



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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QUANTICO, VIRGINIA 22134-5103

MCO 1230.5C
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MARINE CORPS ORDER 1230.5C

From: Commandant of the Marine Corps
To: Distribution List

Subj: CLASSIFICATION TESTING

Ref: (a) MARCORMAN W/CH 1-3
(b) MCO 1000.6
(c) MCO P1100.71A W/CH 1
(d) MCO 7220.52E
(e) MCTFSPRIUM
(f) MCO 1130.52F W/ ERRATUM
(g) SECNAV M-5210.1
(h) SECNAV M-5214.1
(i) JAGINST 5800.7F
(j) DoDI 1340.27
(k) MCO 1200.17E

Encl: (1) Marine Corps AFCT Retest Policy/Command Authorization
(2) AFCT Waiver Request to Retest within Six Months
(3) Marine Corps Test Facilities
(4) ASVAB/AFCT Subtests and Marine Corps Composites
(5) Sample CTMC/TA Appointment Letter
(6) Sample Inventory Report
(7) Sample Destruction Report
(8) Language Waivers for Retirees/DoD Civilian/Active
Duty (ACDU) Dependent
(9) DLPT/OPI Extension Request

Reports Required: Inventory of Classification Test Material
(Report Control Symbol EXEMPT) par. 4b(2)(a)3
and encl (6)

1. Situation. To provide policy guidance, establish procedures and standards for administering the Marine Corps Classification Testing Program. This Order serves as the primary source for active duty and reserve Marine personnel regarding classification testing.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

2. Cancellation. MCO 1230.5B.

3. Mission. To provide policy information and guidance on the classification and personnel procurement test used in achieving the objectives set forth in references (a) through (j). Reference (a) establishes Marine Corps policy concerning the purpose, scope, and application of personnel classification. Reference (b) provides detailed instructions concerning the classification of military personnel. Reference (c) contains instructions and procedures for the enlistment or reenlistment of military personnel. Reference (d) provides information on the Defense Foreign Language Program and Foreign Language Proficiency Bonus (FLPB). Reference (e) provides instructions for reporting and correcting scores in the Manpower Management System. Reference (f) is a Joint Directive which outlines testing policy for the Department of Defense (DoD). Reference (g) establishes disposition of testing records. References (h) and (i) outline investigation procedures. Reference (j) provides DoD instruction and eligibility criteria for the assignment of Foreign Language Proficiency Bonus (FLPB). Reference (k) provides detailed instructions on the Marine Corps Occupational System.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The classification testing program is designed to estimate an individual's general mental ability and aptitude for a specific assignment or selection to a military program.

(b) Initial classification processing begins at the recruiting stations, Military Entrance Processing Stations (MEPS) and at the Marine Corps Recruit Depots (MCRD). Classification processing includes all interviewing and testing, as well as test and interview analysis.

1. Individual interviews with each applicant/recruit are conducted to obtain information relative to the following areas:

a. Abilities, language skills, and aptitudes.

b. Military and civilian occupations.

c. Education/technical training.

2. The objective of initial classification processing is to identify an individual's military potential and to make an initial assignment in consonance with manpower requirements.

(c) Subsequent classification includes all classification actions taken after initial classification. The objective of subsequent classification is to meet the skill requirements associated with the manpower needs of the Marine Corps. This is done through the assignment of individuals to specific T/O billets as well as the reclassification, retraining, and reassignment of personnel consistent with their individual military potential. These objectives are achieved through the following actions:

1. Interviewing Marines upon arrival at permanent duty stations to obtain the information indicated in paragraph 4a (1).

2. Verifying test score information on the Basic Training Record (BTR).

3. Identifying Marines requiring retesting. Unit commanders will ensure retests are administered to all active and reserve component Marines whose test scores are not resident in the Marine Corps Total Force System (MCTFS) and whose test scores cannot be retrieved from the Total Force Data Warehouse (TFDW) or Defense Manpower Data Center (DMDC).

(d) Standard Classification tests are to be administered only under the following circumstances:

1. To meet the prerequisites for assignment to formal schools, special duty assignments, and retraining in other Military Occupational Specialties (MOS).

2. To meet the basic requirements for reenlistment options.

3. To meet prerequisites for enlisted-to-officer programs.

4. To replace test scores not retrievable from the Marine Corps Total Force System (MCTFS) or the Official Military Personnel File (OMPF) held at HQMC.

5. As directed by CMC (MPP-50 Testing Control).

(e) 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 solely for the purpose of increasing their score.

(f) The procedures for requesting an in-service retest are contained in enclosure (1).

(2) Concept of Operations

(a) Subsequent Classification Testing

1. CMC (MPP-50) is responsible for all classification testing conducted subsequent to initial classification. All inquiries regarding subsequent classification testing that cannot be answered at the local testing facility or by the unit career retention specialist will be referred to CMC (MPP-50), DSN 278-9368 or commercial (703) 784-9368.

2. The following paragraphs provide brief descriptions of the standard classification tests authorized for Marine Corps personnel. These tests may be administered to any Marine (regular or reserve) who meets the eligibility requirements established within this Order.

(b) Standard Classification Tests

1. Armed Services Vocational Aptitude Battery (ASVAB). Since November 1976, the Marine Corps has used the ASVAB to classify and assign Marines. This test measures a Marine's aptitude and abilities necessary for successful performance on the job and during formal school training. Current editions of the ASVAB are used at Military Entrance Processing Stations (MEPS) for initial classification testing of applicants within the Enlisted Testing Program (ETP). A brief explanation of the ASVAB, Marine Corps composite scores and subtests are explained in enclosure (4).

