



UNITED STATES MARINE CORPS
MCB HAWAII EDUCATION CENTER
MARINE CORPS BASE HAWAII
BOX 63073
KANEOHE BAY, HAWAII 96863-3073

IN REPLY, REFER TO:
1560
MCCSMFR
REV: 01 OCT 2023

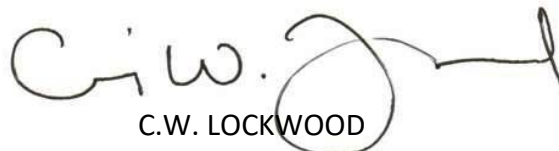
FROM: Supervisory Education Services Specialist, Marine Corps Base Hawaii
TO: Commanding Officers, Marine Corps Base Hawaii

SUBJ: **2024 MILITARY ACADEMIC SKILLS PROGRAM (MASP)**

REF: MCO 1560.25

ENCL: (1) Program Description
(2) Acknowledgement of Student Responsibilities
(3) Testing/Academic Information
(4) Calendar Year 2024 Schedule

1. The Military Academic Skills Program (MASP) improves basic academic skills and is encouraged for both career Marines and those Marines transitioning into the civilian community. Students gain proficiency in reading comprehension, written and verbal communication, and mathematics. Over four weeks, students receive 60 hours of English, plus 60 hours of math (all in the classroom).
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.
3. Commands are encouraged to refer Marines in the following categories:
 - a. Enlisted personnel with an ASVAB General Technical (GT) score of 99 or below;
 - b. Enlisted personnel who seek to improve their work performance, qualification for a lateral MOS move or specialized school, officer candidacy, or for college preparation.
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 to them.
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. **Accountability of your participating Marine is paramount, and taken very seriously by our team.**
8. If you have any questions, please contact me at (808) 257-2654 or at craig.lockwood@usmc.mil.


C.W. LOCKWOOD

PROGRAM DESCRIPTION

1. **SCHEDULE:** Class meets in the Education Center (Bldg 220), Monday through Friday, for four weeks. Each day consists of three hours of English and three hours of math, and a one-hour lunch. No class on federal holidays. Class schedule is as follows:

MONDAY THROUGH FRIDAY:

- Morning class: 0800–1100
- Lunch/errands: 1100–1200
- Afternoon class: 1200–1500

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. Marines may also take the TABE exam after MASP for TA eligibility.
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 DOE's Waipahu School for Adults – Windward Campus, collected on the first day of class.
8. **POINT OF CONTACT:** Any questions regarding program requirements or class attendance should be directed to the Education Center at (808) 257-2158.

Office Use Only — Application received by: _____ / Date: _____ / Time: _____

ACKNOWLEDGEMENT OF STUDENT RESPONSIBILITIES

— Please print LEGIBLY —

Applicant's Last Name First Name MI Rank EDIPI

Unit / Company / Squadron EAS Duty Phone Cell Phone

Applicant's Personal Email **MASP Start Date** **MASP 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-WC).
- d. I understand that I will be contacted by WSA-WC in approximately six months to provide follow-up information, as mandated by federal data reporting requirements.

Signature of Applicant **Today's Date**

Name of 1st Sergeant Signature of 1st Sergeant Phone for 1st Sergeant Today's Date

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

Signature of CO, or UEO, or OIC 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

PRIOR COLLEGE CREDIT:

I do **not** have prior college / I **do have** prior college: _____

Describe how much prior college credit

3

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

- | | |
|--|--|
| <input type="checkbox"/> Active Duty Tuition Assistance (TA) | <input type="checkbox"/> Reenlistment |
| <input type="checkbox"/> Lateral MOS Move | <input type="checkbox"/> College Preparation Prior to Transition |
| <input type="checkbox"/> Officer Candidacy | <input type="checkbox"/> Other: _____ |

Please explain

Please explain your personal and professional goals, and reason for attending MASP:



**WAIPAHU COMMUNITY
SCHOOL FOR ADULTS**
WAIPAHU | WAHIAWA | WINDWARD | HILO | KONA

CONSENT TO RECEIVE AND RELEASE INFORMATION

Student's Name: _____
Last Name First Name Middle Initial

I hereby grant The Waipahu Community School for Adults (WCSA) permission to:

Receive Release

The following document(s)/information, on the above named student, except that which is legally not subject to disclosure by law, and is covered under the Hawai'i Revised Statutes, §325-101 Infections and Communicable Diseases (HIV Infection, ARC, and AIDS); §329-68 Uniform Controlled Substances Act (Protection of records; divulging confidential information prohibited); §329-B6 Substance Abuse Testing (Test Results); and §8-34, the Protection of Educational Rights and Privacy of Students and Parents to or from the agency or person listed below:

U.S. Marine Corps Kaneohe Marine Base Education Center -Military Academic Skills Program

For the Purpose of: tracking and monitoring progress; and determining and implementing adequate student supports.

