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

MCCS MARINE CORPS SEMMENT

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. <u>ADMINISTERING THE TEST</u>. 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 "<u>By direction</u>" by any staff officer with by direction authority from the Commanding Officer. Also, a <u>CERTIFIED TRUE COPY</u> printout of the Marine's current AFCT test scores from his/her IPAC administration office must accompany the request; see enclosure (3).
- 4. <u>SCORE REPORT</u>: 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. <u>SCHEDULING</u>: The AFCT is administered by <u>appointment only</u>.
 - 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. <u>Military uniform</u> is <u>OPTIONAL</u>; however the military member must have a valid <u>military ID card</u> 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

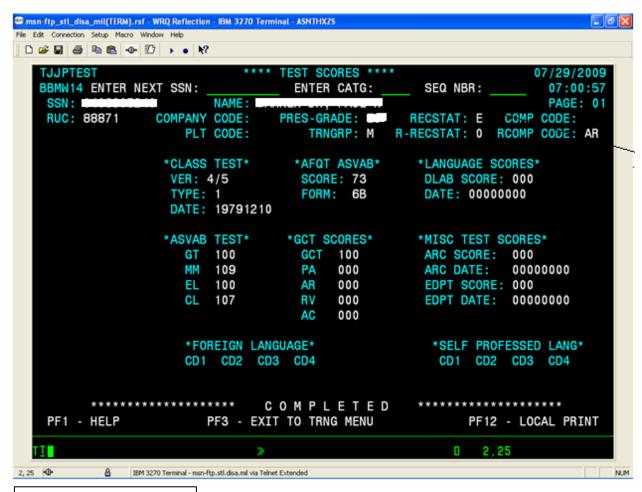
#/MOS

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

Ref: (a) MCO 1230.5c

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





CERTIFIED TRUE COPY

SIGNATURE:

DATE: