



APPENDIX J

Marine Corps University Points-Of-Contact



Marine Corps Institute Professional Military Education

A. History. Since February 1920, MCI has facilitated the training and education of individual Marines anywhere, anytime. To that end, MCI ensures access to products and provides opportunities to improve performance, enhance professional military education, and provide promotion opportunity, along with sponsors of Marine Corps education and training programs.

1. Concurrently, MCI coordinates and executes the Hosting and Parade Escort planning for the Evening and Sunset Parades, while simultaneously providing ceremonial officers and SNCOs for the parade staffs and other assigned ceremonies in order to promote the Marine Corps' heritage and to enhance the Marine Corps' image to the general public.
2. MCI Company also maintains individual MOS and battle skills proficiency both in garrison and field environments to prepare the individual Marine for combat.

B. Organization. The Marine Corps Institute is located in the historic Washington Navy Yard in the Nation's Capitol. MCI is administratively organized as part of Marine Barracks, Washington, DC and supports the Barracks. The commanding officer of Marine Barracks carries the additional duty of Director, Marine Corps Institute. The Marine Corps Institute receives direction from Commanding General, TECOM (Training and Education Command), Quantico, Virginia.

C. Address any questions or concerns to the following:

Marine Corps Institute
Attn: Operations
912 Charles Poor Street, SE
Washington Navy Yard, DC 20391-5680

Comm: 202-685-7468/7625
DSN: 325-7468/7625
FAX Comm: 202-685-7473/7482
FAX DSN: 325-7473/7482

D. Publications. The Institute produces an *Annual Course Listing* of all active courses and programs it publishes. This listing is made available to all Marine Corps activities. The detailed list is much too comprehensive to print within this guidebook, but can be viewed online at www.mci.usmc.mil or a hardcopy should be available at any Marine Corps unit.

1. The listing covers all Occupational Specialty Courses and Distance Professional Military Education (PME) Programs. A description of how courses are listed, general course information, and a basic list is provided below.

**Annual Course Listing Breakdown
Occupational Specialty Courses**

On the list, occupational specialty courses are specific to OCCFld, and listed in numerical order by course number. The first two digits of each course number generally represent the occupational field of the course material.

- Prerequisites for certain courses are listed and explained under the pertinent course prerequisites not included in this appendix. Please see complete course listing.
- Study hours and reserve retirement credits for occupational specialty courses are also provided for each course description. (Also not included within this appendix. Please see complete course listing).
- **Note:** Course completion deadline (CCD) for all MCI Occupational Specialty courses is two years from the date of enrollment.

Distance Professional Military Education (PME) Programs

These courses are intended for overall development of military servicemembers. Students may only enroll in one PME program at a time. The purpose of each program, its eligibility criteria, the prerequisites, and the areas of study, as well as any additional administrative information, are explained in the *Annual Course Listing* at the beginning of each program.

- **Note:** Course completion deadline (CCD) for all MCI PME programs is five years from the date of enrollment.

2. MCI Online Student Access is now available to all DOD MEMBERS. You can enroll in a course, view your student records, print an unofficial transcript, obtain an official transcript, or download course materials and job aids. You will need to login (left side of screen) to use the system.

E. The American Council on Education (ACE). The ACE evaluates MCI courses to recommend credits that may be applied toward a baccalaureate/masters degree, or vocational certificate. Within the overall *Annual Course Listing*, the ACE lists its recommendation for awarding educational credit or course equivalency in specific degree/certificate categories. This recommendation makes it easier for Marines to obtain college or vocational credit for courses they have completed.

1. To receive credit for a MCI course, Marines should request a SMART transcript at https://smart.cnet.navy.mil/pub_login.html and take this transcript, or their MCI course record, or their course completion certificate(s), to their college registrar.
2. An official transcript can be obtained from the Student Services Division of MCI. Marines CONUS may call toll free at 1-800-MCI-USMC. Marines worldwide may call commercial (202) 685-7596 or DSN 325-7596. ACE only recommends college credit. The award of college or vocational credits for completed MCI course work is strictly up to each institution.
3. As ACE evaluates additional courses, their credit recommendations will be announced the MCI's newsletter, *Hotline*; a copy is shown at the end of this appendix and then included in subsequent editions of MCI's *Annual Course Listing*. All credit recommendations are in semester hours.