2. Armed Forces Classification Test (AFCT). On 1 October 1984, the AFCT replaced the ASVAB for in-service retesting of all DoD enlisted personnel. For the most part, the AFCT is the same test as the ASVAB and all scores are measured and interpreted in the same way.

3. Web-AFCT. On 1 March 2010, the web-AFCT was introduced to all Marine Corps test facilities. The paper-based AFCT will continue to be administered where applicable or when the web-based AFCT is not available. Marines who are stationed abroad as part of the Marine Security Guard Program may still test on the paper based version of the AFCT. Additionally, Marines who test at sister service test sites may be administered the paper based version of the AFCT until the Web-AFCT becomes available at these sites.

4. General Classification Test (GCT). The GCT is administered in place of the ASVAB/AFCT for all commissioned and warrant officers and is only administered at The Basic School (TBS). In-service retests of the GCT are not authorized and this test should not be used as a metric for assignment or selection to any program once an officer graduates from TBS.

(c) Special Classification Tests

1. Defense Language Proficiency Test (DLPT). The DLPT is designed as the standard test for determining proficiency in a foreign language as required by reference (j). DLPT test scores are used to determine assignments and selection to programs requiring a language skill. The DLPT system is the only test battery authorized for assessing an individual's proficiency in a foreign language. The DLPT system includes testing in language modalities of listening, reading, and speaking to include the Oral Proficiency Interview (OPI). Scores are based on the Interagency Language Roundtable (ILR) scale and are used to determine Foreign Language Proficiency Bonus (FLPB) as determined in reference (j). Per reference (j) FLPB is only paid to Marines with qualifying proficiency in at least two of the three DLPT system language modalities. CMC, Intelligence Manpower and Training Branch (IOP) is the sponsor for the Marine Corps Foreign Language Program and thus manage the FLPB Program. The three levels of the DLPT are:

a. The very low range (VLR) DLPT rates a Marine's proficiency from 0 to 1+ on the ILR scale. There is no requirement for a Marine to take the VLR DLPT prior to taking the lower range (LR) DLPT. FLPB entitlement is not awarded for VLR DLPT tests.

b. The LR DLPT rates a Marine's proficiency from 0 to 3 on the ILR scale. In instances where a language has a LR and upper range (UR) version of the DLPT, one must first attain a score of 3 in both subtests of the LR test before taking the UR test for that particular language.

c. The UR DLPT rates a Marine's proficiency from a 3 to 4 on the ILR scale. Marines may take the UR test if they achieve ILR level 3 in both listening and reading (if applicable) on the LR test for the specified language. The initial UR test may be taken immediately after the score for the LR test post to the DLPT Authorization and Reporting system, but must be completed within 90 days of the date of the LR test to be valid for certification. If a Marine achieves a score above ILR level 3 (3+ or higher) on at least one subtest (either listening and reading) of the UR test, the certification date will become the date the UR test was completed. If the Marine only scores an ILR level 3 in the listening and reading subtests of the UR test, the date of certification will remain the date that the LR test was completed. Additionally, for any subsequent retest on the UR test, Marines must have a current UR test score of 3+ or higher on both subtest.

2. Oral Proficiency Interview (OPI). The speaking skill is tested with the OPI, a task-based test that measures performance according to the ILR level descriptions. The speaking portion of the test will only be given upon validation by CMC (IOP). The OPI rates a Marine's proficiency from a 0 to 5 on the ILR scale and shall only be approved for Marines who meet one of the following criteria:

a. Achieve a minimum ILR skill level of 2 in both the listening and reading on the LR DLPT.

b. Per reference (j), in instances where a Marine is administered a one modality DLPT, the Marine must take the OPI to achieve a second modality score in order to qualify for FLPB entitlement.

c. Is a student in a Language course assigned to Marine Corps Forces Special Operations Command (MARSOC).

d. Is deployed to or stationed in an area where there is no access to a testing facility to administer a DLPT.

e. Is unable to take a DLPT because no DLPT exists for that language.

f. Possess MOS 8240-8249 (Foreign Area Officer) or 8230-8239 (Foreign Area Specialist).

g. If a Marine is unable to attend their scheduled OPI due to their own negligence, he/she must wait 90 days before attempting to reschedule another OPI. The Marine must provide a command authorization letter supporting his/her retest request to CMC (IOP) before the request will be considered. If a Marine misses two scheduled OPI's, he/she must wait 12 months before attempting to reschedule an OPI. The Marine must provide a command authorization letter supporting his/her request to CMC (IOP), before the request will be considered.

3. Defense Language Aptitude Battery (DLAB).
The DLAB is designed to measure a Marine's potential to learn a foreign language and to aid in the selection of personnel for language school training. The DLAB may be taken by personnel applying for or being considered for assignment to language training; however, all Marines are encouraged to take the DLAB. In accordance with reference (k), the DLAB is required for PMOS's 02XX/26XX. A DLAB score must be resident in MCTFS for Marines with 02XX/26XX PMOS's.

