



**UNITED STATES MARINE CORPS
MCB HAWAII EDUCATION CENTER
MARINE CORPS BASE HAWAII
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IN REPLY, REFER TO:
1560
MCCSMFJ
02 Oct 17

FROM: Supervisory Education Services Specialist, Education Center, MCB Hawaii
TO: Commanding Officers, Marine Corps Base Hawaii

REF: MCO 1560.25 [rev. 01 SEP 2010]

SUBJ: MILITARY ACADEMIC SKILLS PROGRAM (MASP) DAYTIME COLLEGE PREP

ENCL: (1) Program Description
(2) Acknowledgement of Responsibilities (Application)
(3) Testing Information / Academic Calendar

1. One set of Military Academic Skills Program (MASP) courses (communications and math) will be available at no cost to the command, to improve academic skill levels of career Marines, as well as for those transitioning into the civilian community. MASP students gain skills in areas of reading, communication, math and testing. Readiness for career development and higher education is enhanced.
2. There will be a one-time non-refundable \$40 enrollment fee for each student, to be collected on the first day of class.
3. MASP classes will be provided during normal duty hours by Waipahu School for Adults Windward Campus (WSA). Future classes will depend on available funding. Check with Education Center re: funding situation.
4. Commands and units are highly encouraged to support the following categories:
 - a. Enlisted personnel with a General Technical (GT) score of 99 or below;
 - b. Enlisted personnel who score below 10.2 on the Test for Adult Basic Education (TABE);
 - c. Enlisted personnel referred by Commanding Officers, supervisors, formal school or Education Officer to improve work performance or qualify for a lateral move;
 - d. Self-referral for career, professional and personal development.
5. Spouses are eligible to participate in MASP on a space available basis with approval from the Supervisory Education Services Specialist. Interviews can be scheduled by contacting Craig Lockwood at (808) 257-2654.
6. Candidates are eligible for MASP during all phases of enlistment to include individuals planning to separate or retire.
7. Program description (Enclosure 1) and application (Enclosure 2) are provided in this information packet. Failure to comply with all responsibilities contained herein may result in applicant's disqualification to participate.


CRAIG LOCKWOOD

MASP PROGRAM DESCRIPTION

1. MISSION: Mission readiness, along with academic and professional success, requires a strong foundation in key skill areas. MASP is a basic academic skills curriculum that improves skill levels and competencies of career Marines – as well as those transitioning into the civilian community – in reading comprehension, communication, writing and mathematics. Per MCO 1560.25 [rev. 01 SEP 2010], the target population for MASP is Marines with General Technical (GT) ASVAB scores of 99 and below. Improvement allows the Marine to be better prepared to fulfill their mission, to reenlist and qualify for specialized schools or meet requirements for other Military Occupational Specialties, become qualified for officer candidacy, and be better trained for civilian job opportunities. Marines may participate during any period of enlistment.
2. SCHEDULE: Classes meet in Bldg 220, Monday through Friday, for four weeks. Monday through Friday, each day consists of three (3) hours of English and three (3) hours of math. Class schedule is as follows:
 - **Monday through Friday:**
 - Morning class: 0800–1100
 - Lunch: 1100–1230
 - Afternoon class: 1230–1530
3. PARTICIPATION: MASP Participants MUST attend the entire English and math courses (0800-1530, Monday through Friday for four weeks). Wounded Warriors will be given special consideration and may elect to complete MASP by studying half time completing either the math or communication section each session. Family members may participate on a space-available basis.
4. ASSESSMENT: All MASP students are REQUIRED to take the TABE on the first day and last day of the class.
5. DRESS CODE: Monday through Thursday – appropriate military uniform; Friday – appropriate civilian clothing, per MCB Hawaii policy.
6. ATTENDANCE: 100% attendance is mandatory for all participants. Students may schedule NO appointments during the four-week class session.
7. DUTY: MASP is an intensive academic program. Therefore, **NO duty or activities that will interfere with student participation or study can be scheduled Sunday to Friday.**
8. A minimum of twelve (12) students must enroll for a course to be conducted. Enrolled students must take both the English and math sections to be eligible.
9. WSA applications will be completed at the Education Center following command approval; civilians may apply directly at the Education Center. Marine must submit BOTH MASP application and WSA Application to be eligible to participate.

MASP TESTING INFORMATION

① **CURRENT ASVAB SCORES:** AFQT = _____ GT = _____

Note: Scores can be found in your Basic Training Record (BTR), via Marine Online (MOL).

② **TEST FOR ADULT BASIC EDUCATION (TABE):**

I have **not** taken. I **have** taken previously, on (date): _____.

③ ***In at least 50 words, clearly explain your goals for attending MASP.***

MASP ACADEMIC CALENDAR: CY 2018

4-week sessions

	START	END	APPLICATION DEADLINE Required on 1st day of class: ① TABE test ② \$40 enrollment fee	HOLIDAYS
1	23 OCT	20 NOV	07 OCT 2017	10 NOV
2	02 JAN	30 JAN	26 DEC	01 JAN & 15 JAN
3	05 FEB	05 MAR	29 JAN	19 FEB
4	12 MAR	06 APR	05 MAR	
5	16 APR	11 MAY	09 APR	
6	21 MAY	18 JUN	14 MAY	28 MAY
7	25 JUN	23 JUL	18 JUN	4 JUL
8	30 JUL	24 AUG	23 JUL	
9	04 SEP	01 OCT	27 AUG	3 SEP
10	09 OCT	05 NOV	01 OCT	8 OCT

***No class on the Federal holidays. Parent unit 72^s and 96^s do not pertain while in MASP.**

Enclosure (3)

**PRINT
LEGIBLY**

**MASP: Military Academic Skills Program
Marine Corps Base Hawaii
Waipahu School for Adults Windward Campus
Pre-Registration Form**

**PRINT
LEGIBLY**

ENROLLMENT FEE: \$40.00 (\$20 English plus \$20 Math)

Class: MASP ENGLISH & MATH Class start date: _____ Class end date: _____

Today's Date: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ Zip: _____

Home/cell phone: _____ Work phone: _____ Email: _____

Birth Date: _____ Age: _____ Gender (circle): Male Female

Last school attended: _____ State: _____ Last grade completed: _____

Emergency Contact: _____ Phone: _____

Ethnicity

Check one: _____ Hispanic _____ Not Hispanic

Check all that apply:

- | | |
|--------------------------------------|------------------------------|
| _____ American Indian/Alaskan Native | _____ Korean |
| _____ Black/African American | _____ Micronesian |
| _____ Chinese | _____ Other Asian |
| _____ Filipino | _____ Other Minorities |
| _____ Hawaiian/Part Hawaiian | _____ Other Pacific Islander |
| _____ Hispanic | _____ Samoan |
| _____ Indo Chinese | _____ White |
| _____ Japanese | |

Employment Status

- _____ Employed Full
- _____ Employed-Part
- _____ Unemployed (looking for work)
- _____ Not looking for work
- _____ Unavailable for work

Goals (for NRS Students Only)

- _____ Enter training program
- _____ Achieve citizenship
- _____ Leave public assistance
- _____ Increase involvement in child's education
- _____ Increase involvement in community activities

MASP English (\$20.00): \$ _____

MASP Math (\$20.00): \$ _____

TOTAL PAID: \$ _____

Fees collected by: _____