F. Occupational courses and other PME programs are listed by title only.

Complete descriptions and information for these courses can be found in the *Annual Course Listing* for reference. Course information and descriptions for the 7000 and 8000 series PME programs are included within this appendix at the end of the following list.

001 PRINCIPLES OF INSTRUCTION FOR THE MARINE NCO
0035 FUNDAMENTALS OF MARINE CORPS LEADERSHIP
0112 COUNSELING FOR MARINES
0118 SPELLING
0119 PUNCTUATION
0131 CORRESPONDENCE PROCEDURES
0138 ORDER WRITING CLERK
0143 LEGAL ADMINISTRATION CLERK
0144 THE UNIT MAILCLERK

0201 INTELLIGENCE BRIEF: SOUTHWEST ASIA
0210 TERRORISM AWARENESS FOR MARINES
0214 TERRORISM AWARENESS FOR MARINES (CD)
0215 TERRORISM AWARENESS FOR MARINES (WEB)
028 INTRODUCTION TO COMBAT INTELLIGENCE
0321 THE M240G MACHINEGUNNER
0322 THE M252 81MM MORTAR CREWMAN
0324 OPERATIONS AGAINST GUERRILLA UNITS
033 FUNDAMENTALS OF MARINE CORPS LEADERSHIP
0331 81MM MORTAR NCO
0332 RECONNAISSANCE MARINE
0335 INFANTRY PATROLLING
0338 THE LAV CREWMAN
0354 DESERT OPERATIONS
0355 THE TOW 2 WEAPON SYSTEM CREWMAN
0365 ANTIARMOR OPERATIONS
0366 MILITARY OPERATIONS IN URBAN TERRAIN
0367 THE MARINE MARKSMAN (WEB)
0368 THE HEAVY MACHINEGUN CREWMAN
0369 THE MARINE MARKSMAN (CD-ROM)
0372 THE MARINE RIFLEMAN: WEAPONS
0380 INFANTRY SQUAD LEADER: COMBAT LEADERSHIP
0381 LAND NAVIGATION
0382 INFANTRY SQUAD LEADER: WEAPONS AND FIRE SUPPORT
0383 INFANTRY SQUAD LEADER: SQUAD TACTICS
0385 LAND NAVIGATION
0410 MIMMS (AIS)
0414 GROUND MAINTENANCE MANAGEMENT PROCEDURES FOR
SUPERVISORS
0416 THE MARINE CORPS PUBLICATIONS AND DIRECTIVES SYSTEM
045 THE LOGISTICS/EMBARKATION SPECIALIST
047 INTRODUCTION TO AMPHIBIOUS EMBARKATION
0481 LANDING SUPPORT SPECIALIST
0813 FIELD ARTILLERY SURVEY
0816 HOWITZER SECTION CHIEF
0820 THE M198 155MM TOWED HOWITZER
0861 BASIC FORWARD OBSERVATION PROCEDURES

