

# ACADEMIC SKILLS PROGRAM



The Camp Pendleton Base Education Center (BEC) and Palomar College have teamed up to provide this 30-day PTAD educational program. The program is open to all active duty enlisted personnel, dependents, and civilians who are interested in improving their English and Math skills. Classes are limited and are held at the BEC, Bldg. 1331, Monday thru Friday, 0730–1600 for four weeks.

Once students finish the course, they should see an improvement in their basic skills in English and Math and should be more competitive in today's military and civilian job markets. The Academic Skills Program is **HIGHLY RECOMMENDED** for all active-duty military students who want to use tuition assistance that have a GT of 99 or below. This non-credit class is open to the public, but priority is given to active-duty service members, particularly those holding a GT score of 99 or less.

**STEP 1:** Fill out the Academic Skills Program Acknowledgement Letter. Be sure to provide all the requested information at the top of the form. Your initials and signature indicate you've read and agree to the terms of the program. Once you've completed the form, have your commanding officer sign.

**STEP 2:** Bring the signed acknowledgement letter to the BEC (Bldg. 1331, Rm 101) for review. This is how your spot will be reserved.

**STEP 3:** Apply for admission to Palomar College at [Palomar.edu/Apply](https://palomar.edu/Apply). After you have completed the 2-step application process, you will receive an email with your Palomar Student ID# approx. 24-48 hours (This is not the CCC ID).

**STEP 4:** Have your command create your PTAD orders. You'll submit your printed PTAD orders to the BEC on the first day of class.

The Academic Skills Program is *not* an ASVAB or AFCT prep course. MARADMIN 081/11 clarifies DOD and USMC policy in regard to ASVAB prep courses. Marines are not allowed to take ASVAB prep courses, and the use of other specific test preparation aids is strictly prohibited.

Service members who want to improve their AFCT scores to qualify for reenlistment or other programs are encouraged to go to <https://dantes.petersons.com/> for free and approved prep materials. Also, there are free AFCT (ASVAB) prep materials available at the base libraries.

For more information please contact:  
Sandy Rice, ASP Coordinator  
760-725-6660/6414

## 2023/2024 ACADEMIC SKILLS PROGRAM SCHEDULE

MATH 915 (MATH)  
(7:25 AM-11:35AM)

READ 950 (ENGLISH)  
(12:15 PM-4:00 PM)

SESSION NUMBER	START DATE	END DATE
07-23	SEPTEMBER 11, 2023	OCTOBER 06, 2023
08-23	OCTOBER 23, 2023	NOVEMBER 17, 2023
01-24	JAN 16, 2024	FEB 9, 2024
02-24	FEB 20, 2024	MARCH 15, 2024
03-24	APRIL 22, 2024	MAY 17, 2024
04-24	JULY 8, 2024	AUGUST 2, 2024
05-24	AUGUST 26, 2024	SEPTEMBER 20, 2024
06-24	SEPTEMBER 30, 2024	OCTOBER 25, 2024



## UNITED STATES MARINE CORPS

MARINE CORPS COMMUNITY SERVICES

BOX 555020

MCB CAMP PENDLETON, CA 92055-5020

IN REPLY REFER TO:

### ACADEMIC SKILLS PROGRAM Acknowledgement of Responsibilities

Last Name	First Name	MI	Rank	Full EDPI
Company/Battalion	MOS	EAS	Email Address (work or home)	
Course Number	Inclusive Dates	Work Contact and Cell Phone		

1. The Academic Skills Program applicants shall initial the following statements indicating their understanding of the regulations governing the Academic Skills Program.

\_\_\_\_\_ a. Due to limited seat availability, I understand that I must turn in this signed Acknowledgement Letter to Base Education Center, no later than one week prior to the session start date.

\_\_\_\_\_ b. I acknowledge I have **NOT** scheduled any appointments and **WILL NOT** schedule any appointment during class time.

\_\_\_\_\_ c. I understand that I will be required, upon assignment to the program, to execute permissive temporary additional duty (PTAD) orders according to local command policies, **and to bring those orders to the first day of the class.**

\_\_\_\_\_ d. I understand that, once assigned, I will be required to attend all classes, and take all required tests to complete the program. **Withdrawal from the program can be completed by notifying Palomar College; return of all books and materials to the Education Center; and retrieving the PTAD orders.**

\_\_\_\_\_ e. I understand that assignment to the program represents a commitment to attend all the classes. The classroom will be my appointed place of duty, and failure to attend class may result in disciplinary action. Unexcused absences will be reported directly to my commanding officer.

\_\_\_\_\_ f. I understand that the Marine Corps will fund all costs related to participation in the Academic Skills Program, and that my assignment to the program will not carry any monetary or service obligation.

\_\_\_\_\_  
Applicants Signature Date

\_\_\_\_\_  
Commanding Officer's Signature Date



# UNITED STATES MARINE CORPS

MARINE CORPS COMMUNITY SERVICES

BOX 555020

MCB CAMP PENDLETON, CA 92055-5020

SAMPLE

IN REPLY REFER TO:

1326/1

S-1

15 April 15

From: Commanding Officer

To: Corporal MARINE, James T., 123 45 6789, 0331/8531 USMC

Subj: PERMISSIVE TEMPORARY ADDITIONAL DUTY ORDERS (PTAD)

1. Effective 0730, 19 April 2010, you are authorized to proceed and report to Military Academic Skills Program for a period of 25 days. Your permissive temporary additional duty terminates on or about 14 May 2010.
2. You are authorized 00 days travel and 00 days delay in conjunction with these orders.
3. These orders are issued with the understanding that there is no expense to the government for travel and/or per diem in the execution thereof. If you do not desire to execute these orders under the above conditions, this authorization is revoked, and these orders will be returned for cancellation.
4. Upon completion of your temporary duty orders, on 14 May 2010 you are to return to your present duty station and resume your regular duties. POC is GySgt Smith at (760) 725-1111.

S. W.  
OGLESBY By  
direction

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--- RECEIVING ENDORSEMENT

1. I received these orders at \_\_\_\_\_ Bn, at \_\_\_\_\_ on \_\_\_\_\_ 2010.
2. I returned at \_\_\_\_\_ on \_\_\_\_\_. My PTAD is terminated this date.

\_\_\_\_\_