



**UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY, REFER TO:
1560
MCCSMFJ
08 Jul 09

FROM: Command Education Services Officer, Joint Education Center, MCB Hawaii
TO: Commanding Officers, Marine Corps Base Hawaii

SUBJ: MILITARY ACADEMIC SKILLS PROGRAM (MASP)
MILITARY ACADEMIC COLLEGE KICKOFF (MACK)

ENCL: (1) MASP Program Description
(2) MACK Program Description
(3) Class Schedule: FY 2008, 2009 & 2010
(4) Acknowledgement of Responsibilities (MASP/MACK application)
(5) AFCT Retest Request (sample)

1. MASP – Military Academic Skills Program (Encl 1) is a curriculum designed to improve AFCT (ASVAB) scores, and prepare students for specialized military schools, Military Occupational Specialties, officer candidacy, and post-secondary education, as well as other opportunities. As a companion program, MACK – Military Academic Kickoff (Encl 2) is a college-credit curriculum designed to deliver introductory, prerequisite English and math courses.

2. On 16-19 June 2009, during an on-site visit, the USMC Headquarters Testing and Measurement Control Officer (TCO), CMC (MPP-50), inspected the JEC's Military Academic Skills Program (MASP) and testing procedures. Exceptional gains on AFQT scores were validated and confirmed. Out-brief statements to MCCS were very favorable and complimentary regarding the quality of instruction and curriculum provided at MCBH. The program is considered to be "the most exceptional MASP" in the Marine Corps and to be emulated at all sites.

3. Policies, procedures, schedules (Encl 3), application (Encl 4) and requirements, including AFCT retest requests (Encl 5), are provided in this information packet. Failure to comply with all responsibilities contained herein may result in applicant's disqualification to participate.

LORETTA CORNETT-HUFF

MILITARY ACADEMIC SKILLS PROGRAM (MASP): Program Description

1. MASP is the course of instruction designed to significantly improve AFCT scores. Marines may participate during any period of enlistment. The mission of MASP is to increase academic skill levels and competencies of career Marines, as well as those transitioning into the civilian community. Improvement allows the Marine to reenlist and to qualify for specialized schools, Military Occupational Specialties, and officer candidacy, as well as other opportunities.
2. Class meets Monday through Friday, 0730-1600, for four weeks. Each day consists of three (3) hours of English and three (3) hours of math instruction, followed by a fourth hour of instructor-directed, individual ASVAB (AFCT) exam preparation.
3. The last day of the session is reserved for TABE and AFCT testing.
4. DRESS CODE: Monday through Thursday – appropriate military uniform; Friday – appropriate civilian clothing, per MCBH policy.
5. ATTENDANCE: mandatory for participants. Minimum of ten (10) students must enroll for course to be conducted.
6. Applications must be completed and submitted to the JEC prior to the pretest date, approximately two weeks before MASP starts. See attached schedule. Enrollments will be approved on a first-come, first-served basis. General eligibility and target populations for MASP include:
 - a. Enlisted personnel with a General Technical (GT) score of 99 or below;
 - b. Enlisted personnel who score 10.2 or below on the Test for Adult Basic Education (TABE) Level 9;
 - c. Enlisted personnel referred by Commanding Officers to improve work performance;
 - d. Self-referral for career, professional, and personal development;
 - e. Spouses are eligible to participate in MASP on a space available basis with the approval from the Education Services Officer. Interviews can be scheduled by contacting Loretta Cornett-Huff at (808) 257-2158.
7. MASP is an intensive academic program. Therefore, **NO duty or activities that will interfere with student participation or study can be scheduled Sunday through Friday.**
8. *All students are required to take both the Test for Adult Basic Education (TABE) and pre-AFCT two (2) weeks prior to the first day of class. Those who have tested within the past six (6) months are not required to retest, however, they must muster at the test session for accountability purposes. Results will be posted at the Joint Education Center, Bldg 220.*
9. MCO 1560.25C tasks Unit Education Officers to identify and enroll 100% of the personnel eligible for MASP (data for each unit is available via MCTFS). TABE testing for units will be coordinated through JEC Test Examiner Maria Fullenwider at (808) 257-2158.