1122 REVERSE OSMOSIS WATER PURIFICATION UNIT
1141 MARINE ELECTRICIAN
1142 SOLID STATE DEVICES
1143 INTERIOR WIRING
1161 FUNDAMENTALS OF REFRIGERATION
1169 UTILITIES OFFICER/CHIEF
1320 FUNDAMENTALS OF DIESEL ENGINES (WEB)
1321 FUNDAMENTALS OF DIESEL ENGINES (CD)
1328 ENGINEER EQUIPMENT CHIEF
1330 BASIC SHOP FUNDAMENTALS FOR THE MECHANIC
1332 METAL WORKING AND WELDING OPERATIONS
1334 MATH FOR MARINES
1335 FUNDAMENTALS OF DIESEL ENGINES
1343 DIESEL ENGINE MAINTENANCE
1344 CONSTRUCTION PRINT READING
1373 BASIC ENGINEER: COMBAT OPERATIONS
1374 LANDMINE WARFARE
1391 BULK FUEL SPECIALIST
1815 MARINE ARMOR NONCOMMISSIONED OFFICER PROGRAM
1816 MARINE ARMOR NONCOMMISSIONED OFFICERS PROGRAM
1831 FIELD OPERATION AND EMPLOYMENT OF THE ASSAULT AMPHIBIAN
VEHICLE
1833 ASSAULT AMPHIBIAN CREWMAN FUNCTIONS
1834 THE AAVP7A1 LOGBOOK AND COMMUNICATIONS
1843 OPERATING THE M1A1 TANK
1844 M1A1 ARMAMENT AND AMMUNITION
1846 TANK GUNNERY/DIRECT FIRE PROCEDURES (M1A1)
1851 OPERATIONS OF THE UPGUNNED WEAPONS STATION
2124 ARMORY PROCEDURES
2135 INSPECTION AND REPAIR OF THE M9 PISTOL
2515 ANTENNA CONSTRUCTION AND PROPAGATION OF RADIO WAVES
2525 COMMUNICATIONS SECURITY
2526 INTRODUCTION TO ELECTRONIC WARFARE
2532 HF/UHF FIELD RADIO EQUIPMENT
2538 SINGLE CHANNEL GROUND AIRBORNE RADIO SYSTEM
2540 COMMUNICATIONS PLANS AND ORDERS
2551 FIELD WIRE EQUIPMENT AND PROCEDURES

2552 FIELD SWITCHBOARDS-INSTALLATION AND OPERATION
 2563 ENCRYPTION/DECRYPTION DEVICE (TSEC/KY-99A) OPERATIONS
 COURSE
 2564 RADIO TERMINAL SET (AN/MRC-142) OPERATIONS COURSE
 2566 ANALOG SWITCHBOARD (SB-3614), OPERATIONS COURSE
 2567 REMOTE MULTIPLEXER-COMBINER (TD-1234) OPERATIONS COURSE
 2568 DATA TRANSFER DEVICE (AN/CYZ-10), OPERATIONS COURSE
 2820 ELECTRONICS MATHEMATICS FOR MARINES
 286 FUNDAMENTALS OF DIGITAL LOGIC
 287 INTRODUCTION TO TEST EQUIPMENT
 301 BASIC WAREHOUSING
 303 WAREHOUSING OPERATIONS
 3316 BASIC NUTRITION
 3333 RESERVE FIELD FOOD SERVICE SUPERVISOR
 334 FOOD SERVICE FUNDAMENTALS
 3410 INTRO TO MARINE CORPS ACCOUNTING
 3412 FIELD BUDGET FORMULATION
 3414 FINANCIAL MANAGEMENT
 3420 PERSONAL FINANCIAL MANAGEMENT
 3422 BASIC PAY AND ALLOWANCES
 3425 PERSONAL FINANCIAL MANAGEMENT (CD)
 3426 PERSONAL FINANCIAL MANAGEMENT (WEB)
 3503 MOTOR TRANSPORT NCO: COMBAT OPERATIONS
 3513 COOLING AND LUBRICATION SYSTEM MAINTENANCE
 3515 AUTOMOTIVE BRAKE SYSTEMS
 3520 ADMINISTRATORS COURSE FOR TROUBLESHOOTING
 THE M998 ELECTRICAL SYSTEM
 3521 TROUBLESHOOTING THE M998 ELECTRICAL SYSTEM
 3525 AUTOMOTIVE FUEL AND EXHAUST SYSTEMS
 3530 INCIDENTAL MOTOR VEHICLE OPERATOR
 3532 INCIDENTAL MOTOR VEHICLE OPERATOR (CD)
 3535 INCIDENTAL MOTOR VEHICLE OPERATOR (WEB)
 3538 DISPATCHING PROCEDURES FOR MOTOR TRANSPORT
 3580 AUTOMOTIVE ENGINE MAINTENANCE AND REPAIR
 359 AUTOMOTIVE POWER TRAINS
 5714 NUCLEAR BIOLOGICAL AND CHEMICAL RECONNAISSANCE
 AND CONTAMINATION AVOIDANCE

