



Hotline



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April - June 2001

The MCI Hotline is published quarterly by MCI providing you with up-to-date information. Feedback from the Hotline identified the need to expand our distribution list. Although distribution of the Hotline goes to each RUC, many Marines do not receive important MCI updates contained in these newsletters. In an effort to bridge this information gap, the Hotline will now be included in the packing list of every MCI and included on MCI's web page.

Deputy Director's Corner

This past quarter, I enjoyed visiting major bases and stations on the west coast. Several recurring questions were asked about MCI's products and services. This *Hotline* provides some of your frequently asked questions.

The availability of MCI's new training opportunities needs more exposure. You can enroll in interactive multimedia instructional (IMI)-based courses that combine text, audio, and video to enhance your learning experience. IMI-based learning is more efficient and effective. Studies have shown that students can learn the same amount of material in less time and perform better on their exams. MCI offers several IMI courses on a variety of topics. Each year, tens of thousands of Marines complete MCI 3420, *Personal Financial Management* and MCI 0210, *Terrorism Awareness* in paper-based format. Your assistance is needed in getting more Marines involved in the IMI versions of these popular courses. MCI 0367A, *Marine Marksman* and MCI 0385A, *Land Navigation* provide the skills required of Marines, and are also offered in multimedia format. More interactive courses are being designed and will be announced in subsequent editions of the *Hotline*. If you haven't tried an IMI course yet, I invite you to kick the tires on one and drive it around the block.

You can enroll in these interactive courses and complete the course of instruction from a CD-ROM or over the Distance Learning Center's (DLC) MarineNet. If you are stationed at Camp Pendleton, Camp Lejeune, Twentynine Palms, or Quantico, visit the DLC web site at (<http://www.tecom.usmc.mil/dlc/TestDrive.htm>). The CD-ROM courses can be ordered individually, or check with your training NCO to see if there's one in the Commander's Library.

Your support is also needed to turn more course enrollments into completions. Primarily, I want Marines to gain the skills and knowledge contained in these MCI courses to improve their individual performance. Marines also gain promotion points and PME credit through successful completion of MCI courses. Whether you are a Marine taking courses for yourself, a training NCO who is managing a unit's MCI program, or a commander who sets the priorities of your unit's MCI program, your assistance will help move individual course enrollments to successful course completion.

This is an exciting time at MCI. We have several projects in various stages of the course design process. The months ahead will offer even more new opportunities for Marines to improve their individual performance and fulfill their PME requirements through MCI courses. My responsibility is to continually improve our organizational processes so MCI can deliver quality products and services to you.

Semper Fidelis,

Glenn E. Gearhard
LtCol USMC

(continued on reverse)

MCI Hits the West Coast

MCI visits the major bases and stations around the Marine Corps annually. These visits allow MCI the chance to meet with Marine leaders and conduct a workshop with the officers and NCOs who administer the unit MCI program. In late February, we visited the major west coast commands and had what we believe to be a productive series of briefs and workshops. Discussions included new training and education opportunities, local LRCs, the latest MCI improvements and initiatives, the revised inspector general's checklist, and proper management of an MCI program.

During our visit, several questions arose that we would like to address in an effort to disseminate this information to as many Marines as possible.

Q: Why don't I see the same information on MCTFS as I do in MCI's database? What time frame should it take to run each transaction?

MCI uses AIMMS (batch) transactions to update MCTFS. Sometimes transactions do not post to Marine Corps Total Force System (MCTFS) right away. It normally takes a few days, but if it's not posted after one week, contact MCI for remedial action.

Q: Can I order the Commander's Library to support units embarked on various ships during a deployment?

Yes. Order the Commander's Library well before deployment (6 months), then have your Marines enroll in the courses, but select the "exam and answer sheet only" option on the web site.

Q: How can we find out which courses have college credit?

The *Annual Course Listing* or the *Course Catalog* on the MCI web site lists a course's recommended credit by the American Council on Education. This is only recommended credit; each college needs to decide which credits they will accept. To obtain a transcript of your MCI courses with recommended credit, plus other military training credit, visit the SMART web site (available as a link off MCI Online).

How to Contact MCI	
Web site	www.mci.usmc.mil
E-mail	ombmcissd@mbw.usmc.mil
Phone	1-800-MCI-USMC/DSN 325-7438
Postal Mail	912 Charles Poor Street SE Washington Navy Yard DC 20391-5680
Visit Us	Building 220, Lejeune Hall, Washington Navy Yard

MCI Hits the East Coast

MCI will be winding up its major command visit program with a visit to the east coast this April. The intent is to meet with Marine leaders and conduct a workshop with the officers and NCOs who administer the unit's MCI program.

The briefing team will include key members from MCI's student services and command sections, as well as members from the distance learning center (DLC). The command visit brief consists of two 1-hour presentations.

