



Hotline



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January - March 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 in MCI's web page.

Deputy Director's Corner

Previous articles of this column in the *Hotline* focused on various training and educational products and customer services available from the Marine Corps Institute (MCI). This article seeks to educate you about the new opportunities at MCI.

Check the past issues of the *Hotline* on the MCI website (www.mci.usmc.mil/procedures/) for details on several of these topics.

Most of you use the MCI website as your primary means to enroll in a course. Take some time to fully explore the web site to view your individual record, to browse the course catalog, or to review informational AIMars/MarAdmins. Checking the Frequently Asked Questions gives you additional assistance and saves you time. There are multiple methods to contact MCI from e-mail to snail mail with 800/DSN telephone access and after hours voice mail. Unit training NCOs are becoming champions in the use of the Unit Verification Report (UVR) to track their unit's MCI enrollments. Our student services representatives stand ready to answer your questions on any of MCI's services.

MCI continues to offer a variety of education and training products in the traditional paper-based format, CD-ROM, Interactive Multimedia Instruction (IMI), and Portable Document Format (PDF). For many courses, MCI also offers a computer-based test, MARTest, that gives you instant feedback on your exam results. We will continue to leverage technology to convert our high throughput courses into interactive courseware; one of these conversions in progress is the *Fundamentals of Marine Corps Leadership* (033N) course. Each *Hotline* will highlight our new course releases. This quarter, we have some new interactive communications courses (see the details in another column of this newsletter).

The Learning Resource Centers (LRC) and Training and Education Point of Presence (TEPOP) servers are the backbone for delivering IMI courses to Marines. Check the Distance Learning Center's web site for a current listing and location of existing LRCs (www.tecom.usmc.mil/dlc/new_page_3.htm). If you are connected to a networked computer within the domain of the TEPOP server, you should be able to take interactive courses from your work station.

Some of you are interested in Commander's Libraries. The third quarter 2000 *Hotline* provided details. The Commander's Library is a good place to have copies of some of the CD-ROM MCI courses. We need to get substantial re-use from the CD-ROMs to make them cost effective. The Major Command Visits continue this quarter. In February and March, MCI representatives will visit the major bases/stations on the east and west coasts. I look forward to meeting many of you face-to-face and describing how MCI can facilitate your training and education needs.

Semper Fidelis,

Glenn E. Gearhard
LtCol USMC

(continued on reverse)

MCI Graduate of the Year

MCI congratulates Sergeant Saulo D. Ugarte as MCI's Graduate of the Year for Fiscal Year 00. Sergeant Ugarte is assigned to the Marine Corps Air Facility, Aircraft Rescue and Firefighting Section, Kaneohe Bay, Hawaii. The Graduate of the Year Program recognizes a Marine whose record of self-study and education, through MCI course work, best exemplifies excellence in the lifelong study of the profession of arms. This year's competition was very close with MCI receiving more nominations than in any other previous year. All nominations received were well prepared and reflected the high quality of Marines serving our Corps.

Two other Marines whose packages received honorable mention were Sergeant Patrick S. Spencer from Marine Aviation Training Support Group 53, Naval Air Station, Whidbey Island, Washington and Corporal Jonathan R. Morgan from the Amphibious Assault Vehicle Detachment, Battalion Landing Team 3/1, 13th MEU (SOC).

We look forward to next year's competition and hope to surpass the number of nominations received this year. Again, congratulations Sergeant Ugarte!

MCI's Major Command Visits Continues

MCI annually visits the major bases and stations around the Corps. 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. Last quarter, we visited the West Pacific Commands. This quarter, we plan to visit the west coast commands in late February and the east coast commands in early March.

The briefing team will include key members from MCI's student services and command sections as well as members from the DLC. The command visit brief consists of two 1-hour presentations: The leader's brief is designed to update officers and SNCOs on recent improvements and initiatives, as well as new technological advances and distance learning services. This is a PME opportunity for officers and SNCOs. The mobile training workshop is oriented towards enlisted Marines, training officers, training NCOs, and MCI program administrators. It provides training and assistance on procedures required to effectively manage a MCI program, how to use the new student data and UVR, unit diary and Marine Corps Total Force System (MCTFS) administrative procedures, and how to effectively use new technology to maximize the support provided by our student services division. Questions or concerns regarding these visits should be directed to Major Heritage, OPSO, MCI at DSN 325-7620 or e-mail: HERITAGERP@MBW.USMC.MIL.

New Courses

Collaboration between MCI and the Regional Development Center located at the Marine Corps Communications Electronics School (MCCES), 29 Palms, California will soon double the number of MCI courses available in Interactive Multimedia format and on CD-ROM. The following new MCI courses (CDs) train Marines in operating a wide variety of communication equipment.