581 CORRECTIONS
 5812 MILITARY POLICE INTERVIEW/INTERROGATION FORMS
 582 CORRECTIONS SUPERVISOR
 6001 AIRCRAFT MAINTENANCE NONCOMMISSIONED OFFICER
 602 THEORY AND CONSTRUCTION OF TURBINE ENGINES
 605 AVIATION MAINTENANCE WORKCENTER SUPERVISOR
 606 AVIATION QUALITY ASSURANCE SUPERVISOR
 7100 SNCO CAREER DISTANCE EDUCATION PROGRAM
 7200 SNCO ADVANCED DISTANCE EDUCATION PROGRAM
 7400 WARFIGHTING SKILLS DISTANCE EDUCATION PROGRAM
 8010 SERGEANTS DISTANCE EDUCATION PROGRAM
 8510 AMPHIBIOUS WARFARE SCHOOL DEP, PHASE I
 8600 AMPHIBIOUS WARFARE DISTANCE EDUCATION PROGRAM, PHASE II
 8800 COMMAND AND STAFF COLLEGE DISTANCE EDUCATION PROGRAM
 8845 MAGTF/MARINE CORPS PLANNING PROCESS (MCP)

1. Course information and descriptions for the 7000 and 8000 series PME programs:

Description: Staff NCO Career Development Program.

The SNCOCDEP builds on the SDEP curriculum with the specific purpose of developing effective Marine SNCOs. The course emphasizes leadership and the basic mechanics of training management. Sergeants are required to enroll within six months of completing the Sergeants course. Completion of this course is the prerequisite to attend the resident SNCO Career Course.

Prerequisite: Sergeants must have successfully completed the SDEP and the Sergeants Resident course.

Designed For: Sgts and above; Other services, E6 and above.

Study Hours: 89

Reserve Credits: 30

ACE Accredited: No

Description: SNCO Advanced Distance Education Program.

The SNCOADEP builds on the SNCOCDEP curriculum with the specific purpose of developing the senior SNCO's ability to manage company level unit training responsibilities. Content of this program is broader in scope than the career course and provides a more advanced level of professional military education. Staff sergeants are required to enroll in this program within six months of completing the resident SNCO

career course. This program is the prerequisite for gunnery sergeants and gunnery sergeants selects to attend the resident SNCO advanced course.

Prerequisite: Staff sergeants must have successfully completed the SNCOCEP and the resident SNCO Career Course.
Designed For: SSgts and above.
Study Hours: 31.5
Reserve Credits: 11
ACE Accredited: No

Description: Warfighting Skills Distance Education Program.

This program teaches Marine Corps warfighting doctrine and its application at the small unit level. The program focuses on infantry tactics and techniques and their application in problem-solving exercises. WAFSKIP also includes instruction in tactical fundamentals, combat techniques, fire support, combined arms warfare, and combat leadership. Gunnery sergeants are required to enroll in this program once they have completed the SNCOANP. Completion of WAFSKIP is required for promotion to first sergeant or master sergeant. MC-2204-0112.

Prerequisite: Lieutenants should have some operational experience before enrolling in this program. Therefore, lieutenants attending the basic school or primary MOS school are not eligible until they have completed TBS and their MOS school. Warrant officers are required to enroll once they have completed the warrant officer basic course.
Designed For: GySgts and above.
Study Hours: 54
Reserve Credits: 18
ACE Accredited: Yes
Credit Hours: 2

Description: Sergeants Distance Education Program.

Sergeants distance education program. Designed to prepare the Marine noncommissioned officer for greater leadership role in their units and the Marine Corps.

Prerequisite: USMC Corporals and Sergeants, Other services E-6 and above.
Designed For: USMC Corporals and Sergeants, Other services E-6 and above.
Study Hours: 98

Reserve Credits: 33

ACE Accredited: No

Description: Amphibious Warfare School DEP, Phase I.