(d) DLPT, OPI and DLAB Retesting Procedures

1. Marines may not retake the DLPT (lower and upper range), OPI and DLAB earlier than 180 calendar days (6 months) from the last administration of the test without prior approval from CMC (IOP) or CMC(MPP-50). On the very low range DLPT Marines may not retake the test earlier than 90 calendar days (3 months) from the last administration of the test without prior approval from CMC (MPP-50). To ensure test integrity and minimize test exposure, a Marine may only take a DLPT test twice in a twelve month period.

2. Marines must certify using the DLPT and or OPI annually to qualify for continued receipt of FLPB. Per reference (j) Marines who achieve ILR level 3 in any two of the three tested modalities (reading, listening or speaking) of a DLPT or OPI test are eligible two years without recertification.

3. Per reference (j), when a Marine's certification in a Foreign Language will expire while on deployment or while assigned to duty outside the Continental United States (OCONUS) to a location where web-delivered testing facilities are not available and/or accessible, the Marine may request an OCONUS waiver using enclosure (9). All requests for OCONUS waivers must be forwarded by the Marines' Commanding Officer, Officer in Charge (OIC) or Command Language Program Manager to HQMC Intelligence Manpower and Training (IOP) Branch no later than 30 days prior to the beginning of deployment or OCONUS assignment. Marines must complete certification in the foreign language for which they are receiving FLPB no later than 90 days beginning on the date they return from deployment or OCONUS assignment. After-the-fact or late waiver requests are highly discouraged but will be considered on a case-by-case basis.

(e) Confirmation Tests

1. Based on the findings of a study conducted by MPP-50 a new confirmation standard was designed. The new standard uses time between test and previous test scores as a measure to more correctly classify significant gains in AFQT test scores or significant gains on any composite score of the AFCT. Figure 1 below shows how the new confirmation policy is applied. In the event a Marine shows gains in either the AFQT or composite scores greater than those shown in Figure 1 he/she will be required to take a confirmation test. For example, if a Marine has an initial AFQT score of 49 or less then retests on the AFCT 4 years later and has an increase of 35 or more points on the AFQT, then he/she will be required to take a confirmation test. The TMCO will notify the Marine via his/her chain of command that those results are being held in lieu of successful completion of a confirmation test.

	Score	Years Until Retest			
		0-5	6-10	11-15	>15
AFQT	<49	34	38	41	41
	50-69	30	31	34	35
	>70	20	21	22	22
GT	<92	23	27	31	31
	92-106	21	23	24	26
	>106	16	19	20	23
EL	<92	20	24	28	28
	92-106	17	21	24	27
	>106	14	19	21	22
MM	<88	23	28	33	33
	88-105	20	26	29	29
	>105	16	23	28	28
CL	<98	24	28	30	30
	98-109	20	24	24	24
	>109	13	22	22	22

Figure 1.--Years Between Test.

2. The scoring of the confirmation test follows a simple formula. The Marine must obtain half the number of points associated with a significant gain to confirm the prior scores. In other words, if a Marine initially scored a 40 on the AFQT and then scores a 90 on the retest (a 50 point increase), the Marine will only need to score a 65 on the confirmation test to retain the AFQT score of 90. If the Marine scores a 64 or lower, then the 40 will remain the score of record. These results will be passed by the TMC0 to the Marine via the chain of command.

b. Subordinate Element Missions

(1) Marine Corps Test Facilities

(a) Test materials are provided to test facilities by CMC (MPP-50). Commands not designated as a test facility (refer to enclosure (3)), and not covered under the cognizance of a test facility, must notify CMC (MPP-50) of the need to test a Marine.

(b) Test Facilities may utilize DD Form 1572 (Test Log DANTES and Others) to maintain a log of all individuals that test at their test site. The DD Form 1572 will be maintained on hand at the test site for two calendar years. DD Form 1572 can be downloaded from the internet.

(c) All test booklets, answer sheets, scoring keys, and other associated classification test materiel are controlled items. Commanders of the test facilities listed in enclosure (3) are responsible for the control and security of all testing material in their custody. They will issue written instructions to ensure the establishment of sound security and compromise prevention measures as follows:

1. An officer, civilian GS-7 (or higher), or a NAF employee (equivalent to or higher than a GS-7) will be designated in writing as the Classification Test Material Custodian (CTMC) utilizing enclosure (5). A certified true copy of the designation will be forwarded to CMC (MPP-50) no later than 30 days after assignment.

2. A civilian GS-5 (or higher), civilian contractor or a NAF employee (equivalent to or higher than a GS-5) will be designated in writing as the Testing Administrator utilizing enclosure (5). A certified true copy of this designation will be forwarded to CMC (MPP-50) no later than 30 days after assignment.

3. Desktop Procedures (Turnover Binders) will be created for the purpose of maintaining continuity within the test facility during times of personnel change.

4. Unit career retention specialists are not eligible to be appointed as CTMC's or Test Administrators.

5. Command Language Program Managers, Linguists', Language Instructors or any individual in receipt of Foreign Language Proficiency Bonus are not authorized to hold any testing position, to include but not limited to: CTMC, TA or TCO.

6. Individuals who hold a position in the testing process may not test during their assigned period and for a period of six (6) months following their reassignment without approval from CMC (MPP-50).

7. All classification testing material will be stored in safes or vaults when not in use. Combinations for these safes/vaults will be changed on the following occasions:

a. When the safe/vault is originally placed in use for storage of classification test materiel.

b. When personnel (military or civilian) who have knowledge of the combination are no longer authorized or require access.

c. When the combination has been subject to possible compromise.

