

---

# UPDATE TO THE ARMED FORCES CLASSIFICATION TEST RETEST REQUEST PROCESS

Date Signed: 5/30/2025 | MARADMINS Number: 250/25

MARADMINS : 250/25

R 291918Z MAY 25

MARADMIN 250/25

MSGID/GENADMIN/CMC WASHINGTON DC MRA MP//

SUBJ/UPDATE TO THE ARMED FORCES CLASSIFICATION TEST RETEST REQUEST PROCESS//

REF/A/MSGID: DOC/MCO/YMD: 20140204//

REF/B/MSGID: MSG/MARADMIN/264/24//

REF/C/MSGID: MSG/MARADMIN/135/25//

NARR/REF A IS MCO 1230.5C, CLASSIFICATION TESTING.//

POC/B. H. RIDDLE/CAPT/CMC (MPA)/TEL: COM 703-784-9070//

EMAIL: BRIAN.H.RIDDLE.MIL@USMC.MIL//

POC/B. S. BRAVO/SSGT/CMC (MPA)/TEL: COM 703-784-9070//

EMAIL: BRANDON.S.BRAVO@USMC.MIL//

GENTEXT/REMARKS/1. This MARADMIN announces updates to the routing and approval process for Armed Forces Classification Test (AFCT) retest and waiver requests.

2. Background. Previously, AFCT retest requests required written approval from an O-5 level commander. Waiver requests were routed to Headquarters Marine Corps (HQMC) Test Control (MPA) following O-5 endorsement.

3. Policy Update. Effective immediately, all AFCT retest and waiver requests will be submitted electronically via the Navy College Management Information System (NCMIS) at <https://myeducation.netc.navy.mil>.

3.a. All provisions within references (a) through (c) not explicitly modified by this MARADMIN remain in effect.

4. Submission Process. Marines must submit requests to their first O-5 level commander by providing the email address of either the commander or their designated "By direction" representative within

NCMIS.

- 4.a. Upon approval, an electronically signed authorization letter will populate in the Marine's NCMIS request.
  - 4.b. Marines must then coordinate with their installation Education Center to schedule the retest.
  - 4.c. Waivered retest requests will be automatically routed to HQMC MPA for final determination.
  - 4.d. All preparatory requirements for waivered retest requests are no longer required.
  - 4.e. Marines will receive automated email updates throughout the approval and routing process.
5. Authorization Expiration. Approved requests in NCMIS are valid for 90 days. Marines must complete testing within this window; no extensions will be granted. All hard-copy authorization requests dated prior to this message remain valid.
6. Submit requests or questions to MPA at [smb\\_manpower\\_msab\\_testing@usmc.mil](mailto:smb_manpower_msab_testing@usmc.mil).
7. This MARADMIN is applicable to the Marine Corps Total Force.
8. Release authorized by Colonel Lauren S. Edwards, Director, Manpower Plans and Policy Division.//