AWSDEP is the distance education program for captains required by MCO P1553.4. It is designed as the “Keystone PME” to prepare company-grade officers to lead the Marine Corps into the 21st century. The AWSDEP is divided into two phases. Captain selects must enroll in this program within 30 days of selection and must complete Phase One and Two of AWSDEP or complete Phase One of AWSDEP and a career-level school to complete their PME requirements. Phase One (8510 series) is a three-course program. Phase One is required for all chief warrant officers-3 and captains who have not previously completed the resident or nonresident career-level PME and is a prerequisite for Phase Two. Lieutenants may enroll in the AWSDEP Phase One 8510. Completion of Phase One is required for captains who attend a sister service PME. SNCOs are also eligible to enroll in AWSDEP.

Prerequisite: Warrant Officers: Completion of WAFSKIP (7400);
SNCOs: Completion of all enlisted PME programs and WAFSKIP.
Designed For: Warrant officers and above (active and reserve).
Study Hours: 94
Reserve Credits: 31
ACE Accredited: No

Description: Amphibious Warfare Distance Education Program, Phase II.

The AWSDEP is the Distance Education Program for captains required by MCO P1553.4. It is designed as the “KEYSTONE PME” to prepare company-grade officers to lead the Marine Corps into the 21st century. Captain selects must enroll in this program within 30 days of selection. Captains must complete Phase One and Two of AWSDEP or complete Phase One and a career-level school to complete their PME requirements. ACE: MC-2204-0114.

Prerequisite: Completion of the Warfighting Skills Program (7400) for officers, and completion of all enlisted PME programs and WAFSKIP for SNCOS is a prerequisite for enrollment into the 8600. The AWSDEP is divided into two phases: phase two (8600 series) is a four-course program. Phase two is required for all captains who have not previously attended the resident AWS course, the Command and

Control Systems Course, or any other level resident programs of another service or country.

Designed For: Warrant officers and above (active and reserve). SNCOs who have completed all enlisted PME programs and the Warfighting Skills program are also eligible to enroll in this program.

Study Hours: 197

Reserve Credits: 66

ACE Accredited: Yes

Credit Hours: 5

Description: Command and Staff College Distance Education Program.

The 8800 program represents an extensive redesign of the CSCDEP. The CSCDEP introduces officers to the study of the art of war. This program teaches the relationships between the strategic, operational, and tactical levels of war. Its focus is on the Marine Expeditionary Force as the Marine warfighting command within a joint or combined command. CSCDEP also develops the student's ability to effectively communicate strategies and decisions to the operating forces. This instruction parallels the core curriculum of the resident Marine Corps Command and Staff College. Officers selected to the rank of major must enroll in this program within 30 days of selection. Majors must attend the Marine Corps Command and Staff College or attend another services equivalent college in residence or complete the CECDEP, or complete another services equivalent.

Prerequisite: Completion of a career-level school or distance education program.

Designed For: CWO4, Major selects and above.

Study Hours: 395

Reserve Credits: 132

ACE Accredited: Yes

Credit Hours: no info is available.

Description: MAGTF/Marine Corps Planning Process (MCPPE).

THE 8845 Program is designed for Marine officers selected to attend a resident or distance learning sister service intermediate level school (ILS) (Identified in MCO P1553.4). Marine officers are required to complete two courses of instruction: "The Marine Air-Ground Task Force (MAGTF)" (8804) and "Marine Corps Planning Process (MCPPE)" (8805).

Prerequisite: Completion of a career-level school or distance education program.
Designed For: Major selects and above.
Study Hours: 58
Reserve Credits: 19
ACE Accredited: No

G. Additional MCI information.

1. DPME diplomas are now available for download from MCI Online. Diplomas are available for all DPME programs to include previously active programs such as the 7000 series DPME and the NCO Career Non-Resident program. Log in and check your personal record to view or download a DPME diploma.
2. MCI Course 0035, *Fundamentals of Marine Corps Leadership* (Web Version) has just been opened. The purpose of this course is to provide the Marine with an introduction to the principles of effective leadership as exercised within a military setting.
3. Students on major bases and stations within the continental U.S. can download this interactive course from their desktop computers or at their local Learning Resource Centers via **<https://www.marinet.usmc.mil>**.
4. Recent Difficulties with MCI Online. MCI regrets the recent interruptions in web access to MCI Online. They are attempting to resolve all issues and get service back to normal as quickly as possible. If, however, you can't access MCI Online web services, please contact Student Services at 1-800-MCI-USMC or by email to **ombmcissd@mbw.usmc.mil**.
5. Units are now authorized to order increased quantities of the new Marine Corps Common Skills (MCCS) Handbook, Vol. 1a and 1b, and the associated exams. Materials can be ordered through the Marine Corps Publications and Distribution System (MCPDS). See **MarAdmin 421/02** for more information.

