

2019 MILITARY ACADEMIC SKILLS PROGRAM (MASP)

Education Assistance Branch ♦ Camp Lejeune ♦ MCAS New River (REV 20181113)
910-451-3091 ♦ 910-450-9081 ♦ 910-449-5397 ♦ www.mccslejeune-newriver.com/EDU

MASP is an educational program designed specifically for improving the reading, writing, mathematical, and communication skills of military personnel (and family members) from all DoD branches. Successful completion ensures more confident and better prepared service members for their MOS/Rating, as well as preparing them for the pursuit of voluntary higher education opportunities.

MASP Daytime is comprised of a 4-week class for service members with a GT score of 100 or below, and a Test Adult Basic Education (TABE) score of 10.9 or below (**TABE score only for family members**) is eligible for the program. All other submissions will be placed on a standby list and granted a seat on a space available basis before the class start date. Classes are conducted in the John A. Lejeune Education Center, 825 Stone Street, MCB Camp Lejeune, Room 220 and 221, from 0800 to 1600 Monday through Friday. All holidays will be observed in accordance with MCB Camp Lejeune's schedule and policies. A minimum of 10 students are required for class (Max 40). Commanding Officer's endorsement is required. For more information please contact our office.

All personnel must complete the authorization form below. Family members must have a military command signature and utilize their own individual SSN (not sponsor) and sponsor's information.

AUTHORIZATION FORM

Last Name:			First Name:		M.I.	SSN (Last 4):	EDIPI:	
Rank:	RUC:	GT Score:	Last ASVAB Date:	EAS:	MOS/Rate:	Unit:		Phone:
SNCOIC/OIC Rank:			SNCOIC/OIC Name: (Sponsor's info.)			SNCOIC/OIC Telephone: (Sponsor's Info.)		
Commanding Officer's Rank:			Commanding Officer's Name:			Commanding Officer's Telephone:		
If you do not meet the requirements listed above, please explain why you would like to attend this course:						Applicant Age/DOB (for family members):		

Class Date Requested: _____ Communication Skills Math Essentials

DAYTIME CLASSES

All classes are Monday through Friday
Written Communication 0800 to 1130 ♦ Math Essentials 1230 to 1600

Start Date	End Date
7 January 19	1 February 19
19 February 19	15 March 19
22 April 19	17 May 19
3 June 19	28 June 19
8 July 19	2 August 19
12 August 19	6 September 19
23 September 19	18 October 19
4 November 19	6 December 19

Mandatory for Submission:

MASP Packet TABE Test Sheet GT Score from MOL (ACDU) Copy of ID (*Family Members*)

MASP ACKNOWLEDGEMENT/AGREEMENT

All applicants must read and initial the following statements indicating they understand Marine Corps Order 1560.25 governing the application of the Military Academic Skills Program.

_____ a. I understand that if my TABE and GT score are above the eligibility requirement (TABE 10.9 and GT 100), I will be placed on the standby list and granted a seat on a space available basis before the start date. **TABE score only for family members.**

_____ b. I understand enrollment 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 and failure to attend classes may result in a charge of unauthorized absence. Unexcused absences will be reported directly to my unit. I must notify the Education Assistance Branch (451-3091) if I am going to be late to class for any reason or if I must miss class. Documentation will be required.

_____ c. I agree to a pre-test in the Test of Adult Basic Education (TABE), a post-test TABE, and to provide current Armed Service Vocational Aptitude Battery (ASVAB) scores from my BTR (MOL). Failure to comply with testing requirements will disqualify me from the MASP program.

_____ d. I will provide my own transportation to classes (Camp Lejeune Education Center) as well as pens, pencils, and writing paper for this course.

_____ e. Upon completion I shall have at least 2-months remaining on active duty (EAS).

_____ f. No foul/obscene language will be spoken in the classroom or education facility. The use of tobacco products (including chewing tobacco) are not permitted in the building. Tobacco products are contained to designated areas only. Harassment of teachers, students, or Education Assistance Branch staff will not be tolerated. I understand the USMC dress code, military bearing, and courtesy will be upheld at all times.

_____ g. Instructors usually give a 10-minute break every hour. However, I will comply with whatever scheduling is implemented.

_____ h. I will not be excused to cash/pick-up checks, visit the bank, dry cleaners, post office, or post exchange during class hours. All personal business must be completed before or after class.

_____ i. I understand while enrolled in CCCC's program that I cannot miss more than 12.5 percent of scheduled class hours or I will be mandatorily dropped by the instructors.

_____ j. I understand any questions or problems regarding program requirements, attendance, or program instructors should be directed to the Education Chief, Education Assistance Branch (451-9076).

_____ k. Family members must be at least 17 and a high school graduate, OR they must be over the age of 18 and not in high school. Family members that do not meet these requirements are not eligible.

_____ l. **For active duty personnel, you are required to wear the Uniform of the Day.**

The Commanding Officer's signature acknowledges the applicant is authorized to attend MASP and will not be assigned duties while attending classes.

Service Member's Signature

Date Signed

Print Commanding Officer's Rank/Name

Commanding Officer's Signature & Date Signed

