

## ASVAB RETEST POLICY

Per the current Marine Corps Order 1230.5C - Marines are now required to submit a letter requesting they be authorized to retake their AFCT, prior to the test administration. The following is current Marine Corps ASVAB retest policy:

1. **NO MARINE** will be allowed to retest without first obtaining written authorization from his/her command at the battalion/squadron level (see sample letter attached) **“These requests must be signed by the Battalion or Squadron Commanding Officer, or the unit career retention specialist who has “By Direction” signing authority from the BN commanding Officer, or any staff officer who has “By Direction” signing authority from the BN Commanding Officer.”** The letter must state the reason for the retest request. Only the four reasons listed below will be accepted. The letter must also include the prospective MOS and its requirements, and/or the minimum qualifications required for a specific program.

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.

*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.*

2. All in-service retest requests will be submitted to the Joint Education Center Camp Pendleton with a signed and dated certified true copy of MCTFS printout showing the Marine's current test scores in 3270. The BTR page is not acceptable. This sheet will be used to verify the need to retest for a particular assignment or program. If this sheet is not forwarded with the Marines answer sheets and authorization letter, the Marine's retest scores will not be run on unit diary.

3. Marines will not be retested earlier than 6 months following the most recent retest. Exceptions to this requirement can only be authorized by CMC (MSAB) and will not be entertained unless a minimum of 90 days have passed from the last retest date and a form request has been sent by that Marines command. Marines who participate in the Military Academic Skills Program (MASP) may retest after 90 days have passed from the date of the last retest; however, these Marines still need to request a test waiver from CMC (MSAB).

4. Because of these changes an appointment is now required for ASVAB testing in order to ensure that all necessary documents are proved to the education testing center. In addition please remember to:

- a. arrive in appropriate uniform with military ID card 15 mins prior to the test start time.
- b. cellphones and other electronic devices are not allowed in the testing room.
- c. calculators are not permitted during the test,
- d. there are no breaks permitted during the administration of this exam.

Tests scores that do not have the appropriate documentation at the time of the test will not be certified by HQMC until all appropriate documents have been submitted to HQMC.

The Camp Pendleton Education Center will not schedule a testing appointment without the proper letter in the proper format. All letters signed by someone other than the Battalion, Squadron, or Regimental commanding officer must also provide a copy of their ByDir letter if it is not already on file at the Education Center.

These three documents must be turned into the test examiner prior to the beginning of the test.

To retrieve the test page in 3270 go to your IPAC or S-1 and ask them to access 3270:

1. Next access the **MARINE CORPS TOTAL FORCE SYSTEM**.
2. Select Training and Education by typing **TRNG**. On the second line type in the SSN or EID number.
3. Key in the word **TEST**. This will bring up the screen that shows all tests taken and the current test date and scores.
4. Print this page and stamp it with a certified true copy stamp. Sign and date above the stamp.

### ***SIX MONTH WAIVER REQUESTS***

Marines who have taken the AFCT within the last six months must obtain a waiver to the time limit **BEFORE** they retake the AFCT.

Marines must have their Commanding Officer or Career Planner send an email to Capt Christopher Czepiel or GySgt Christopher W. George at HQMC Manpower Studies and Analysis Branch (MSAB) requesting that their Marine be granted a waiver to the six month time limit. The email must include the date of the last AFCT test and the reason for retesting prior to the six month time limit.

Once they receive the waiver reply from Capt Czepiel or GySgt George, a copy of the email reply granting the waiver must be attached to the request letter and certified true copy of the MCTFS printout.

Any AFCT test report from DMDC that arrives at HQMC without the required waiver will not be scored and the Marine will then be required to wait an additional six months to retest.

**NO WAIVER WILL BE GRANTED FOR ANYONE WHO IS WITHIN THE 90 DAY WINDOW FROM THE DATE OF THEIR LAST TEST.**

OFFICIAL BN LETTERHEAD

Letterhead must reflect the appropriate chain of command

1230  
Office Code  
Date

From: Battalion, Squadron, or Regimental Commanding Officer  
To: Education Officer, Marine Corps Base Camp Pendleton

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

Encl: MCTFS Print-out of Scores for Sgt I. M. Motivated

Ref: (a) MCO 1230.5B

1. In accordance with the reference, request an in-service retest of the Armed Forces Classification Test. Sgt I. M. Motivated is applying for the Warrant Officer Program and needs to attain an EL 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, Camp Pendleton, CA at (123) 456-7890, DSN 456-7890.

I. M. INCHARGE  
(or By direction)

**Sample letter**

\*\*\*\* TEST SCORES \*\*\*\*

03/09/2015  
16:12:03

EDIPI:  
RUC:

NAME:  
COMPANY CODE: K PRES-GRADE: RECSTAT: 0 COMP CODE: 11  
PLT CODE: TRNGRP: R-RECSTAT: RCOMP-CODE:

\*CLASS TEST\* \*AFQT ASVAB\* \*LANGUAGE SCORES\*  
VER: 17B SCORE: 46 DLAB SCORE: 000  
TYPE: 1 FORM: 17B DATE: 00000000  
DATE: 20041013

\*ASVAB TEST\* \*GCT SCORES\* \*MISC TEST SCORES\*  
GT 103 GCT 103 ARC SCORE: 000  
MM 101 PA 000 ARC DATE: 00000000  
EL 092 AR 000 EDPT SCORE: 000  
CL 102 RV 000 EDPT DATE: 00000000  
AC 000

\*FOREIGN LANGUAGE\* \*SELF PROFESSED LANG\*  
CD1 CD2 CD3 CD4 CD1 CD2 CD3 CD4

Example  
TEST SCORES  
Page

Must be  
Certified true copy,  
Print name and  
Sign/Date.

\*Name printed\* S-1 CLERK

**CERTIFIED TRUE COPY**



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