I understand that in an effort to assist me, it may be necessary for the agency (designated by this form) and staff to obtain and release my information including but not limited to: name, contact information, basic demographic, program status, and requested support or service.

I understand that the information will be kept confidential within the authorized parties, and certify it is being requested or released with my informed consent.

I understand that I have the right to rescind my consent for future use by notifying WCSA staff, however information shared prior to rescinding my consent cannot be removed.

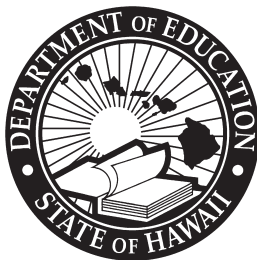
This personal document(s)/information will be transmitted to the agencies or person named above only on the condition that it not be shared with another outside agency or other person(s) without the written consent of the eligible student (an "eligible student" means a student who has reached 18 years of age or is attending a postsecondary institution at any age).

Student Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Physical Address: _____
Street City Zip Code

Mailing Address: _____
Street City Zip Code



Technology Responsible Use Form

(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

Each student and his or her parent(s)/guardian(s) (“parent” or “parents”) must review the *Technology Responsible Use Guidelines for digital devices, network, and internet services owned or leased by the Hawaii State Department of Education for its students*, known as “Technology Responsible Use Guidelines” or “TRUG”, and sign this “Technology Responsible Use Form” or “TRUF” for access to digital devices, internet and network services, including online educational services.

STUDENTS who will be using Hawaii State Department of Education (HIDOE) owned or leased digital devices, network, and internet services:

- I have read the Technology Responsible Use Guidelines (RS 17-0051) in the separate document and agree to, and will abide by, its terms/guidelines stated therein, and as may be subsequently modified.

As a PARENT, I also agree that:

- I am responsible for monitoring my child’s use of HIDOE-owned or leased digital devices outside of HIDOE property/school.
- HIDOE may bar access by students to certain material not deemed for educational purposes; however, I also understand it is impossible for HIDOE to restrict access to all controversial and inappropriate materials. Therefore, I will hold harmless HIDOE and its employees from any cause of action related to my child obtaining access to materials or software which may be deemed inappropriate.
- I have discussed the TRUG with my child and, therefore:
 - If available at the school, I agree that my child be assigned a HIDOE-owned or leased digital device;
 - I agree that my child be allowed access to HIDOE’s internet/network services; and
 - I agree that my child be allowed access to the online educational services provided by the school.
- I understand that all software loaded on the device upon issuance to the assigned student is the property of the HIDOE. Copying this software to another device is not permitted and may violate copyright laws. Students/parents should not download or install any software on this device other than printer drivers for home printing or software specifically for access to a home network.
- By signing below, I, in consideration of HIDOE providing my child with HIDOE network and Internet access, agree to indemnify HIDOE for any losses, costs, or damages (including reasonable attorney fees) incurred by HIDOE relating to, or arising out of, any breach of these or other HIDOE rules by the student in using HIDOE-owned or leased digital devices, Network, and Internet. I shall assume responsibility for any damages to HIDOE-owned or leased digital devices while the student is using it, including paying for repairs.
- HIDOE assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment on-line costs. Ordinary internet and network access and use will incur no such charges. Any such charges are the responsibility of the parent signing below.

This TRUF is valid for the student while attending _____, unless rescinded by the parent or the TRUG has been revised.
(school name)

Student Signature	Printed Name & Student ID#	Date
Parent/Guardian Signature	Printed Name	Date
Parent/Guardian Signature	Printed Name	Date



Marine Corps Base Hawaii • Bldg 220 • (808) 496-2158

<https://hawaii.usmc-mccs.org/education>

MCB HAWAII MILITARY ACADEMIC SKILLS PROGRAM (MASP)

Calendar Year 2024
(Four-week sessions)

SESSION	START DATE	END DATE	FEDERAL HOLIDAYS (no class)	
1	08 JAN 2024	05 FEB 2024	15 JAN	MLK Jr. Day
2	12 FEB 2024	11 MAR 2024	19 FEB	Presidents Day
3	18 MAR 2024	12 APR 2024		
4	22 APR 2024	17 MAY 2024		
5	28 MAY 2024	25 JUN 2024	27 MAY 19 JUN	Memorial Day Juneteenth
6	01 JUL 2024	29 JUL 2024	04 JUL	Independence Day
7	05 AUG 2024	30 AUG 2024		
8	09 SEP 2024	04 OCT 2024		
9	15 OCT 2024	12 NOV 2024	14 OCT 11 NOV	Columbus Day Veterans Day
CY 2025	06 JAN 2025	03 FEB 2025	20 JAN	MLK Jr. Day