(2) Classification Testing Material will be Inventoried as Follows:

(a) Semiannually, During June and December

1. The CTMC will ensure that all classification testing material is accounted for and, when practical, a page-check of each item will be made. Inventories will cover the periods of 1 January to 30 June and 1 July to 31 December.

2. The CTMC will evaluate testing material storage areas for proper security during each semiannual inventory. The evaluation results will be incorporated into that inventory. Evaluation results of the storage area should include the type of container(s) being utilized for storage, a description of the storage area, and accessibility during working and off-duty hours. Inventories will be completed utilizing enclosure (6).

3. The originals of the semiannual inventories conducted will be forwarded to CMC (MPP-50). These inventories are due to CMC (MPP-50) no later than 30 July and 30 January respectively. This reporting requirement is exempt from reports control according to reference (h), part IV, paragraph 7n.

(b) Upon relief of a CTMC, a joint inventory of all testing material will be conducted by the current CTMC and the person relieving the CTMC. This turnover inventory and a certified true copy of the new CTMC's designation letter will be forwarded to CMC (MPP-50) within 30 days of appointment.

(3) Fraud, Compromise/Possible Compromise, Loss, Accidental Destruction, or Misuse of Test Material. The fraudulent use, compromise or possible compromise, loss, accidental destruction, or misuse of classification testing material will be reported immediately to the Testing Measurement and Control Officer (TMCO) at CMC (MPP-50) via priority message or an encrypted, digitally-signed e-mail. Test forms involved will immediately be suspended from use in that geographical area and a statement to that effect will be included in the message. The suspended test forms will not be placed back in use until authorized by CMC (MPP-50). An officer or Staff Noncommissioned Officer (SNCO), other than the custodian, will be appointed per reference (i) to inquire into the circumstances surrounding any fraud, compromise/possible compromise, loss, accidental destruction, or misuse of test material. Upon completion of the investigation, the commander will forward a completed copy of the investigation, via the chain of command, to CMC (MPP-50). Results of the investigation are due to CMC (MPP-50) no later than 60 days after the incident occurs. If the investigation cannot be forwarded within 60 days, the CTMC will notify CMC (MPP-50) of the circumstances surrounding the delay and request an extension.

(a) When not in the possession of the person being tested, test material will only be handled by the CTMC or the testing administrator.

(b) Under no circumstance should the CTMC or the testing administrator test co-workers, relatives, or friends or anyone with whom they have or may have an association that may be perceived as a conflict of interest.

(c) Reproduction of test material (i.e., scratch paper, completed answer sheets etc.) in whole or in part is strictly prohibited. Under no circumstances will a CTMC or TA make copies of any test material.

(d) Marine Corps Classification Test Facilities have been established by CMC in locations throughout the world to ensure adequate testing/retesting of Marine Corps personnel. Every two years CMC (MPP-50) will conduct a site visit to all Marine Corps Testing Facilities to ensure adherence to this order and regulations that govern the Military Classification Testing Program. In order to maintain standardized testing procedures and ensure a high quality of testing, each test facility should:

1. Have adequate room allotted to ensure each examinee has a minimum working space of 36 by 15 inches.

2. Have flat, level writing surfaces (table tops). Chairs with writing arms are not considered adequate for testing purposes.

3. Be well-ventilated and maintain a comfortable temperature year round.

4. Be free of external distractions (i.e., heavy personnel traffic, machinery, etc.).

5. Administration and Logistics

a. Administration

(1) Instructions for Classification Tests within the Regular and Reserve Establishments

(a) Only those test facilities listed in enclosure (3) are authorized to hold classification testing material on a continuing basis. This authority cannot be delegated to subordinate commands or units.

(b) Personnel who are familiar with, or have had access to classification test material i.e., CMC (MPP-50 Testing Control) Personnel, CTMC's, Test Administrators, test facility personnel, recruiters, et al. are not authorized to test/retest while assigned to their current billet and until a period of six (6) months has elapsed from the date of their reassignment. Personnel who fall into this category are not allowed to retest at a Military Entrance Processing Station (MEPS) or Military Entrance Testing Station (MET). Requests for waivers to this requirement must be submitted in writing to CMC (MPP-50) prior to testing. Waivers must contain all the required information as prescribed by enclosure (1).

(c) Active Duty, Selected Marine Corps Reserve (SMCR) and Active Reserve Marine Corps personnel are not authorized to retest at a MEPS without prior written approval from CMC (MPP-50). Marines who desire to retest at a MEPS, must submit an exception to policy waiver request to CMC (MPP-50) via their Commanding Officer (Bn/Sqdn level). Marine Corps Individual Ready Reserve (IRR) members do not need permission from CMC (MPP-50) before ASVAB testing at MEPS, if applying for augmentation/reenlistment (PSEP), an officer commissioning program (PLC/OCC), or Prior Service Recruiting (PSR) affiliation. Under no circumstance are Marines (Active Duty or Reservists) authorized to retest at a MET site.

(d) Recruiters (Military & Civilian) and Military Liaisons must be aware of the testing procedures. Recruiters requesting to retest on the AFCT must first obtain approval from Marine Corps Recruiting Command (MCRC) G-3 Enlisted Operations. MCRC G-3 will review, endorse and forward all request to CMC (MPP-50). The preferred testing method for recruiting personnel is to retest via the WEB-AFCT at the nearest USMC or sister service testing facility. The retest must be taken prior to 90 days of required deadline for the program and will normally be the only type of requests approved by CMC (MPP-50). After the fact approvals of non-authorized test/re-tests will not be approved by CMC (MPP-50).

(e) Marines (Active Duty or Reservists) will not be retested earlier than six (6) months following the most recent retest. Exceptions to those requirements can only be authorized by CMC (MPP-50) and will not be considered unless a minimum of 90 days (3 months) have passed from the last retest date. Requests for waivers to retest within six (6) months must be submitted in writing to CMC (MPP-50) via the Marine's Commanding Officer (Bn/Sqdn Level) utilizing enclosure (2). Waivers will only be considered in cases where extenuating circumstances exist (i.e., Marine must lat move due to non-availability within MOS, Marine must retest in order to be eligible to re-enlist, etc.).

(f) Once an individual has started the AFCT or DLAB, it must be completed in its entirety within the same working day unless extenuating circumstances exist. In the event the person being tested does not desire to complete a test, the TA will notify CMC (MPP-50) with an explanation (if it is paper based test, the TA will forward the test to CMC (MPP-50) with an explanation). CMC (MPP-50) will determine if a justifiable reason exists for the test not being completed (technical, administrative issues etc.). If none exists, the test scores obtained from the incomplete test will become the official scores of record.

(g) Retesting at a Marine Corps test facility remains the preferred method for all classification testing since this ensures that all test results are received and processed in a timely manner. Marines who are not within a 50-mile radius of an established Marine Corps test facility may test at a sister service test site. If a Marine tests at a sister service test site, it is that Marine's responsibility to ensure that a copy of his/her authorization to retest letter and MCTFS test screen printout are e-mailed to CMC (MPP-50) at mpp50testing@usmc.mil. Marines retesting at any Marine Corps or sister service testing facility must be in the appropriate uniform of the day.

(h) Marines are prohibited from taking any local or practice test which contains actual ASVAB test material, and from enrolling in any non DoD approved programs intended to prepare students for taking the AFCT. This includes coaching practices with locally developed test questions, test aids or commercial test study guides to familiarize an individual with the AFCT test. Known names of these types of courses are: GT Predictor, GT Improvement, ASVAB Prep and ASVAB Academic Skills among others. Marines should utilize alternative self-study guides to prepare for retaking of the AFCT. Examples of self-study guides are: ASVAB study guides which can be procured at any local library and Peterson's on-line Academic Skills course which can be found at the following URL: <http://www.nelnetsolutions.com/dantes>. This resource has been approved by DoD and is available to any service member. For more information on available resources, Marines should contact the Base/Camp's Education Center. Furthermore, Marines will contact MPP-50 prior to enrolling in any ASVAB courses offered by other services.

(i) Classification test material is for "OFFICIAL USE ONLY". Accountable test material (test booklets, scoring keys, test tapes, answer sheets and used scratch paper) will be transmitted by Federal Express. If no Federal Express account exists, then the material must be sent via "CERTIFIED" (not registered) mail or hand-carried. Completed or partially completed answer sheets, which have not been scored, may be transmitted via certified mail to the CMC (MPP-50) for processing. If certified mail is used, a "Return Receipt" must be requested. Parcels containing classification testing material must be double-wrapped, tape-sealed, and accompanied by a signed letter of transmittal on command letterhead. The inner wrapper will be clearly marked in such a manner as to identify the contents as "For Official Use Only - Classification Test Material - To Be Opened by Authorized Personnel ONLY". The letter of transmittal will include a statement or enclosure which lists the test material transmitted. Test booklets will never be transmitted in the same package with scoring keys or completed answer sheets. The official mailing address for CMC (MPP-50) is:

Commandant of the Marine Corps
Manpower and Reserve Affairs (MP)
Attn: MPP-50 (Testing Control)
3280 Russell Road
Quantico, VA 22134-5103
OFFICIAL BUSINESS

(2) Test Scoring and Reporting Procedures

(a) Accession Testing. Accession testing, which encompasses the Career Exploration Program, the Enlistment Testing Program, and the administration of special classification tests is administered by the MEPS in accordance with MEPCOM regulations. Test scores for all non-prior service and prior service personnel are entered into the MEPCOM data base for retention. Once accessed, those scores are loaded into the Marine Corps Recruit Information Support System (MCRISS) for transfer into MCTFS for input into the Marine's record. Test scores for PSR applicants, not required to attend Marine Corps recruit training, must be forwarded to CMC (MPP-50) for input into MCTFS. The source document is the USMEPCOM Form 680-ADP.

(b) In-Service Retesting

1. Scoring Procedures. All in-service retests of Marine Corps personnel will be electronically/hand-scored by CMC (MPP-50) to become part of their official record.

(c) Reporting Procedures

1. Classification test answer sheets and supporting retest documentation received by CMC (MPP-50) will be electronically/hand-scored, entered into MCTFS, and retained on file for a period of six (6) months.

a. Upon the administration of a subsequent classification test, and within a period of 30 days after receipt by CMC (MPP-50), the parent unit may view the scores on the TEST screen of MCTFS.

b. In cases where test scores have not posted to MCTFS within 30 days of the test date, units should contact the CMC (MPP-50) for guidance and assistance. Under no circumstance should units or individuals contact CMC (MPP-50) for test score information prior to 30 days after testing or for information which could otherwise be determined through unit level MCTFS inquiries. CMC (MPP-50) will not give out scores to individuals or units over the phone, by email or any other form except through MCTFS.

2. Reporting of classification test scores via the unit diary is not authorized by field commands. CMC (MPP-50) is the only unit approved to process Classification test scores into MCTFS.

3. The Basic Training Record (BTR) and the TEST screen of MCTFS will contain the Marine's most recent test AFCT and DLAB scores. The S118 screen of MCTFS will contain the most recent DLPT and OPI scores. Reporting units finding discrepancies in test scores should notify CMC (MPP-50) to request corrective action.

(3) Supply of Classification Testing Material

(a) Each test facility will maintain enough classification testing material as needed to provide the geographical location with adequate testing support. The amount of test material requested by each classification test facility will be validated and approved by CMC (MPP-50).

(b) When a decrease in the amount of test material is desired, or when testing material becomes unserviceable, replacements will be requested from CMC (MPP-50). Upon receipt of new material and authority from CMC (MPP-50), the old test material will be returned to CMC (MPP-50) or destroyed locally by the CTMC as directed by CMC (MPP-50). A destruction report will be provided to CMC (MPP-50) utilizing enclosure (7) within 30 days of destruction.

(4) Satellite Test Facilities

(a) In the past, satellite test facilities were established to allow classification testing in areas which would otherwise cause hardship to the personnel who require testing. With the advent of web-based classification testing and agreements with other Services within the DoD, the only authorized Marine Corps parent test facility to maintain satellite test facilities is the Marine Embassy Security Group.

(b) Satellite test facilities may only be established by CMC (MPP-50).

(c) The parent test facility is responsible for ensuring that all satellite test facilities properly secure, administer, and forward test material for processing.

(d) Satellite test facilities will submit their annual inventory to the parent test facility for preparation of a consolidated inventory. The annual inventory submitted by the parent test facility will indicate what material has been sublet to each of its satellite test facilities.

(5) Violation of Testing Procedures. Compliance with the provisions of this Order is mandatory for all Marine Corps Test Facilities to preclude loss and/or compromise of classification test material. Noncompliance with these provisions may result in the termination of status as a test facility or denial of requests for testing material.

b. Logistics

(1) Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (g) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

FEB 04 2014

(2) Records Disposition. The following records disposition instructions are established:

(a) Records relating to the inventory of classification test material will be retained onboard and destroyed upon completion of the next inventory.

(b) Records relating to reporting/investigating of compromise/possible compromise, loss, accidental destruction, or misuse of classification test material will be retained onboard and destroyed two years after the end of the calendar year involved.

(c) Records relating to the assignment of a CTMC and Testing NCO will be retained onboard and destroyed one year after completion of assignment.

(d) DD Form 1572 will be retained onboard and destroyed two years after the end of the calendar year involved.

(e) Records relating to requests for retesting/waivers of tests or records relating to an increase/decrease in the amount of test material will be retained onboard and destroyed one year after the end of the calendar year involved.

(f) Records used as supporting documentation for unit diary reporting will be retained onboard and destroyed six months after the date the score is run on the unit diary per reference (h).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



R. E. MILSTEAD JR.
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10200810200

MARINE CORPS AFCT RETEST POLICY/COMMAND AUTHORIZATION

1. All Marine Corps and sister service Test Facilities are directed to follow the guidelines established in this enclosure prior to retesting a Marine.
2. **NO MARINE** (Active Duty, Active Reserve or Selected Marine Corps Reserve) will not be allowed to retest without first obtaining written authorization from his/her command at the battalion/squadron level (see sample letter below). These requests may be signed "By direction" from the unit career retention specialist or any staff officer with "By direction" authority from the Commanding Officer. Marines in the IRR are exempt from this requirement.
3. All in-service retest authorizations will be submitted to the Marine Corps Test Facility with a "CERTIFIED TRUE COPY" of the Marine's "TEST" screen from MCTFS. This paperwork will be used by CMC, (MPP-50) to verify the need to retest for a particular assignment or program and to evaluate previous scores and test date. If this paperwork is not forwarded to CMC (MPP-50) with the Marine's answer sheets, the Marine's retest scores will be considered invalid and will not be entered into MCTFS. Command letters received that do not state a valid reason for the Marine to have retested on the AFCT will deem that Marines retest scores invalid.
4. Marines will not be retested earlier than six (6) months following the most recent retest. Exceptions to this requirement can only be authorized by CMC (MPP-50) and will not be entertained unless a minimum of 90 days have passed from the last retest date and a formal request has been sent by that Marine's command utilizing enclosure (2). To ensure test integrity and minimize test exposure, Marines may only take the AFCT twice in a twelve month period.
5. Participation in the Military Academic Skills Program (MASP) is not a valid reason for retesting on the AFCT. The MASP is not an AFCT preparation course and should not be taken for the sole purpose of improving AFCT scores.
6. Instances where Marines scores are considered invalid, CMC (MPP-50) will only enter the retest date into MCTFS and that Marine will be prohibited from retesting for six (6) months.

COMMAND AUTHORIZATION LETTER FOR AFCT RETEST

COMMAND LETTERHEAD

1230
Office Code
Date

From: Commanding Officer/Officer-In-Charge
To: Education Officer, Marine Corps Base Quantico

Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFCT ICO
SERGEANT I. M. MOTIVATED EDIPI/0111 USMC

Encl: Certified True Copy of MCTFS TEST screen

Ref: (a) MCO 1230.5C

1. In accordance with the reference, Sergeant Motivated meets the requirements for an in-service retest of the AFCT. Sgt I. M. Motivated is applying for (State reason for testing) and needs to attain (specify score required) 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)

AFCT WAIVER REQUEST TO RETEST WITHIN SIX MONTHS

Command Letterhead

1230
Office Code
Date

From: Commanding Officer/Officer-In-Charge
To: CMC, (MPP-50) Testing Control, Quantico, VA

Subj: WAIVER REQUEST TO RETAKE THE AFCT WITHIN SIX MONTHS
ICO LCPL I. M. MOTIVATED EDIPI/0111 USMC

Ref: (a) MCO 1230.5C

1. Per the reference, Lance Corporal Motivated requests a waiver (state reason a waiver is needed; i.e., to retake the AFCT within six (6) months; request to test at a MEPS etc.). Lance Corporal Motivated (state the program for which applicant is applying).

2. The point of contact for this matter is Staff Sergeant S. Beltbuckle, at comm: (123) 456-7890, or DSN 678-7890.

C. OFFICER
(or By direction)

MARINE CORPS TEST FACILITIES

<u>Test Facility</u>	<u>Phone Number</u>
Henderson Hall, Arlington, VA	703-614-9104
MCB Quantico, VA	703-784-4012
MCB Camp Lejeune, NC	910-451-3092
MCAS Cherry Point, NC	252-466-5197
MCRD Parris Island, SC	843-228-2152/2086
MCLB, Albany, GA	229-639-5162
MARFORRES, New Orleans, LA	504-697-7211
MCB 29 Palms, CA	760-830-6881
MCLB, Barstow, CA	760-577-6118
MCB Camp Pendleton, CA	760-725-6660/6414
MCRD San Diego, CA	619-524-6123
MCAS Yuma, AZ	928-269-3248/5614
MCB Kaneohe Bay, HI	808-257-6730/1232
MCAS Iwakuni, JA	011-81-6117-53-3855 DSN: 315-253-3855
MCB Camp Foster, JA	011-81-6117-45-3944 DSN: 315-645-3944
MSG Battalion, Quantico, VA <i>(Satellite Test Facility authorized to administer paper based AFCT tests only)</i>	703-784-4852
The Basic School, Quantico, VA <i>(GCT and DLPT/DLAB testing only)</i>	703-784-9400

ASVAB/AFCT SUBTESTS AND MARINE CORPS COMPOSITES

The ASVAB subtests are designed to measure aptitudes in five domains: Verbal, Math, Science, Technical, and Spatial. The table below describes the content of the ASVAB subtests. The subtests are presented in the order in which they are administered. The eight ASVAB subtests are:

- General Science - GS
A 25-item test measuring knowledge of life science, earth and space science, and physical science
- Arithmetic Reasoning - AR
A 30-item test measuring ability to solve basic arithmetic word problems
- Word Knowledge - WK
A 35-item test measuring ability to understand the meaning of words through synonyms
- Paragraph Comprehension - PC
A 15-item test measuring ability to obtain information from written materiel
- Mathematics Knowledge - MK
A 25-item test measuring knowledge of mathematical concepts and applications
- Electronics Information - EI
A 20-item test measuring knowledge of electrical current, circuits, devices, and electronic systems
- Auto and Shop Information - AS
A 25-item test measuring knowledge of automotive maintenance and repair, and wood and metal shop practices
- Mechanical Comprehension - MC
A 25-item test measuring knowledge of the principles of mechanical devices, structural support, and properties of materiel
- Verbal - VE is simply the sum of the Word Knowledge and Paragraph Comprehension subtests

There are five composite scores the Marine Corps uses to measure one's military potential. The AFQT is the only composite score the Marine Corps use that is shared by all branches of the Armed Services. While all Services have a General Technical (GT) composite score, each service uses a different formula to compute these scores; therefore, be careful not to confuse the Marine Corps GT score with that derived by other services. When a Marine tests at another Service's testing facility, all scores posted on the testing memorandum are generally done under the guidelines of that service. The composite scores will change once graded by CMC (MPP-50).

Composite Score Calculations

- $AFQT = 2*VE + AR + MK$
- $GT \text{ (General Technical)} = WK + PC + AR + MC$
- $MM \text{ (Mechanical Maintenance)} = AR + EI + MC + AS$
- $EL \text{ (Electronics Repair)} = AR + MK + EI + GS$
- $CL \text{ (Clerical/Administration)} = WK + PC + MK$

Maximum Composite Scores

- $AFQT - 99$
- $GT - 151$
- $MM - 161$
- $EL - 151$
- $CL - 141$

SAMPLE CTMC/TA APPOINTMENT LETTER

COMMAND LETTERHEAD

1230
Office Code
Date

From: Division Head, Marine & Family Services Division
To: **You**, Education Services Officer

Subj: APPOINTMENT AS MILITARY CLASSIFICATION TEST MATERIAL
CUSTODIAN (CTMC)

Ref: (a) MCO 1230.5C

1. Per the reference, you are appointed the CTMC for the (Place Installation name here) Lifelong Learning Center. You are directed to familiarize yourself with the contents of the reference as to your duties and responsibilities.
2. This appointment will be terminated upon your transfer or written notification.

Division Head

FIRST ENDORSEMENT

From: **CTMC/TA**
To: Division Head, Marine & Family Services Division

1. I have familiarized myself with the reference and have assumed the responsibilities as the Classification Test Material Custodian/Test Administrator.

