



# Hotline



MCI Home Page: <http://www.mci.usmc.mil>

April - June 2000

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.

## Deputy Director's Corner

MCI continues to stress that the most effective tool training NCOs and individual Marines have at their disposal is the MCI web site ([www.mci.usmc.mil](http://www.mci.usmc.mil)). Once a Marine learns how to use the site, very few questions need to be answered by our student services clerks. Over the past few months, enrollments from MCI Online soared, accounting for more than 80 percent of our business. To expedite delivery of your course materials, MCI recommends this method of enrollment.

The unit verification reports (UVR) are popular and should be the primary tracking device for training NCOs and commanders, which can be accessed at [www.mci.usmc.mil](http://www.mci.usmc.mil). Passwords were distributed to the commanding officer of each supported RUC/MCC. If there is a serious lack of data in your UVR, your unit may be reporting under a different RUC/MCC combination. Contact MCI at 1-800-MCI-USMC to verify that you are using the correct UVR account.

MCI is working with selected formal schools and Marine units to establish Marines Awaiting Training (MAT) programs for structured use of MCI products. This program includes online test taking software called MARTest. MARTest allows a student to take proctored tests using a networked computer. The tests are graded immediately and results are posted directly to the student's record. A Completion Certificate can be printed to verify the passing grade. We believe that online testing is the wave of the future for MCI. For more information about MAT programs, contact MCI Operations at DSN 325-7477 or commercial (202) 685-7477.

MCI continues to ride the wave of computers, base networks, and worldwide web usage. Many Marines have access to this technology. Our newest courses and services are being designed for distribution over the Internet, but we continue to maintain paper products and traditional services for Marines who still need them. If you are confused about support or courseware, we still provide the best resource that any MCI student can access; a fellow Marine on a telephone at 1-800-MCI-USMC. We are in the Service, the service of fellow Marines.

*Semper Fi*

Lloyd Hamashin  
LtCol, USMC

## Course Closings

**0316J** *Civil Disturbance* (Closed on 000216)

## Shipment of Courses

A new feature was added to the enrollment program. The "shipment date" gives the date your course materials are mailed from our warehouse. This feature is currently experiencing problems that are under review and should be corrected in the near future. Because of these problems, a shipment date may or may not be provided. However, this does **not** mean you will not receive course materials. You should still expect to receive them within 4 weeks of your enrollment date. If materials are not received, contact MCI immediately.

## *\*New\** MARTest

Do you want credit for promotion? Do you want to know your score immediately after you finish an MCI exam? Then take your MCI exam through MARTest! Visit one of the Learning Resource Centers (LRC) and take one of the listed MARTest. New MARTest are indicated with an asterisk.

## Available Exams

<b>001A*</b>	<i>Principles of Instruction for Marine NCOs</i>
<b>0118J</b>	<i>Spelling</i>
<b>0119G</b>	<i>Punctuation</i>
<b>0210B</b>	<i>Terrorism Awareness</i>
<b>0214A</b>	<i>Terrorism Awareness (CD)</i>
<b>0131H</b>	<i>Correspondence Procedures</i>
<b>0324</b>	<i>Operations Against Guerilla Units</i>
<b>033N</b>	<i>Fundamentals of Marine Corps Leadership</i>
<b>0366*</b>	<i>Military Operations in Urban Terrain</i>
<b>0372A</b>	<i>Marine Rifleman: Weapons</i>
<b>0381A*</b>	<i>Land Navigation</i>
<b>0381B</b>	<i>Land Navigation</i>
<b>0385A</b>	<i>Land Navigation (Web)</i>
<b>0813A</b>	<i>Field Artillery Survey</i>
<b>1320A</b>	<i>Fundamentals of Diesel Engines (Web)</i>
<b>1334H</b>	<i>Math for Marines</i>
<b>1335C</b>	<i>Fundamentals of Diesel Engines</i>
<b>3316E</b>	<i>Basic Nutrition</i>
<b>3422A</b>	<i>Basic Pay and Allowances</i>
<b>3420E</b>	<i>Personal Financial Management</i>
<b>3425A</b>	<i>Personal Financial Management (CD)</i>
<b>3426A</b>	<i>Personal Financial Management (Web)</i>
<b>3530</b>	<i>Incidental Motor Vehicle Operator</i>
<b>3532A</b>	<i>Incidental Motor Vehicle Operator (CD)</i>
<b>3580A</b>	<i>Auto Engineering Maintenance and Repair</i>
<b>5714A*</b>	<i>NBC Reconnaissance</i>

(continued on reverse)

## Job Aids

The MCI web page ([www.mci.usmc.mil](http://www.mci.usmc.mil)) currently has 32 courses available in PDF format and more coming. You can get just one page or a whole book if you need it. The MCI web site also provides a variety of educational products that are not courses. These products are called Job Aids. The current list includes FM's, TM's, Reference Publications, and How-to Guides. Some are in PDF format and some are links to other web sites. MCI will add more of these learning tools as time goes on. Currently, the following job aids are available:

