workshop. If you have any immediate questions about the Workshop, please contact Nancy Smalls at 202-366-2975 or Daphne Taylor at 202-366-8569.

Attachments:
  Travel Arrangements
  Agenda (New MCMIS Training and FMCSA Website Workshop)
  FMCSA Information Technology Account Application
  Registration Form