

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.

Your command letter head and the "From" line must be at the same level of authority. At no time will a company or equivalent level be accepted.

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]

If the CO cannot sign the letter, then By Direction is allowed. The "From" line does not change. The words "By Direction" need to be typed under the name of the person signing.

TJJPTST

**** 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 True Copy
Signature/Date

* This is an
example of
the correct
TEST SCORES
page

ENCLOSURE (1)