

**ARMED FORCES CLASSIFICATION TEST (AFCT) AUTHORIZATION LETTER FOR MARINES
PERSONAL AND PROFESSIONAL DEVELOPMENT EDUCATION**

MCAS CHERRY POINT, NC



252-466-3500

From:	Military Testing, Education Services Officer, Personal and Professional Development Program, Marine and Family Programs, Marine Corps Community Services, Cherry Point, NC	
To:	Unit Commanding Officer, Cherry Point	
Subj:	Authorization Letter for the Armed Forces Classification Test (AFCT)	
Ref:	(a) MCO 1230.5c	CLASSIFICATION TESTING
Encl:	(1) Information about the AFCT for Marines and listing of dates available for testing.	
	(2) Example of the required letter that is typed by the Command and signed by the Commanding Officer OR "by direction" to retest	
	(3) Example of the test score printout sheet from MCTFS	

INFORMATION PERTAINING TO RETAKING THE ARMED FORCES CLASSIFICATION TEST

The **AFCT** is a battery of multiple choice tests administered to members trying to improve their ASVAB scores. Eligibility: Active Duty and Reserve members only.

1. Reference (a) is provided as guidance in preparing the Marines requesting to retake the AFCT test.
2. Marines will not be retested earlier than six (6) months. Exceptions to the requirements can only be authorized by CMC (MPP-50) and will not be considered unless a minimum of 90 days have passed for the last retest date.
3. **ADMINISTERING THE TEST.** All enlisted Marines may not retest without first obtaining written authorization from his/her Commanding Officer at the battalion/squadron level and an example of this required letter is displayed in enclosure (2). The authorization letter may be signed "By direction" by any staff officer with by direction authority from the Commanding Officer. Also, a CERTIFIED TRUE COPY printout of the Marine's current AFCT test scores from his/her IPAC administration office must accompany the request; see enclosure (3).
4. **SCORE REPORT:** AFCT scores are reported in MCTFS (3270) via HQMC between 14-30 days after the test date. No scores can be obtained through the testing office.
5. **SCHEDULING:** The AFCT is administered by appointment only.
 - a. Arrive at 0745 test starts promptly at 0800.
 - b. Electronic devices are not allowed in the testing room.
 - c. Calculators are not permitted during the test.
6. Military uniform is **OPTIONAL**; however the military member must have a valid military ID card to retest. See HQMC website https://www.manpower.usmc.mil/portal/page/M_RA_HQME/MP/MS/7_Testing
7. For more information regarding the AFCT test, please contact Mrs. Cynthia Bouie, (252) 466-3500 or email address: cynthia.j.bouie@usmc-mccs.org



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX xxxx
CHERRY POINT, NC 28542-0004

Please use your unit's
letterhead!

IN REPLY REFER TO:
1230

Office Code
Date

From: Commanding Officer, Complete Military Address
To: Military Testing Officer, Education Assistance Program,
Personal and Professional Development Program, Marine and
Family Programs, Marine Corps Community Services, Cherry
Point

Subj: AUTHORIZATION REQUEST FOR RETEST OF ARMED FORCE
CLASSIFICATION TEST (AFCT) ICO **RANK FULL NAME, EDIPI**
#/MOS

Encl: (1) Certified True Copy from MCTFS for Rank and Name

Ref: (a) MCO 1230.5c

1. In accordance with the reference, SGT Motivated meets the requirements to request an in-service retest for the Armed Forces Classification Test (AFCT). Rank and Name took the AFCT on AFCT Test Date and did not acquire the required scores for MOS School or Program. The program the Marine is applying for needs a GT or EL or MM score of Required Score. His or Her current score is Current AFCT Score.

2. Point of Contact for this request is Major I. M. InCharge, Commanding Officer, Marine Unit, Overseas at (123) 456-7890, DSN 456-7890.

2. Enclosed is a CERTIFIED TRUE copy of the Marine's TEST screen from MCTFS.

3. The point of contact for this request is THE MARINE'S OIC, Military Unit, at Unit Phone Number.

EXAM
EXAMPLE
I. M. COMMANDING
By Direction (if applicable)

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msn-ftp_stl_dsa_mil(TERM).rsf - WRQ Reflection - IBM 3270 Terminal - ASNTHXZ5
File Edit Connection Setup Macro Window Help
TJJPTEST          **** TEST SCORES ****          07/29/2009
BBMW14 ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____ 07:00:57
SSN: _____ NAME: _____ PAGE: 01
RUC: 88871 COMPANY CODE: _____ PRES-GRADE: _____ RECSTAT: E COMP CODE: _____
PLT CODE: _____ TRNGRP: M R-RECSTAT: 0 RCOMP CODE: AR

*CLASS TEST*          *AFQT ASVAB*          *LANGUAGE SCORES*
VER: 4/5              SCORE: 73              DLAB SCORE: 000
TYPE: 1              FORM: 6B              DATE: 00000000
DATE: 19791210

*ASVAB TEST*          *GCT SCORES*          *MISC TEST SCORES*
GT 100              GCT 100              ARC SCORE: 000
MM 109              PA 000              ARC DATE: 00000000
EL 100              AR 000              EDPT SCORE: 000
CL 107              RV 000              EDPT DATE: 00000000
                   AC 000

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

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

TI | > 0 2,25
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CERTIFIED TRUE COPY
SIGNATURE:
DATE: