Armed Forces Classification Test (AFCT in-service retest) Policy

MCO 1230.5C

Since 2009, Marines must qualify to retake their ASVAB (officially called the AFCT once in-service). There are two documents Marines must provide to the Base Education Center in order to be allowed to test.

1. First, a command retest request letter must be completed and **signed at the Battalion/Squadron CO level or higher**.
2. Second, a certified copy of the Marine's "TEST SCORES" page from MCTFS/3270 needs to be attached. NO BTR and NO MOL will be accepted. NO Marine will be tested without these two documents.

Classification tests are to be administered under the following circumstances:
   a. to meet the prerequisites for assignment to formal schools, special duty assignments, and retraining in other Military Occupational Specialists (MOS).
   b. to meet the basic requirement for reenlistment options.
   c. to meet prerequisites for enlisted-to-officer programs.
   d. to replace test scores not retrievable from the Marine Corps Total Force System (MCTFS) or the Official Military Personnel file (OMPF) held at HQMC.

3. Marines must state what reason for testing in their request letter. The letter must state the specific MOS or program, what score they need to have, what corresponding score they currently hold, and when they last tested. *NOTE – A Marine that has already attained the basic requirement for an assignment or program requiring a minimum classification test score will not be allowed to retest to increase their score.*

Letters without the appropriate requirements listed and without the appropriate signature will be rejected.

To schedule the AFCT:

1. Bring or send your two documents to the Test Control Officer of the Base Education Center for approval. Once approved, you will be allowed to make an appointment.

On your appointment date:

1. Do not be late. All Marines must be in uniform of the day, have their approved paperwork with them to turn in, and their military ID card. No testing will be conducted if the Marine does not have all three components. NO EXCEPTIONS.

Official BN or Squadron letterhead

1230
Office Code
Date

From: Commanding Officer
To: MCB Camp Pendleton, Base Education Center

Subj: REQUEST FOR IN-SERVICE RETEST OF ARMED FORCES CLASSIFICATION TEST (AFCT)

Encl: MCTFS Print-out of Scores for **[Rank and name of Marine]**

Ref: (a) MCO 1230.5C

1. In accordance with the reference, request an in-service retest of the Armed Forces Classification Test. **[Rank and name of Marine]** is applying for **[Name of program or MOS#]** and needs to attain an **[Type of score]** score of **[#]**. His current score is a **[#]** and he last tested on **[Date of last test]**. Attached is a certified true copy of his TEST screen from MCTFS verifying these scores.

2. Point of Contact for this request is **[Name of POC, Unit, Base, and correct phone number]**.

[CO signature]

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TJJPTEST                    **** TEST SCORES ****              04/29/2019
DFYB01 ENTER NEXT EDIPI:         ENTER CATG: ____   SEQ NBR: _____  12:36:11
EDIPI            ` NAME:
   RUC:          COMPANY CODE: F  PRES-GRADE:      RECSTAT: 0   COMP CODE: 11
   PAGE: 01          PLT CODE: PLT1   TRNGRP:     R-RECSTAT:   RCOMP CODE:


*CLASS TEST*        *AFQT ASVAB*      *TAPAS TEST*       *CYBER TEST*
VER:                 SCORE: 46        VER:                VER:
TYPE:                FORM:            SCORE: 00           SCORE:
DATE:                                 DATE: 00000000      DATE: 00000000


                    *ASVAB TEST*      *GCT SCORES*      *MISC TEST SCORES*
                     GT  096           GCT  096         ARC SCORE:  000
                     MM  095           PA   000         ARC DATE:   00000000
                     EL  101           AR   000         EDPT SCORE: 000
                     CL  102           RV   000         EDPT DATE:  00000000
                                       AC   000


                  *LANGUAGE SCORES*  *FOREIGN LANGUAGE*  *SELF PROFESSED LANG*
                   DLAB SCORE: 000    CD1  CD2  CD3  CD4  CD1  CD2  CD3  CD4
                   DATE: 00000000


         ********************  C O M P L E T E D  ********************
     PF1 - HELP           PF3 - EXIT TO TRNG MENU           PF12 - LOCAL PRINT
```

Certified TrueCopy
Signature/date

*This is an example of the correct TEST SCORES page

ENCLOSURE (1)