MILITARY ACADEMIC COLLEGE KICKOFF (MACK): Program Description

1. Increased popularity and success of the Military Academic Skills Program (MASP) students has created a need for a daytime, on-base, college-level English and math program. The “Military Academic College Kickoff (MACK)” option is now available for former MASP students and/or new students who qualify for this college credit program. Understanding that general education provides the foundation for all future academic success in higher education, such a program will assist active duty service members to accelerate their progress in academic study. **Hawaii Pacific University (WASC accredited) has agreed to provide instruction for both English and Math credit courses. Wireless access for computers will be provided.**
2. Class meets Monday through Friday, 0730-1600, for four weeks. Students will attend two lectures **daily** (40 hours) for each 3 semester hour course. The remainder of the time will be invested in study/preparation. Three semester hours of English and three semester hours of math credit can be earned. Individual students will apply for Tuition Assistance (TA) to fund course participation.
3. DRESS CODE: Monday through Thursday – appropriate military uniform; Friday – appropriate civilian clothing, per MCBH policy.
4. ATTENDANCE: mandatory for participants. A minimum of eight (8) students must enroll for each course to be conducted.
5. TUITION ASSISTANCE (TA) REQUIREMENTS: In order to be eligible to use TA for this program, active duty Marines and Sailors must attend the JEC’s College 101 education brief. **Also, all applicants are required to take the Test for Adult Basic Education (TABE) and pre-AFCT Test two weeks prior to the first day of class.**
6. PLACEMENT TEST REQUIREMENT: Placement in these accelerated classes will be determined by HPU’s Accuplacer[®] exam. *English instruction will be provided via one of two courses:*

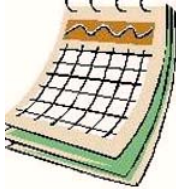
WRI 1050 – English Fundamentals: prepares students for college-level writing tasks by providing instruction in paragraph and essay development, as well as in the writing process, brainstorming, drafting, revising and editing.

WRI 1100 – Analyzing & Writing Arguments: provides instruction and practice in the writing of arguments by developing critical-thinking and writing skills, and analyzing and understanding complex texts from different cultures and communities, refining the writing process, developing an awareness of audience and context, and learning to use source material effectively and properly.

Math instruction will be provided via one of two courses:

MATH 1101 – Fundamentals of College Math: introductory course in the study of linear and elementary quadratic equations, designed to help students develop critical thinking skills in the area of mathematics, emphasizing importance of algebraic principles and application problems.

MATH 1105 – Intermediate Algebra: study of algebraic functions with an emphasis on data analysis, rational expressions and equations, graphing functions & quadratics, systems of equations, absolute value equations, inequalities, radical expressions and equations, and solving equations using quadratic formula.
7. MACK is an intensive academic program. Therefore, **NO duty or activities that will interfere with student participation or study can be scheduled Sunday through Friday.**



ACADEMIC CALENDAR

MILITARY ACADEMIC SKILLS PROGRAM (MASP)

— AND —

MILITARY ACADEMIC COLLEGE KICKOFF (MACK)

Fiscal Years: 2009, 2010 and 2011 • 4-week sessions

FY 2009		FY 2010 (tentative)		FY 2011 (tentative)	
MASP/MACK SESSION	<i>Test Date / Application Deadline</i>	MASP/MACK SESSION	<i>Test Date / Application Deadline</i>	MASP/MACK SESSION	<i>Test Date / Application Deadline</i>
14 OCT – 13 NOV	<i>03 Oct</i>	13 OCT – 10 NOV AFCT 11/9 & TABE 11/10 11/11/09 Holiday	<i>21 Sep</i>	12 OCT – 09 NOV	<i>27 Sep</i>
17 NOV – 18 DEC	<i>07 Nov</i>	16 NOV – 16 DEC 11/26 • Holiday 11/27 • No Class	<i>30 Oct</i>	15 NOV – 15 DEC 11/25 • Holiday 11/26 • No Class	<i>29 Oct</i>
05 JAN – 04 FEB 01/19/09 • Holiday	<i>26 Dec</i>	04 JAN – 02 FEB 01/18/10 • Holiday	<i>18 Dec</i>	03 JAN – 01 FEB 01/17 • Holiday	<i>17 Dec</i>
09 FEB – 11 MAR 02/16/09 • Holiday	<i>30 Jan</i>	08 FEB – 09 MAR 02/15/10 • Holiday	<i>22 Jan</i>	07 FEB – 08 MAR 02/21 • Holiday	<i>21 Jan</i>
16 MAR – 14 APR	<i>06 Mar</i>	15 MAR – 12 APR	<i>26 Feb</i>	14 MAR – 11 APR	<i>25 Feb</i>
20 APR – 19 MAY	<i>10 Apr</i>	19 APR – 17 MAY	<i>02 Apr</i>	18 APR – 16 MAY	<i>01 Apr</i>
26 MAY – JUN 24	<i>15 May</i>	24 MAY – 22 JUN	<i>07 May</i>	23 MAY – 21 JUN 05/30 • Holiday	<i>06 May</i>
29 JUN – 29 JUL TABE & PRE-AFCT on 19 June at 0745	<i>15 Jun</i>	28 JUN – 27 JUL 07/05/10 • Holiday	<i>11 Jun</i>	27 JUN – 26 JUL 07/04 • Holiday	<i>10 Jun</i>
03 AUG – 31 AUG 09/07/09 • Holiday	<i>17 Jul</i>	02 AUG – 30 AUG	<i>16 Jul</i>	01 AUG – 29 AUG	<i>15 Jul</i>
08 SEP – 06 OCT 10/12/09 • Holiday	<i>21 Aug</i>	07 SEP – 05 OCT	<i>23 Aug</i>	06 SEP – 04 OCT	<i>22 Aug</i>

