



Hotline



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

April - June 2002

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 course and included on MCI's web page.

Deputy Director's Corner

I hope you took the opportunity to attend our annual major command visit briefings and learn how MCI can increase the individual training readiness of your Marines and support their individual promotion opportunity. If you didn't get a chance to hear our briefing, you can review our slide presentation at www.mci.usmc.mil.

I hope you'll use the training and education tools available through MCI as an integral part of your unit's training program. I encourage commanders to take a look at our *Annual Course Listing*, understand which courses are required by the PME Order (MCO P1553.4A), select a few MOS and general skill courses as command-directed courses, and then write your intent in a local MCI policy letter. It is important to empower a motivated training NCO to execute this program and track your Marines' progress through the unit verification report. Use the eight items on the IG checklist that pertain to MCI as guidelines for your MCI program.

Make MCI training and education a part of your local training schedule for at least an hour a week. An example of a potential commander's MCI policy would be to require privates through lance corporals to complete *Personal Financial Management*, 3420E; *Terrorism Awareness*, 0210B; *Fundamentals of Marine Corps Leadership*, 033N; and a MOS course. Corporals and sergeants should be enrolled in the *Sergeants Distance Education Program*, 8010. SNCOs and officers also have required PME programs they must complete. Use the tools available through MCI to make your Marines better prepared to face the challenges ahead of them.

We have received several questions about the Marine Corps Common Skills (MCCS) handbooks and exams. MCCS replaces part of the Marine Battle Skills Training (MBST) program. It is an annual training requirement for the ranks of private to gunnery sergeant; warrant officer 1; chief warrant officer 2; and second lieutenant to captain. Information on how to obtain the handbooks and exams through MCPDS and how to get this program on track in your unit is listed on the reverse page.

During my travels to the major bases and stations, some of you expressed interest in an electronic test for MCI courses. If you have a learning resource center (LRC) on your base, you have that electronic testing capability. For locations of your local LRC, click on <http://www.tecom.usmc.mil/dlc/accesscourseware.htm>. If you are interested in seeing more electronic exams offered, take your exams electronically. Even though you may have enrolled in a paper-based course, you can take an electronic examination.

If you are searching for a course that offers useful information to prepare your Marines for future operations, take a look at *Desert Operations*, 0354B. It might be a candidate for your unit's MCI program and for your Commander's Library. To those of you forward deployed, your fellow Marines here at MCI wish you good luck and Godspeed.

Semper Fidelis,

Glenn E. Gearhard
LtCol USMC

New Courses Soon to Open

Three new MCI courses will soon be available for enrollment:

- MCI 581E, *Corrections*, provides instruction in brig policy, staff composition, security, contraband, and the general responsibilities of the corrections specialist. The course provides instruction based on SECNAVINST 1640.9B and covers the guidelines and procedures for Navy/Marine Corps confinement facilities. It is designed to meet the MOS 5831 qualification requirements for privates through sergeants.
- MCI 0138B, *Order Writing Clerk*, prepares Marines for the job of publications clerk at the unit or commodity level. This course is designed for Marines in the ranks of private through sergeant in MOS 0121/0151.
- MCI 0118K, *Spelling*, is intended to provide instruction in the basics of spelling and on how to resolve spelling questions. It is designed to enhance the spelling and writing skills of all Marines.

Look for all three courses to open during the fourth quarter, FY 02.

Commander's Library

The commander's library program is available to company commanders to help reduce the amount of course books shipped to the fleet while pre-positioning the courses closer to the individual Marines. Commanders may request—via letter—a listing of specific course books to have shipped to them to maintain as a Commander's Library. Generally, the courses provided should be several of the most popular courses (based on enrollments) or courses specific to the mission of that particular company. MCI will not provide a complete set of available courses in the catalog. Send a written request to Marine Corps Institute, ATTN: Operations (Commander's Library Program), 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680. Include the reason for the request, the type of unit requesting a commander's library, the MCC-RUC of the unit, a listing of specific courses, quantities requested, and a point of contact by phone. Commanders are responsible for providing their own storage facility and checkout procedures.

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

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Operational Risk Management Handbook

ORM 1-0 applies across the wide range of Marine Corps operations. It explains the principles, procedures, and responsibilities to successfully apply the *risk management process* to conserve combat power and resources. The manual applies to both Marine Corps and civilian personnel during all Marine Corps activities, including joint, multinational, and interagency environments.

The manual is intended to help commanders, their staffs, leaders, and managers develop a framework to make risk management a routine part of planning, preparing, and executing operational missions and everyday tasks. This framework will allow Marines to operate with maximum initiative, flexibility, and adaptability. Although the manual's prime focus is the operational Marine Corps, the principles of risk management apply to all Marine Corps activities.