H. Frequently Asked Questions (FAQ).

How long will it take to receive course materials, diplomas, exams or any other materials from MCI?

A: Once the materials leave MCI's warehouse, it takes three to five days to reach the

East Coast; five to seven days to reach the West Coast, and seven to ten days to reach the overseas centralized post office. Mailing time begins when materials leave MCI's warehouse, not when the student is enrolled. Students can check the date their course materials were shipped from MCI on their individual student records page on MCI's web site, www.mci.usmc.mil.

When MCI receives an examination, how long does it take to grade and post the score to the MCI and MCTFS systems?

A: MCI course examinations are graded within 24 hours of receipt and scores are posted to the MCI system within 48 hours and posted to the MCTFS system within five working days.

How long should it take to receive my diploma/certificate?

A: Your diploma/certificate should arrive within three to five days if on the East Coast, five to seven days on the West Coast, and seven to ten days to get overseas to the centralized post office. Mailing times don't begin until the materials leave MCI's warehouse. To check shipment dates, call 1-800-MCI-USMC (CONUS) or (202) 685-7596 (Commercial) or 325-7596 (DSN).

How long does it take for my MCI course to show complete in MCTFS?

A: Once MCI receives your answer sheet (DP 37), it takes approximately three to five working days for your MCI course to appear complete in the Marine Corps Total Force System (MCTFS).

How long does it take for my Command & Staff exams to get graded?

A: All exams are processed and posted with 24 hours of receipt.

What address is used to send materials to students?

A: For active and reserve Marines, the address posted on the Marine Corps Total Force System (MCTFS) is the address used for sending MCI materials. Any changes to the addresses are made by contacting the units administration personnel. For all other students, the home or unit address is used, as requested.

Who is authorized to administer or proctor an MCI final examination?

A: An MCI final examination MUST be administered and/or proctored by the unit's training NCO/SNCO or above (equivalent for other services), a foreign service officer, a director of civilian personnel, an employee career development officer, a school principal, or a member of the clergy.

If I decide after enrollment that I no longer want to complete the course, can I be deleted?

A: After enrolling in an MCI course, you have 90 days to request a deletion from that course by calling the MCI hotline: 1-800-MCI-USMC (CONUS) or (202) 685-7438 (Commercial) or 325-7438 (DSN). After the 90-day period, completion of the course is mandatory.

Can course materials be reissued?

A: Yes, if you received the wrong course book. Otherwise, you must wait 45 days after materials are sent before you can request more materials. Duplicate answer sheets, examinations, completion certificates, and diplomas can be requested at any time. Call 1-800-MCI-USMC (CONUS) or (202) 685-7596 (Commercial) or 325-7596 (DSN) and speak with a student services representative.

Can final examination answer sheets (DP37s) be faxed to MCI?

A: Only if prior authorization has been granted by a student service representative or other MCI personnel. Faxed exams will be accepted when a student is attending a resident school or when a promotion is pending (must be within 48 hours of the convening board or panel).

How can I obtain other MCI materials such as envelopes, course listings, etc.?

A: Other MCI materials can be obtained by calling the MCI hotline numbers listed above or by sending a message via the MCI e-mail account at **ombmcissd@mbw.usmc.mil**.

What is the quickest method of enrolling in MCI courses?

A: The quickest method of enrollment is through our website at **www.mci.usmc.mil**.

How can I get a transcript of all my completed courses?

A: To obtain an official transcript, you must submit a written request either through our e-mail account (**ombmcissd@mbw.usmc.mil**) or by sending a letter to Marine Corps Institute, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680. The request must include the following information: Name, Rank, SSN, complete mailing address, telephone number with area code, and the approximate dates of completion (i.e. 19__ to 19__). An unofficial transcript can be obtained from MCI Online on the "Student Records" page or by using the SMARTS program at **www.navycollege.navy.mil**.

