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.  
   e. GT score of 111-119 or AFQT of 70-79 will be on a standby status. MASP is not designed for Marine personnel with GT score of 120 or above AND/OR an AFQT score of 80 or above. We highly encourage personnel to use Tuition Assistance (TA) and take CLEP/DSST examination.  

5. Applications are accepted with the following priority: Active duty Marines, service members of other branches, spouses and DoD civilians. Approval for civilians is required by the Supervisory Education Services Specialist. Interviews can be scheduled by contacting Craig Lockwood at (808) 257-2654.  

6. Active duty personnel who have a GT score of 99 or lower are given priority placement. 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.
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. *Parent unit 72s and 96s do not pertain while in MASP.* No class on the Federal holidays.

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. **Marine personnel with GT score of 99 and below will be given priority placement.**

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.

Enclosure (1)
MASP ACKNOWLEDGEMENT OF RESPONSIBILITIES

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1. Applicant must **INITIAL** the following statements indicating understanding of the regulations and policies:
   a. I must comply with all requirements to be eligible to participate in MASP.
   b. I understand that instruction cost and testing will be provided by Waipahu School for Adults Windward Campus (WSA).
   c. I understand that assignment to MASP program represents a commitment to attend **ALL** classes. Withdrawal from the program may only be justified by an emergency. An official written explanation of withdrawal must be endorsed and provided by my Commanding Officer. The classroom will be my appointed place of duty. Failure to attend class may result in a charge of unauthorized absence. Unexcused absences will be reported directly to my Commanding Officer. I further understand that I will muster with the class leader (senior class member) who will report to the Education Services Officer, if I am going to be late to class for any reason or if I must miss class. Documentation will be required.
   d. I understand that I must complete the WSA Application.
   e. I understand that I will be contacted by WSA in approximately six months to provide follow-up information and prefer to be contacted by email __________________ or phone ____________.
   f. Last grade completed. ____________.

2. Any problems or questions regarding program requirements, class attendance or program instructors should be directed to the Education Services Officer at (808) 257-2158.

Applicant’s Signature                          Date

Print Name of 1st Sergeant       Phone       Email       Initial

Print Name of Commanding Officer or OIC   Title   Unit

CO/OIC/EO Email       CO/OIC/EO Duty Phone

Signature of Commanding Officer, OIC or Education Officer   Date

Enclosure (2)
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 CALENDAR: FY 2019

4-week sessions

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HOLIDAYS

8 OCT  01 JAN & 21 JAN  18 FEB  27 MAY  4 JUL  2 SEP  14 OCT

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

Enclosure (3)
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**

Goals (for NRS Students Only)

_____ Employed Full       _____ Enter training program

_____ Employed-Part       _____ Achieve citizenship

_____ Unemployed (looking for work)       _____ Leave public assistance

_____ Not looking for work       _____ Increase involvement in child’s education

_____ Unavailable for work       _____ Increase involvement in community activities

____________________________________________________________________________________

MASP English ($20.00): $_______________

MASP Math ($20.00): $_______________

TOTAL PAID: $_______________  Fees collected by: ___________________________