CTMC/TA

Copy To:
MPP-50

SAMPLE INVENTORY REPORT

COMMAND LETTERHEAD

1230
Office Code
Date

From: Classification Test Material Custodian, Lifelong Learning
Center, Marine Corps Base, Quantico, VA
To: Commandant of the Marine Corps (MPP-50)

Subj: CLASSIFICATION TEST MATERIAL SEMI-ANNUAL INVENTORY

Ref: (a) MCO 1230.5C

Encl: (1) Classification Test Material Inventory

1. Per the reference, enclosure (1) is submitted for the period of 1 July to 31 December YYYY semi-annual Classification Test Material Inventory.

2. Classification test material is stored within three steel safes with combination locks. Safes are kept in room 237 with the door locked at all times unless occupied by authorized personnel designated in writing. Access to room 237 after hours is prohibited except in the event of an emergency. In the event of an emergency after hours, emergency personnel must be accompanied by authorized personnel.

3. Point of Contact in this matter is I. Testalot, comm: (123) 456-7890.

I. TESTALOT

SAMPLE INVENTORY FORMAT

<u>TEST</u>	<u>FORM</u>	<u>SKILL</u>	<u>SERIAL #</u>	<u>LOCATION</u>	<u>MEDIA</u>
AFCT	18F	AFCT	00512	CLNC/Safe #1	Booklet
AFCT	19G	AFCT	00342	CLNC/Safe #2	Booklet
Arabic	J	Reading	000123	CLNC/Safe #3	Booklet
Arabic	J	Listening	000123	CLNC/Safe #3	CD
DLAB	B	Reading	00678	CLNC/Safe #1	Booklet
DLAB	b	Listening	00391	CLNC/Safe #1	CD

SAMPLE DESTRUCTION REPORT

COMMAND LETTERHEAD

1230
Office Code
Date

From: Classification Test Material Custodian, Lifelong Learning
Center, Marine Corps Base, Quantico, VA
To: Commandant of the Marine Corps (MPP-50)

Subj: DESTRUCTION REPORT

Ref: (a) MCO 1230.5C

Encl: (1) Inventory of Destroyed Classification Test Material

1. Per the reference, enclosure (1) is submitted.
2. Date of Destruction: 13 May 20XX.
3. Location and method of destruction:
 - a. Location: Quantico Lifelong Learning Center.
 - b. Method: Test booklets were shredded and CD's were burnt.
4. Point of contact in this matter is I. Testalot, comm: 703-123-4578.

CTMC/TA Print/Sign

Witness Print/Sign

SAMPLE DESTRUCTION REPORT FORMAT

<u>TEST</u>	<u>FORM</u>	<u>SKILL</u>	<u>SERIAL #</u>	<u>LOCATION</u>	<u>MEDIA</u>
AFCT	18F	AFCT	00512	Quantico	Booklet
AFCT	19G	AFCT	00342	Quantico	Booklet
Arabic	J	Reading	000123	Quantico	Booklet
Arabic	J	Listening	000123	Quantico	CD
DLAB	B	Reading	00678	Quantico	Booklet
DLAB	b	Listening	00391	Quantico	CD

LANGUAGE WAIVERS FOR RETIREES/DOD CIVILIAN/
ACTIVE DUTY (ACDU) DEPENDENT

1230
Office Code
Date

From: Marine Dependent/Retiree/DoD Civilian (Use full name)
To: CMC MPP-50 Testing Control
Via: Education Office, Marine Corps Base, Georgia

Subj: AUTHORIZATION FOR THE ADMINISTRATION OF THE DLAB/DLPT ICO
MARINE DEPENDENT JACK A. HOUSE

Ref: (a) MCO 1230.5C

1. In accordance with the reference, Mr. House meets the requirements for the administration of the DLAB/DLPT. Mr. House is applying for a job that requires a foreign language capability and needs a current score of record.

2. Point of Contact for this request is Mr. House at comm: (703) 123-4567 or email: dependent@internet.com.

MARINE DEPENDENT SIGNATURE

****NOTE**** Military Retirees, DoD Civilians and ACDU Dependents may request to test on the DLAB/DLPT utilizing this enclosure. They must submit this written request to CMC (MPP-50) via the Education Center. Priority for testing will always go to Active and Reserve personnel. In order to be eligible to test, these individuals must be registered in DEERS. Marine Corps testing installations will not test anyone in this category without prior approval from CMC (MPP-50).

DLPT/OPI EXTENSION REQUEST

COMMAND LETTERHEAD

7220
Office Code
Date

From: Commanding Officer/Officer In-Charge
To: CMC MPP-50 Testing Control
Via: Commandant of the Marine Corps (I/IOP), Headquarters
U.S. Marine Corps, Washington DC 20380-1775

Subj: REQUEST AN EXTENSION OF DEFENSE FOREIGN LANGUAGE TEST AND
OPI SCORES ICO SERGEANT JOHN M. SMITH EDIPI 2612 USMC

Ref: (a) MCO 7220.52F
(b) MCO 1230.5C

1. In accordance with the references, Sergeant Smith meets the requirements for an extension and it is requested that he/she be granted an OCONUS extension waiver for (State language(s) to be waived) due to (state the reason). Sergeant Smith is required to retest within 90 days of returning to CONUS. Failure to do so will result in the termination of his/her FLPP entitlement as per ref (a).

2. Point of contact is Capt InCharge at Commercial (XXX) XXX-XXXX.

I.M. INCHARGE