How many MCI courses can I enroll in at the same time?

A: LCpls and below can enroll in a maximum of five MOS (single book) courses at one time. Marine Cpls and above can enroll in one PME (multiple course) program and five MOS courses at the same time. Another program can be requested only after completing all courses of the one currently enrolled, and if all other prerequisites are met.

Can I make a copy of the examination answer sheet before it's sent to MCI for grading?

A: It is HIGHLY recommended that a copy of all examination answer sheets be maintained until the completion certificate for that course or the diploma for the program is received.

How can I keep track of my course records?

A: You can view your records on the MCI website (www.mci.usmc.mil) and any discrepancies should be reported to MCI by calling the Hotline number: 1-800-MCI-USMC or (202) 685-7438 (Commercial) or DSN 325-7438.

How long should I keep a copy of the answer sheet?

A: A copy of the answer sheet should be kept on file until it shows a completion in the unit verification report (UVR) or until receipt of the completion certificate.

If I later complete a course that was previously disenrolled, will that disenrollment be deleted?

A: No. Once a course is disenrolled, that disenrollment becomes a part of that student record for tracking purposes. The disenrollment has no adverse effect on the student if the course is later completed.

When I complete AWSDEP Phase I (8510), AWSDEP Phase II (8600), and/or the C&SCDEP programs, how do I get my diploma for completing these programs?

A: The College of Continuing Education (CCE) handles the printing and distribution of diplomas for 8510, 8600, and 8800 programs. If you have not received your copy, contact CCE at <http://www.mcu.usmc.mil/cce/> or by phone DSN 278-4324/4390 or Commercial (703) 784-4324/4390.

As an enlisted Marine, how do I request a waiver that will allow me to take out a senior enlisted or officer PME program?

A: All waivers for enlisted Marines desiring to take a senior enlisted or officer PME

program must go through the SNCOA at the Marine Corps University at www.mcu.usmc.mil/sncoa/index.cfm. Prior to requesting the waiver, you must be PME complete for your current grade.

Can I, as training NCO, pick up MCI materials from the unit mailroom and distribute to my Marines?

A: No! It is a violation of DoD postal regulations for anyone, other than the name indicated on the package, to pick up materials. The MCI mailing system was changed based on guidance provided by HQMC (Code MHP-50) Postal Section, and to provide better service to Marines.

If a Marine is on leave or is TAD, how does he/she receive materials?

A: A Marine on leave or TAD can have materials held at the unit or forwarded to the leave address. If the amount of TAD is for more than a 30-day period, the unit is responsible for changing the Marine's address to the TAD address, and the materials will be reissued by MCI to the new address. It is recommended that students do not enroll in MCI courses while on leave or while on TAD.

How can I prevent a Marine from prematurely taking his/her exam?

A: When a student checks into the unit, preenrollment counseling should be conducted to ensure the Marine knows what is expected. Course examinations are sealed upon receipt, and instructions provided direct Marines to turn in the exams to the training NCO, proctor and exam administrator. Any exam packet that is prematurely opened should NOT be administered to the student.

How should an examination be administered to the Marine?

A: The examination packet includes detailed instructions on how to administer the exam to the student.

What is the preferred method to enroll a Marine in an MCI course?

A: STUDENT ACCESS from MCI's web page is by far the most effective method. Go to STUDENT ACCESS, click on the option to enroll online. Once enrolled, the transaction will take 24 hours to post in your records. Enrolling online reduces the chances of mail handling delays inherent when mailing R-1 course materials.

When should courses be posted in MCTFS for composite scores?

A: All MCI courses must be posted in MCTFS records 40 days prior to the three-month promotion quarter to be included in the composite calculation for that quarter.

If a student has a course completion certificate and the completion is not posted on MCTFS records, what should I do?

A: Contact MCI immediately for verification of that completion. Once the completion is verified, SSD personnel will submit a request to update the records in the Marine Corps Total Force System (3270) to reflect the completion. This process normally takes approximately seven to ten working days (ONLY MCI CAN POST COMPLETIONS ON MCTFS).