The first brief is a leader's brief focused on officers and SNCOs. It provides information on MCI improvements, initiatives, and responsibilities, as well as new technological advances and distance learning services. This is a PME opportunity for officers and SNCOs.

The second brief is a mobile training workshop oriented toward enlisted Marines, training officers, training NCOs, and MCI program administrators. It provides training/assistance on procedures required to effectively manage an MCI program, how to use the new student data and unit verification report, unit diary and MCTFS administrative procedures, and how to effectively use new technology to maximize support provided by our student services division.

The briefs will go as follows:

25 April	MCRD, Parris Island and MCAS Beaufort, SC
26 April	MCAS, New River, NC
27 April	MCAS, Cherry Point, NC
30 April – 2 May	MCB, Camp Lejeune, NC

The high operational tempo of the operating forces is understood and every effort will be made to support the dates provided. Additionally, MCI will coordinate with each MSC/camp liaison for an in-call or outbrief with camp, base, and station commanders.

Questions or concerns regarding this visit should be directed to Capt Fulks, AOPSO, MCI, at (202) 685-7607, DSN 325-7607, or e-mail: FULKSBT@MBW.USMC.MIL.

Marine in the Spotlight

This quarter's *Marine in the Spotlight* is Lance Corporal Abram E. Giallo, Administrative Clerk, 0151, Student Services Division, Marine Corps Institute, Washington Navy Yard DC. He was born in Banjul, Gambia. Lance Corporal Giallo enlisted in the Marine Corps on 4 March 1998. After recruit training in Parris Island, South Carolina and Administration School at Camp Johnson, he was assigned to G-1, 2d Force Service Support Group, Camp Lejeune, North Carolina, from September 1998 to September 1999. That same year, Lance Corporal Giallo was reassigned to the Strategy and Plans Division, Headquarters Marine Corps, Arlington, Virginia. In February 2000, Lance Corporal Giallo reported to duty at MCI.

Examination Answer Sheets (DP 37s)

In accordance with the procedures established in the *MCI Procedures Manual*, improperly filled out examination answer sheets are being returned to your Marines. If the social security number is missing, the course number is omitted, or the proctor's signature is not provided, the answer sheet will be returned. Please help us to help you by ensuring completeness of the answer sheets before mailing them to MCI.

Unit Verification Report (UVR)

The UVR is a valuable management tool for commanders and training NCOs. It provides enrollment data for your Marines and allows you to monitor the student's progress.

Is this report working for you? If not, what types of problems are you having? The user name is your RUC/MCC combination and you must have both to access your report. Do you know your password? Can you review the records for your Marines? If these, or any other questions need to be answered, please contact the staff NCO of the Student Services Division on 1-800-MCI-USMC, DSN 325-7438, or commercial (202) 685-7438. If we can't answer your questions, we will get the answers for you.

Land Navigation is Back

The paper-based version of MCI 0381, *Land Navigation*, is back on the shelves of the MCI warehouse and open for enrollment. *Land Navigation* provides instruction, including navigating with a map and a compass, route planning and preparation, and navigating by natural means.

You can take the regular paper-based test for this course and wait for your results. If you are located on a base with a learning resource center (LRC), you can take the online MARTest and get your results on the spot. In either case, make sure you have the correct Margarita Peak map, NIMA-8, to match the latest exams.

If you have access to an LRC, you can take the online version of the course by enrolling in MCI 0385A, *Land Navigation* (WEB). Whether you choose the paper-based course or interactive web version, choosing to learn is always a step in the right direction.

MCI Course Deletions, Additions, and Revisions

The following MCI courses were deleted since the last printing of the *Annual Course Listing*:

0316J	<i>Military Functions in Civil Disturbances</i>
0381B	<i>Land Navigation</i>
1391	<i>Bulk Fuel Specialist</i>
334K	<i>Food Service Fundamentals</i>

The following MCI courses were added or revised since the last printing of the *Annual Course Listing*:

0215A	<i>Terrorism Awareness</i> (WEB)
334L	<i>Food Service Fundamentals</i>
1391A	<i>Bulk Fuel Specialist</i>
0367A	<i>The Marine Marksman</i> (WEB)
0381C	<i>Land Navigation</i>
0385A	<i>Land Navigation</i> (WEB)
2563	<i>Encryption/Decryption Device (TSEC/KY-99A) Operations Course</i> (CD)
2566	<i>Analog Switchboard (SB-3614) Operations Course</i> (CD)
2567	<i>Remote Multiplexer-Combiner (TD-1234) Operations Course</i> (CD)
2568	<i>Data Transfer Device (AN/CYZ-10) Operations Course</i> (CD)
3535A	<i>Incidental Motor Vehicle Operator</i>

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