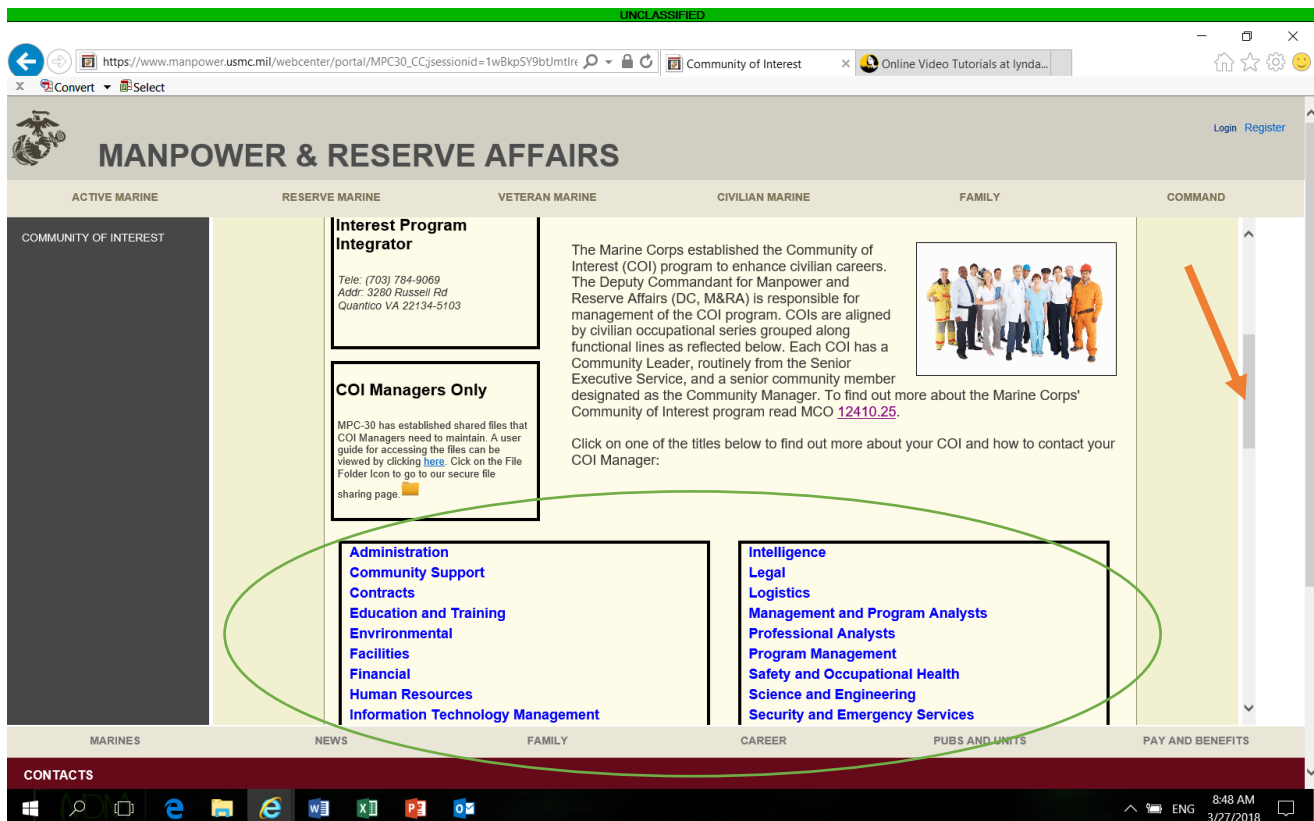


To Request a "Lynda.Com" Training Seat:

First, go to HQMC Community of Interest (COI) Site: <https://www.manpower.usmc.mil/COI>



Scroll down the page, find and **CLICK Your Profession Field COI**



You will see the COI POC Contact Info.

Send a Request E-mail to Your COI POC for the “Lynda.com Training Seat” with following info:

1. Name:
2. Grade & Job Series:
3. Position Title:
4. Organization:
5. Command:

When sending a request, please include us by C/Cing
<mcbbutlerchrotraining@usmc.mil> in the mail.

The screenshot shows the Manpower & Reserve Affairs website. The page is titled "MANPOWER & RESERVE AFFAIRS" and has a navigation bar with categories: ACTIVE MARINE, RESERVE MARINE, VETERAN MARINE, CIVILIAN MARINE, FAMILY, and COMMAND. The main content area is divided into sections. On the left, there is a "COMMUNITY OF INTEREST" section. In the center, there is a list of categories: Contracts, Education and Training, Environmental, Facilities, Financial, Human Resources, Information Technology Management, Website, Phone: (703) 614-9664, and Send email to COI Manager. The "Send email to COI Manager" link is circled in green, and an arrow points to it. To the right, there is a list of job series: Logistics, Management and Program Analysts, Professional Analysts, Program Management, Safety and Occupational Health, Science and Engineering, Security and Emergency Services, and Visual Information and Public Affairs. Below this, there is a section for the "Civilian Marine Foundational Skills Training Program (FSTP)" with a description and a "COMMUNITIES OF INTEREST START YOUR CAREER" logo. The bottom of the page has a "CONTACTS" section and a Windows taskbar with the date 3/27/2018 and time 9:09 AM.