ORM 1-0 is being mailed out with each PME program for the next year. It is available on the MCI website as a PDF file or can be requested in a paper-based format from MCI Operations.

Marine Corps Common Skills Handbook

If your unit has not received its initial issue of 25 handbooks and its associated exam and instructor guide packet, you can order it through the Marine Corps Publications Systems using the PCNs below:

<u>Book</u>	<u>Number</u>
MCCS Handbook	PCN 50600000900
MCCS Handbook Exam Package	PCN 50600001000

The initial issue plan directs the handbooks to be issued to all enlisted Marines completing Marine Combat Training and to all officers completing The Basic School. Each newly joined Marine should arrive at his or her unit with the handbook in their possession.

The MCO 1510.121 on MCCS lists the Individual Training Standards for Common Skills and MarAdmin 475/01 also provides some initial guidance on the program. MCCS replaces portions of the Marine Battle Skills Training (MBST) program. MCCS Handbooks 1A and 1B replaces MBST Book 1, General Military Subjects Pvt-GySgt, and MBST Book 2, Individual Combat Basic Tasks Pvt-LCpl.

The MCCS exams are graded locally and the unit's administrative or training sections enter the scores into the Marine Corps Total Force System.

Marine in the Spotlight

This quarter's *Marine in the Spotlight* is Corporal James M. Sherrod, Computer Technician, Information Systems Management Office, Marine Corps Institute, Washington Navy Yard, DC. He was born and raised in Houston, Texas. Corporal Sherrod graduated from Alief Elsik High School in 1997. On 16 September 1997, he enlisted in the Marine Corps and completed boot camp at MCRD, San Diego, California. Upon graduation from boot camp, Corporal Sherrod attended Marine Combat Training at Camp Pendleton, California. In 1998, he reported to Computer Science School in Quantico, Virginia. Following school, Corporal Sherrod reported to the G-6 Section, Second Marine Division, Camp Lejeune, North Carolina for on-the-job training as a computer technician. Shortly thereafter, he reported to Communications Company, Headquarters Battalion. While serving at the battalion, Corporal Sherrod participated and completed several training exercises and deployments—to include training at Ft. Bragg, North Carolina and "Operation Dynamic Mix '00" in Greece. In November 2000, he reported for duty at Marine Barracks, MCI Company. Corporal Sherrod was promoted to his current rank in March 2002.

What's New on the MCI On-Line Website?

Check out *Hot Scoop from MCI*, which can be found on the home page at the bottom right quarter. It provides useful, general information about any planned maintenance and security outages, courses, and other MCI resources. The MCI on-line website is updated on a regular basis.

Do we have your current email address? In a continuing effort to improve communication for MCI on-line users, we will be adding a feedback form page that will allow users to choose the specific subject of their query; insert additional details, if necessary; click a button; and then their question is emailed to the right person, speeding up response time.

The next time you visit the *Student Records* page, click on the YOUR Info@MCI link and update your email address.

If there are any areas of the MCI on-line website that you would like covered in a future *Hotline* article, please send your suggestion to MBWWebmaster@mbw.usmc.mil.

Annual Course Listing for 2002

The *Annual Course Listing* is a reference document for MCI course information. It contains a listing of active Occupational Specialty Courses, active Professional Military Education Programs, and job aids offered by MCI.

The 2002 edition is currently available on MCI's home page or a hard copy can be requested through MCI Student Services at <http://www.mci.usmc.mil>.

Quarterly updates to information contained in this publication will be published and distributed to Marine Corps units through the MCI *Hotline* and the MCI website under the Current Catalog link.

Web-Based Courses

Web-based courses are available from Learning Resource Centers (LRCs) located throughout the Marine Corps. Marines can enroll in and take web-based courses by visiting a local LRC or by accessing their local LRC website from a networked computer with Internet access that is on the local domain of the base, post, or station. Web-based courseware is not accessible from the Internet in general. Students must access an LRC website from computers located within the Internet domain of a base, post, or station to participate in web-based courses.

Electronic examinations for the web-based courses are provided at the end of the course and the civilian operating the LRC proctors them. These exams are instantly graded and the results are automatically entered into MCI's database and the Marine Corps Total Force System.

Mail Update

On 11 February 2002, MARADMIN 084/02 announced that regular mail service has resumed. Although a minor delay in mail will be incurred due to new mail handling procedures in the capital region, the delay should not adversely affect an individual's promotion opportunity. As a reminder, in cases where time is a priority, alternate submission means are recommended as follows:

- Electronic testing: Local LRCs aboard CONUS bases and stations.
- Other delivery services: Federal Express, DHL, or other express mail services can be utilized for submitting time sensitive exams.
- Hand deliver your exam to MCI.

Visit our Home Page at <http://www.mci.usmc.mil>