- 2563** *Encryption/Decryption Device (TSEC/KY-99A)*
2566 *Field Switchboard (SB-3614)*
2567 *Remote Multiplexer Combiner (TD-1234)*
2568 *Data Transfer Device (AN/CYZ-10)*

These courses should be available for enrollment in February 2001. MCI encourages multiple usage of these CD-ROM courses. The initial user orders the CD-ROM course and exam and subsequent users of the CD-ROM course enroll requesting the exam only. Each reuse shares the learning and doubles the investment in the training materials. These CR-ROM courses are excellent additions to your Commander's Library.

Collaboration between the Armor School and MCI will bring MCI course 1815, *The Marine Armor NCO*, to LRCs in January 2001. Locations of LRCs are listed below.

| LEARNING RESOURCE CENTERS | |
|--|-------------------------|
| Location | Telephone No. |
| Marine Barracks, Marine Corps Institute, Bldg 220, Room 212 Washington Navy Yard DC | (202) 685-7497 |
| Base Library, Camp Lejeune, NC | (910) 451-3092 |
| French Creek Recreation Center Bldg FC330, Camp Lejeune, NC | (910) 451-1446 |
| San Onofre Area, Bldg 520512 Camp Pendleton, CA | (760) 763-0120 |
| Del Mar Area, Bldg 210725 Camp Pendleton, CA | (760) 763-0118 |
| 29 Palms South End, Bldg 1527 29 Palms, CA | (760) 830-7141 ext. 246 |
| MCB Quantico, 2066 Haskins Avenue 3rd Floor, Quantico, VA | N/A |

MCI will continue to reach out to resident learning centers, identify distance learning targets, develop user-friendly products, and distribute them to Marines around the globe.

Annual Course Listing

The new MCI Annual Course Listing for the year 2001 will be available on our web site by mid-January 2001. The current listing for 2000 can still be utilized for ordering courses. SSD has exhausted their supply of the year 2000 course listings. The new listing for 2001 will not be available on paper for 6 to 8 weeks. Please use the online course listing until paper versions are available for mail out.

Validation and Evaluation: Making Sure the Shoe Fits

If you've ever bought shoes from a catalog and had to send them back, or if you've tried shoes out in a store and they hurt later; then you understand the importance of validation and evaluation in product design. After 80 years in the distance learning business, MCI has learned from experience too. Validation and evaluation are critical steps in building better courses for Marines.

Validation

Recently, MCI validated MCI 8016, *Warfighting Techniques*. A group of Marines selected from the target audience for the course completed a test version of the course. Guided by MCI's Instructional Specialist, Rose Roberson and Distance Learning Instructor, MSgt James Kithcart, this group of Marines provided technical, educational, and editorial feedback. This course will become part of the Sergeants Distance Education Program. Ultimately, MCI 8016 will be translated into interactive multimedia instruction and available via computer at LRCs located on Marine Corps Bases worldwide.

Evaluation

Marines can get involved in making sure all MCI courses fit today. Like testing footwear outside of the store, MCI needs to know how all of our courses are working in the real world. Each MCI examination comes with an evaluation form. Make sure the completed evaluation form is included with the examination and the answer form when these items are mailed to MCI. Also, please ensure the course number is written on the completed evaluation. MCI will make sure that feedback from Marines becomes part of future revision decisions for the course.

MCI course validation and evaluation are critical steps in making sure our courses fit the learning needs of Marines.

Selection Board

The selection board for promotion to SgtMaj through MSgt convenes 23 January through 30 March 2001. The PME requirement is completion of the SNCO Advanced Distance Education Program (7200) and the Warfighting Skills Program (7400). The selection board for promotion to GySgt convenes 24 April to 15 June 2001. The PME requirement is completion of the SNCO Career Distance Education Program (7100). Make sure you are PME complete in order to compete! You can check your PME completions in your individual record on MCI's web site.

Marine in the Spotlight

This quarter's *Marine in the Spotlight* is Sergeant Michael J. Russo, 4066 Small Systems Computer Specialist, Information Systems Management Office (ISMO), Marine Corps Institute, Washington Navy Yard DC. He is from Glenside, Pennsylvania and enlisted in the Marine Corps on 15 Sept 1997. After recruit training and Marine Corps Training, Sgt Russo reported to Computer Science School (CSS) in Quantico, Virginia. After completing CSS, Sgt Russo reported to Headquarters Battalion, Communications Company, 3rd Marine Division, Okinawa, Japan where he received various Certificates of Commendation for employing SIPRNET and NIPRNET tactical networks. He also participated in Operations COBRA GOLD '98 and '99 in Chanthaburi and Pattaya Beach, Thailand. He then deployed aboard the USS Belleau Wood for Ulchi Focus Lens (UFL) '98 in Pohang, Korea and UFL '99 on Okinawa, Japan. He participated in Pacific Impact '99 in Kona, Hawaii and flew to Shoalwater Bay Training Area, Sam Hill, Australia for Operation CROCODILE '99. In April 2000, Sgt Russo reported to MCI Company for duty and is currently working to complete his Microsoft Certified Systems Engineer certification. Sgt Russo is currently slated to take over as the ISMO Chief, a SSgt's billet, on 1 January 2001.

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