



Hotline



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

July - September 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 and included in MCI's web page.

Deputy Director's Corner

On 31 May 00, I took over as the new Deputy Director for MCI. It is important to me to continue moving MCI forward in the coming years and to support your training and educational needs.

Your responsibility as a Marine is to take every opportunity to learn new skills and enhance your current strengths. Lance corporals and corporals earn bonus points towards their promotion by completing military occupational speciality (MOS) training courses. Many of these courses carry recommended college credit by the American Council on Education (ACE). For example, if you complete Course 001A, *Principles of Instruction for the Marine NCO*, you could earn 3 hours of Baccalaureate Degree credit. MCI has over 110 individual MOS courses to assist you in your individual training program. There are some required Professional Military Education (PME) programs that directly affect your qualification for promotion. MCI can facilitate your enrollment and completion of Distance Education PME Programs and provide you with the Sergeants, SNCO Career, SNCO Advanced, and Warfighting Skills Programs. For officers, MCI can help enhance your promotion opportunities with the Amphibious Warfare School (Phase I and II) and the Command and Staff College Distance Education Programs. These PME programs have approximately 40 sub-courses among them.

MCI is not just a paper-based training opportunity anymore. Take a look inside the previous *Hotlines* or in the on-line course listing for announcements of CD-ROM-based courses available through MCI or browser-based courses at your local LRC. With interactive courses, you can learn faster and score better on the exam.

MCI is committed to assisting you in your training and educational needs. Stay in contact with our student services representatives via the web site (www.mci.usmc.mil), e-mail, phone (800 and DSN), or letter. If you are in the Washington DC area, please visit us in the Lejeune Hall at the Washington Navy Yard.

Unit commanders, please ensure that once your Marines enroll in a course, they complete that course. Commanding Officers and First Sergeants can view their company's enrollments via the Unit Verification Report (UVR) on MCI's web site. If you need help accessing or understanding the UVR, contact one of our student services representatives.

I'm looking forward to facilitating the training and education of individual Marines anywhere, anytime through the use of traditional paper-based correspondence instruction, CD-ROM courses, interactive courses in your local LRC, and over the Internet. I invite you to stay engaged with our student service representatives to ensure you receive the opportunities to improve your performance, enhance your PME, and support your individual promotion opportunity.

Semper Fidelis!

Glenn E. Gearhard
LtCol USMC

(continued on reverse)

Unit Verification Report (UVR)

MCI is currently revising the UVR to streamline the process and allow units more flexibility. You told us how much you like this report and have given us many positive comments and recommendations on improvement measures. We listened. Now we are trying to incorporate many of the suggested changes and adding a few changes of our own. All for one purpose, to satisfy you. KEEP THOSE IDEAS COMING!!

Frequently Asked Questions

The MCI web page lists several frequently asked questions about various aspects of the MCI process. After reviewing them, we identified the following questions that are asked more than others.

Can I use my record from the MCI web site in lieu of a completion certificate or completion diploma?

Yes. The web site is updated daily to provide the most accurate information available, and it mirrors the information found on MCI's automated information system. Completion certificates and/or completion diplomas are generated from the same system and can be accepted as verification of completion.

When I enroll in a course, how long should I have to wait to receive my course materials?

The method of enrollment and your location are two determining factors to consider when requesting course materials. Normal turnaround time to process your enrollment is 3 to 5 days after receipt of the request. Once the course material leaves MCI's warehouse, it takes 3 to 5 days to get to the East Coast, 5 to 7 days to the West Coast, and 7 to 10 days to get overseas to the centralized post office. Mailing times do not begin until the materials leave MCI's warehouse. To check shipment dates, call 1-800-MCI-USMC (CONUS), (202) 685-7596 (commercial), or 325-7596 (DSN). You can also access MCI's web site utilizing the student access option. If you don't get them within that time period, check your records on the UVR to ensure the enrollment is posted, then call MCI to let us know you have not received them. A request will be submitted to have them reissued. Make sure your unit address on the Marine Corps Total Force System (MCTFS) is accurate before requesting duplicate materials.

There are many other questions and answers provided on our web page. They should answer any concerns you may have pertaining to your MCI program.

How to Contact MCI

Web site:	www.mci.usmc.mil
Email:	ombmcissd@mbw.usmc.mil
Phone:	800-MCI-USMC DSN: 325-7438
Postal Mail:	912 Charles Poor Street Washington Navy Yard DC 20391-5680
Visit Us:	Building 220, Lejeune Hall

Cast Your Vote for Your Future!

The poll's are located in learning resource centers (LRCs) at Camp Lejeune, Camp Pendleton, Twentynine Palms, and Quantico. The voting booths are computers. The candidates are MCI courses like *Personal Finance, Terrorism Awareness, Land Navigation, Fundamentals of Diesel Engines, Incidental Motor Vehicle Operator*, and soon the *Marine Marksman*. Completing these browser-based courses in an LRC or taking an electronic version of an exam for a paper-based MCI course casts your vote in favor of putting more courses and exams on-line. Casting your vote for dynamic, interactive electronic versions of courses will help MCI conserve fiscal resources by spending less money on paper and postage while at the same time making learning more interesting for you. MARTest with over 25 on-line exams for courses empowers each Marine to get a completion certificate as soon as they pass the course. On-line exam completions promote more up-to-date personnel records which has a lot to do with promoting Marines!

When more Marines complete their training and education requirements on-line, MCI will have a customer driven mandate to provide more courses and examinations on-line. Your vote really counts in this election! So make your way to an LRC and vote for your future by taking an MCI browser based course or by completing a course using MARTest. Start today! Bring another Marine with you, or two, or four. Like with a lottery, it's important for you to play so that all Marines can win! See our web site for a listing of existing and planned LRCs.

Marine in the Spotlight

This quarter's *Marine in the Spotlight* is Sgt Andy D. Ledford, NCOIC, MCI Student Services Division (SSD). He is from Canton, NC and enlisted in the Marine Corps on 7 Jul 94. After boot camp and the School of *Infantry*, Sergeant Ledford was assigned to Fox Co., 2d Bn, 6th Marines where he served as pointman, team leader, squad leader, and platoon guide. Sgt Ledford's next assignment was with the newly formed Chemical Biological Incident Response Force (CBIRF). He served as a squad leader, platoon guide, and platoon sergeant and was instrumental in the standing up of CBIRF's Security Company. He came to Marine Barracks Washington, DC where he was assigned to Alpha Co. His billets included squad leader, platoon guide, and platoon sergeant. Finally, Sgt Ledford came to MCI in Nov 99. As SSD NCOIC, he manages and coordinates all daily functions and is an integral member of the MCI team.

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 repositioning the courses closer to the individual Marine. 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 course 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 all 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 at a minimum, 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.

E-Mail MCI	
Internet Address	Reason to Use This Address
OMBMCIPME@MBW.USMC.MIL	PME Program Assistance
OMBMCISSD@MBW.USMC.MIL	Student Services questions concerning course material, completion certificates, transcripts, etc.

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 on-line using option #2 (Send me an exam and answer sheet only!), then download the course materials in which you enrolled. Now, there is no more waiting on the mail to begin studying! You can read the course directly on the PC monitor.

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

Job Aids

The MCI web page (www.mci.usmc.mil) provides a variety of educational products that are not courses. These products are called Job Aids. The current list includes FMs, TMs, 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

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