



Hotline



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October - December 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

This month's comments are focused towards commanders in regards to the learning opportunities available through MCI. Enrollment in MCI courses can increase the individual training readiness of your Marines and support individual promotion opportunities.

Many commanders require their youngest Marines to complete *Personal Financial Management* to arm themselves with the basics of personal finances. Other commanders use *Terrorism Awareness* as a local training requirement. Both courses are available in paper-based, CD, or LAN-delivered versions. Select an MOS course from one of our 18 different occupational fields. [As a rifle company commander, I directed my Marines to take *Infantry Patrolling*.] *Marine Marksman* (CD or LAN-delivered versions) is a skill-based course common to all Marines. Finally, *Fundamentals of Marine Corps Leadership* (paper-based and soon to be available in CD and LAN-delivered versions) is required by the PME order for Marines to be promoted to sergeant, but is helpful for lance corporals to gain insights into leadership before they become an NCO. Whatever you choose for your local commander's policy, put your intent in writing and disseminate it through your command.

Working through MCI's Operations Section, you can establish a commander's library. The intent of the commander's library is to forward stage the course materials close to the student. The student can enroll on-line and then visit his or her training NCO to obtain a copy of the course. Using the 5-by-5 rule of thumb, I will send you five copies of the two five courses you select for your Marines. This small commander's library can fit on a single bookshelf and should be easy to maintain.

To manage your command's MCI program, make sure you have a Unit Verification Report (UVR) account and password. Contact MCI Student Services and we will send you the access information. The UVR is your tool to manage your MCI program and your Marines' progress through his or her coursework. Your training NCO can create ad-hoc reports or customized reports to answer your questions such as, "Who has completed *Terrorism Awareness* in my unit, who is enrolled, and who has no enrollment history?" In the PME area, the UVR can answer the question, "Which of my staff sergeants have completed the *Career Distance Education Program*?"

Our annual briefing tour starts this month. I hope you can attend to better support the individual training readiness and promotion opportunities for your Marines. *Semper Fidelis*

Glenn E. Gearhard
LtCol USMC

New Course Titles and School Codes

On 26 September 2002, the Command and Staff College Distance Education Program (CSCDEP) 8800 and the Marine Air-Ground Task Force (MAGTF)/Marine Corps Planning Process 8845 programs' titles were changed in the Marine Corps Total Force System (MCTFS).

The 8800 DEP old title, *Command and Staff Nonresident 8700* and the T4N school code was changed to read, *Command and Staff DEP* with a new code of T4Y.

The 8845 DEP old title, *MAGTF Education 8704* was changed to read, *MAGTF/MCPP 8845*. The T4P school code was retained.

SMART Transcripts

SMART is the acronym for Sailor/Marine American Council on Education Registry Transcript. The program started as an academic evaluation of just military education and training, as well as an evaluation of MOS work experience. SMART has developed into a career-long record of all education and training experiences that are a part of a Marine's career. With a SMART transcript, Marines can present a complete picture of their academic life in the military to their college or university. The transcript could help to get advanced placement credit, allow the student to take more electives in his or her college program, enhance his or her employment status, and help the newly employed Marine civilian to advance on the job.

For more information, visit their website at: https://smart.cnat.navy.mil/pub_login.html.

How to Contact MCI	
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New Job Aid

Communications for the FMF Marine is a new job aid, which is now available. You can download a copy from the MCI website or request a bound copy. This job aid consists of three parts. Part one teaches the fundamentals of visual and emergency communications. This is a valuable skill when conducting field exercises abroad. Part two identifies and provides an understanding of voice radio procedures. Part three will help you to identify and understand radio communications in arctic, desert, jungle, and mountain environments. This job aid will assist all Marines—especially those in the 06XX series MOS—to develop skills required to provide effective communications to aid in the mission during field exercises and real world scenarios situations.

If you are unable to download *Communications for the FMF Marine* from the MCI website, you may request a copy through the Operations Officer, Marine Corps Institute, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680.

Marine in the Spotlight

This quarter's *Marine in the Spotlight* is Sergeant Earnest R. Fields, Jr., Postal Clerk, Logistics Postal Section. He was born and raised in Fort Worth, Texas. Sergeant Fields graduated from Trimble Tech High School in June 1996. On 23 February 1997, he enlisted in the Marine Corps and attended recruit training at MCRD San Diego, California. After attending MCT, Sergeant Fields attended Postal School in Fort Jackson, South Carolina. In October 1997, he received orders to report to his first duty assignment at H&S Battalion, 3d FSSG, Okinawa, Japan. In November 1999, Sergeant Fields was assigned to H&S Battalion, 1st FSSG at Camp Pendleton. In August 2001, he returned to H&S Battalion, 3d FSSG. During each 1st FSSG and 3rd FSSG tour, Sergeant Fields stood several MarForPac and Joint Service postal inspections. Following a successful tour in Okinawa, he was assigned to the Marine Corps Institute, Marine Barracks, Washington, DC. Sergeant Fields was promoted to the rank of sergeant in May of 2002.

MCI WestPac Command Visit

Recently [28 October to 5 November 2002], MCI completed its annual visit to the major bases and stations in the Western Pacific region. These visits allowed MCI the chance to meet with Marine leaders to discuss training opportunities available through MCI. The team conducted a follow-on workshop with the officers and NCOs who administer the unit MCI program. Discussions included new training and education opportunities, the latest MCI improvements and initiatives, the revised IG checklist, and proper management of a MCI program. MCI's next round of command visits will be made to West Coast commands in late February to early March 2003 timeframe.

A copy of the slide presentation delivered during the leaders brief can be found on MCI's website https://www.mci.usmc.mil/misc/worldtour/WestPac2002_files/frame.htm.

Coming Soon To The MCI Website: Printable Diplomas

At present, MCI's website offers course completion certificates for print over the web. Due to the high demands for PME diplomas over the Internet, MCI is currently converting the diplomas for access over the web. The completion certificates and diplomas are provided to the student population. The hard copies of the same items will continue to be mailed to each student that successfully completes an MCI course or PME program.