MASP and MACK: Acknowledgement of Responsibilities

Office Use Only — Received by: _____ / Date: _____ / Time: _____

Last Name	First Name	MI	Rank	SSN (last four)
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Company / Battalion	EAS	MOS	Duty Phone	Cell/Home Phone
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Email	Requested Course: Write Start Date and End Date
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1. Applicant must **initial** the following statements indicating his/her understanding of the regulations and policies:

a. I understand I am required to attend College 101 education brief on the same day as my pre-tests.

b. Failure to comply with either testing requirement will disqualify me from these programs:

MASP: I understand that two weeks prior to first day of class, I will pre-test with the TABE and pre-AFCT exams. **MACK:** I understand that I must take HPU's English and math Accuplacer placement tests and meet the required scores. (Note: Taking the AFCT at the end of the MACK program is optional. However, taking the pre-AFCT is required even for those who are not taking AFCT at the end of this program.)

c. **MASP:** I understand that the USMC will fund all costs related to my participation in MASP.

MACK: I understand that the military will fund the MACK program through my active duty Tuition Assistance. Non consumable text books will be provided.

d. I understand that assignment to either program represents a commitment to attend all classes. 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 a SNCOIC who will report to the JEC Education Services Officer.

e. **MACK:** I understand that voluntary withdrawal from the MACK program will require me to reimburse the government for the cost of the program. I further understand that only an approved Involuntary Withdrawal will release me from this requirement.

f. I understand that I must submit a Command-approved "AFCT REQUEST FOR INSERVICE RETEST OF CLASSIFICATION TEST" to JEC. (Encl 5)

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

Applicant's Signature	Date
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Print Name of 1 st Sergeant	Phone	Email	Date
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Print Name of Commanding Officer or OIC	Title	Unit
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CO/OIC Email	CO/OIC Duty Phone
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Signature of Commanding Officer or OIC	Date
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Enclosure (4)

TESTING INFORMATION

CURRENT ASVAB SCORES: AFQT = _____ GT = _____

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

① **TEST FOR ADULT BASIC EDUCATION (TABE):**

I have NOT taken. I will take on: _____ (refer to Academic Calendar):

I HAVE taken previously, on the following date: _____

② **PRE-ARMED FORCES CLASSIFICATION TEST (PRE-AFCT):**

I have NOT taken. I will take on: _____ (refer to Academic Calendar):

I HAVE taken previously, on the following date: _____



Writing Statement: In at least 50 words, clearly explain your goals for attending the MASP or MACK program.

Please write legibly.

Handwriting area with six horizontal lines for writing.

Request for In-Service Retest of Classification Test

(Sample)

1230
Office Code
Date

From: Commanding Officer/Officer In Charge
To: Command Education Services Officer, MCB Hawaii

Subj: REQUEST FOR INSERVICE RETEST OF CLASSIFICATION TEST

Encl: MCTFS Print-out of Scores for Sgt I. M. Motivated

Ref: (a) MCO 1230.5B (draft)

1. In accordance with the reference, request an in-service retest of the Armed Forces Classification Test/Defense Language Proficiency Test. Sgt I. M. Motivated is applying for the Warrant Officer Program and needs to attain an EL score of 110. His current score is a 108 and he last tested on 28 January 2006. Attached is a certified true copy of his TEST screen from MCTFS verifying these scores.

2. Point of Contact for this request is Major I. M. Incharge, Commanding Officer, Marine Unit, Overseas at (123) 456-7890, DSN 456- 7890.

I. M. INCHARGE
(or By direction)

Enclosure (6)