How can I get a duplicate course enrollment deleted from a student's record?

A: Contact SSD on the MCI hotline number (1-800-MCI-USMC), and provide the student's SSN along with the course number. This can also be accomplished by using the MCI e-mail system.

If I do not have access to the Internet, what are the other methods of enrolling Marines into MCIs?

A: Other methods of enrolling in MCIs are the unit diary, R-1 enrollment card, and naval message. Reservists are also allowed to enroll by telephone.

How do I get in contact with MCI if my unit cannot fix specific problems?

A: Contact MCI by calling 1-800-MCI-USMC (CONUS) or (202) 685-7596 (Commercial) or 325-7596 (DSN). You can e-mail MCI at ombmcissd@mbw.usmc.mil.

Why don't I see the same information in MCTFS as I do in MCI's database?

A: MCI uses a batch translation method to update MCTFS. Sometimes, transactions do not post on MCTFS. Transactions should post in a few days—use one week as a rule of thumb, MCI runs corrections when necessary, but if you do not see correct information in MCTFS after one week, please contact MCI.

I. MCI publishes a quarterly newsletter, *Hotline*. The newsletter is intended to provide a forum for MCI to communicate recent changes, updates, and issue resolutions to the military community. As changes to MCI occur, they will be announced in the newsletter.

The April-June 2003 issue is provided on the following page for reference.



Hotline



MCI Home Page: <http://www.mci.usmc.mil> April - June 2003

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

MCI has worked hard over the last quarter to provide commanders and individual Marines more tools to assist them in managing their training and education programs, to assist them to increase individual and unit training readiness, and to support promotion opportunities.

One of the many questions asked of MCI is, "Do MCI courses have college level or vocational credit?" We submit all MCI courses, both MOS and PME, to the American Council on Education (ACE) for evaluation to determine if applicable credit can be recommended for these courses. At present, 53 percent of MCI's courseware has credit recommendation by ACE. Specifically, there are 147 credit recommendations available to eligible MCI students in the following categories: 79 in the lower division baccalaureate (BA)/associate (AS) category; 17 in the upper division BA category; 6 in the graduate division category; and 45 in the vocational-technical certificate category. To see detailed information on which MCI courses have been recommended for credit, look in the *MCI Annual Course Listing* and the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services*. The MCI Listing can be viewed at MCI's website; the ACE Guide can be viewed at the base or station Education Office. Please remember that ACE only recommends credit; the award of college or vocational credits for completed MCI course work is strictly up to each institution.

At MCI's website, there is a new tool for commanders. This tool is called the "Unit Completion Report." This report allows commanders to have access to their unit's completion rate information allowing them to see exactly how well their unit is completing MCI courses. Summary and detailed reports are available giving commanders an overall completion rate or by individual courses.

Over the past year, MCI has been working closely with the Enlisted PME (EPME) staff at the Marine Corps University regarding the revision of the SNCO Advanced

Distance Education Program—SNCOADEP 7200. The current program is scheduled to close this calendar year and will be replaced by the 8200 Program. For more specific information on this subject matter, you should review *MARADMIN 077/03*. This *MARADMIN* is available for viewing and down-loading at MCI's website. Additional policy regarding the impact on promotion will be forthcoming from the Marine Corps University. Please use MCI's website as a tool for further information regarding the policy for this new and revised EPME program.

Last, there is a new job aid available for view and download at MCI's website. This job aid is entitled *Saddam Hussein and Iraq*. It emphasizes the three most important factors that have influenced Iraq: Islam, oil, and Saddam Hussein. More details are available within this *Hotline* regarding the specifics of the content for this job aid.

As we continue to march forward during this fiscal year, I hope that you will make use of the tools available from MCI to assist you in your training and education endeavors.

Semper Fidelis

Glenn E. Gearheard
LtCol USMC

How to Contact MCI	
Website	www.mci.usmc.mil
E-mail	ombmcissd@mbw.usmc.mil
Phone	1-800-MIC-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, DC

Marine Corps Institute, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680