FROM: Supervisory Education Services Specialist, Marine Corps Base Hawaii  
TO: Commanding Officers, Marine Corps Base Hawaii  
REF: MCO 1560.25  
SUBJ: MILITARY ACADEMIC SKILLS PROGRAM (MASP)  

ENCL: (1) Program Description  
(2) Acknowledgement of Student Responsibilities  
(3) Testing/Academic Information  
(4) Calendar Year (CY) 2021 Schedule (Revised 15 DEC 2020)  

1. The Military Academic Skills Program (MASP) is available at no cost to all Commands. Designed to improve basic academic skills, this program is available to both career Marines and those Marines transitioning back into the civilian community. MASP students gain proficiency in reading comprehension, written and verbal communication, mathematics and testing.  

2. MASP is conducted during normal daytime duty hours, with curriculum and instructors provided by the Hawaii State Department of Education’s Waipahu School for Adults - Windward Campus (WSA).  

3. Commands are encouraged to refer Marines in the following categories:  
   a. Enlisted personnel with a General Technical (GT) score of 99 or below  
   b. Enlisted personnel who score below a 10.2 on the Test of Adult Basic Education (TABE)  
   c. Enlisted personnel who seek improved work performance, qualification for a lateral MOS move, specialized school or officer candidacy, or for success after active duty service  

4. Marines with a GT score of 99 or below are given priority placement. A GT score of 100-119 will be placed on a standby status. MASP is not designed for those with GT scores of 120 or above; those Marines are encouraged to use active duty Tuition Assistance (TA) and take CLEP & DSST exams. The Online Academic Skills Course (OASC), the online version of MASP, is also available.  

5. Applications are accepted in the following priority: ① active duty Marines, ② service members from other branches, ③ family members, and ④ on-base DoD civilians.  

6. Failure to comply with all requirements in this information packet may result in the applicant’s disqualification to participate.  

7. The Education Center’s accountability of participating Marines at all times is paramount.  

CRAIG LOCKWOOD
PROGRAM DESCRIPTION

1. SCHEDULE: Class meets in the Education Center (Bldg 220), Monday through Friday, for four weeks. Each day consists of three (3) hours of English and three (3) hours of math. Daily class schedule is as follows:

   MONDAY THROUGH FRIDAY:
   • Morning class: 0800–1100
   • Lunch/errands: 1100–1230
   • Afternoon class: 1230–1530

2. PARTICIPATION: MASP students must attend both the English and math portions. Wounded Warriors may be given special consideration to complete a half curriculum (either English or math), with approval from the WW Detachment Command.

3. PRE- AND POST-ASSESSMENT TOOL: All MASP students are required to take the eCASAS exam on the first day and on the last day of MASP. This is how MASP tracks improvement.

4. DRESS CODE: Monday through Thursday, attire is appropriate military uniform of the day. On Friday, students may wear appropriate civilian clothing, per MCB Hawaii policy; shorts and slippers/flip-flops, however, are prohibited.

5. ATTENDANCE: Due to the accelerated nature of MASP, 100% attendance is essential for all participants. Students are required to schedule appointments before and after class, or during their lunch break. Students may not use instruction time for outside appointments. Unit 72s and 96s do not apply while attending MASP. No class is conducted on federal holidays.

6. UNIT DUTY: MASP is an intensive academic program with required homework. Therefore, we respectfully request that no unit duty or activities that will interfere with student participation or study be scheduled Sunday through Thursday evening.

7. COST: There is a one-time, non-refundable $40 cash enrollment fee paid to the Waipahu School for Adults – Windward Campus, collected on the first day of class.

8. CONTACT: Any questions regarding program requirements or class attendance should be directed to the Education Center at (808) 257-2158.
ACKNOWLEDGEMENT OF STUDENT RESPONSIBILITIES

— Please print LEGIBLY —

Applicant’s Last Name   First Name   MI   Rank   EDIPI

Unit / Company / Squadron   EAS   Duty Phone   Cell Phone

Email

MASP Start Date and End Date

Please read and INITIAL the following four statements indicating your acknowledgement:

☐ a. I understand that I must comply with all requirements to be eligible to participate in MASP.

☐ b. I understand that assignment to MASP represents a commitment to attend ALL classes. The classroom will be my appointed place of duty. Failure to attend class without notification may result in a charge of Unauthorized Absence (UA). Unexcused absences will be reported directly to my unit Command.

☐ c. I understand that curriculum and testing will be provided by the Waipahu School for Adults – Windward Campus (WSA).

☐ d. I understand that I will be contacted by WSA in approximately six months to provide follow-up information, as mandated by federal data reporting requirements.

Signature of Applicant

Signature of 1st Sergeant

Signature of Commanding Officer (CO), or Unit Education Officer (UEO), or Officer in Charge (OIC)

Signature of CO, or UEO, or OIC

Today’s Date

Today’s Date

Today’s Date
TESTING/ACADEMIC INFORMATION

1. YOUR CURRENT ASVAB SCORES:

   My AFQT Score = __________  My GT Score = __________

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

2. TEST OF ADULT BASIC EDUCATION (TABE):

   ☐ I have not taken TABE / ☐ I have taken TABE previously, on: __________

   Approximate date you took the TABE

3. COLLEGE CREDIT:

   ☐ I do not have prior college / ☐ I do have prior college: __________

   Describe how much prior college credit

4. I AM TAKING MASP FOR THE FOLLOWING REASON(S):  Check all that apply

   ☐ Active Duty Tuition Assistance (TA)      ☐ Reenlistment
   ☐ Lateral MOS move                        ☐ College preparation prior to Transition
   ☐ Officer candidacy                       ☐ Other: ____________________________

   In at least 50 words, explain your personal and professional goals and reason for attending MASP:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
Military Academic Skills Program (MASP)
Marine Corps Base Hawaii
Waipahu School for Adults - Windward Campus

PRE-REGISTRATION FORM

ENROLLMENT FEE: $40.00 ($20 English plus $20 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

_____ Black/African American

_____ Chinese

_____ Filipino

_____ Hawaiian/Part Hawaiian

_____ Hispanic

_____ Indo Chinese

_____ Japanese

_____ Korean

_____ Micronesian

_____ Other Asian

_____ Other Minorities

_____ Other Pacific Islander

_____ Samoan

_____ White

Employment Status:

_____ Employed – Full-time

_____ Employed – Part-time

_____ 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
# MCB Hawaii Military Academic Skills Program (MASP)

## CY 2021 Schedule

**Revised: 01 Jan 2021**

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<th>END DATE</th>
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<td>05 Jan 2021</td>
<td>02 Feb 2021</td>
<td>18 Jan, MLK, Jr. Day</td>
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<td>2</td>
<td>08 Feb 2021</td>
<td>08 Mar 2021</td>
<td>15 Feb, Presidents Day</td>
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<tr>
<td>3</td>
<td>15 Mar 2021</td>
<td>09 Apr 2021</td>
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<td>4</td>
<td>19 Apr 2021</td>
<td>14 May 2021</td>
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<td>24 May 2021</td>
<td>21 Jun 2021</td>
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<td>28 Jun 2021</td>
<td>05 Jul 2021</td>
<td>Independence Day</td>
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<td>9</td>
<td>12 Oct 2021</td>
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<td>CY 2022</td>
<td>03 Jan 2022</td>
<td>31 Jan 2022</td>
<td>17 Jan, MLK, Jr. Day</td>
</tr>
</tbody>
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