*M2 (.50 Cal) Technical Manual (Army)*  
*M2 (.50 Cal) Field Manual (Army)*  
*MK19 Technical Manual (Army)*  
*MK19 Field Manual (Army)*  
*M249 (SAW) Field Manual (Army)*  
*Army Correspondence Course Program*  
*Marine Corps Doctrine Manual*  
*Laying Methods & Hasty Survey Methods*  
*AN/PSN-11 PLGR Handbook*  
*Inspection and Repair of the M9 Pistol*  
*Civil Disturbances (FM 19-15)*  
*Pastry Baking*  
*Aircraft Maintenance NCO*  
*M224 60mm Mortar Crewman*  
*Chemical Warfare*  
*Forward Air Controller*  
*AN/PSN-11 PLGR Aid*  
*AN/PSN-11 PLGR Handbook*  
*Chief Cook*

## Downloadable Courseware

MCI courses can take weeks or longer to reach you. We offer the following courses in a downloadable .pdf format to better serve you. Log on at <http://www.mci.usmc.mil> and enroll online using option #2 (Send me an exam and answer sheet only!), then download or print the course materials in which you enrolled. Now, there is no more waiting on the mail to begin studying!

**0112B** *Counseling for Marines*  
**0210B** *Terrorism Awareness*  
**0131H** *Correspondence Procedures*  
**0324** *Operations Against Guerilla Units*  
**033N** *Fundamentals of Marine Corps Leadership*  
**0335C** *Infantry Patrolling*  
**0366B** *Military Operations in Urban Terrain*  
**0372A** *Marine Rifleman: Weapons*  
**0414A** *Ground Maintenance Management Procedures for Supervisors*  
**0416A** *Publications and Directives*  
**0813A** *Field Artillery Survey*  
**0816A** *Howitzer Section Chief*  
**0861** *Basic Forward Observation Procedures*  
**1141A** *Marine Electrician*  
**1330A** *Basic Shop Fundamentals for Mechanics*  
**1334H** *Math for Marines*  
**2538A** *SINGCARS*  
**2540** *Communications Plans and Orders*  
**2820** *Electronic Mathematics for Marines*  
**334L** *Food Service Fundamentals*  
**3420E** *Personal Financial Management*  
**3422A** *Basic Pay and Allowance*  
**3580A** *Automotive Engine Maintenance and Repair*  
**576D** *Chemical Warfare Defense*  
**5812A** *MP Interview/Interrogation Forms*  
**8000** *Answer Book*  
**8001A** *Basic Grammar*  
**8003** *Military Studies*  
**8004** *Training Management*  
**8005** *Battle Skill*  
**8006A** *Weapons*

## Automated Information System

We hope to have the enrollment portion of the new conversant telephone system operational by mid-April 2000. Students can enroll over the phone using option numbers provided by the system. This will eliminate the need to speak to a student services representative for enrollment. Other options are provided with this system such as verifying records. Students should continue to call 1-800-MCI-USMC, or use the online enrollment option at [www.mci.usmc.mil](http://www.mci.usmc.mil).

## Administrator's Update

As of November 1998, MCI no longer produces paper or electronic unit activity reports (UARs). The old UAR was replaced by the unit verification report (UVR). This new UVR provides commanders with the status of their unit's distance learning program. It is also a valuable tool in tracking the progress of the Marines enrolled in MCI courses. A password is needed to access these reports and can be obtained at the request of your commanding officer.

## Frequently Asked Questions (FAQs)

### Can I use my record from the web site/UVR like a certificate?

Yes. Since MCI updates its web site daily, online records may be used as verification of course completions for all administration purposes (promotions, boards, school seats, etc.).

### How do I get a password to access the UVR?

Send an email to [OMBMCISSD@MBW.USMC.MIL](mailto:OMBMCISSD@MBW.USMC.MIL) and include your battalion CO's name and email address, the unit's RUC/MCC, and your DSN/commercial phone numbers. MCI will send the password to your battalion CO.

### How long does it take a course completion to post on 3270 (unit diary system)?

Once MCI has graded an exam, credit for course completion will post on the 3270 within 3 to 5 days. If the completion does not post on the 3270, but you have a completion certificate, your unit diary clerk can add your completion to the system.

### Why can't MCI change my unit's address?

MCI uses the mailing address shown for you in Table 01 on your unit diary page. MCI can't affect this information because it has to be done by your administrative section in MCTFS.

### Now that Marines can enroll in courses online, how do the training NCO keep track of their MCIs?

Upon check-in, a Marine should be counseled on the unit's command direction on MCIs and policy of enrolling via the Internet. Once this is done, the training NCO can use the UVR system to monitor the MCI transactions and track the student's progress.

E-Mail MCI	
Internet Address	Reason to Use This Address
<a href="mailto:OMBMCIPME@MBW.USMC.MIL">OMBMCIPME@MBW.USMC.MIL</a>	PME Program Assistance
<a href="mailto:OMBMCISSD@MBW.USMC.MIL">OMBMCISSD@MBW.USMC.MIL</a>	Student Services questions concerning course material, completion certificates, transcripts, etc.

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