

Army Regulation 601-222  
OPNAVINST 1100.5  
MCP 1130.52E  
AF JI 36-2016  
CG COMDTINST M 1130.24A

Personnel Procurement

# **Armed Services Military Personnel Accession Testing Programs**

Departments of the Army,  
Department of the Navy  
The U.S. Marine Corps  
Department of the Air Force  
The U.S. Coast Guard  
Washington, DC  
17 October 2005

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 601-222/OPNAVINST 1100.5/MCP 1130.52E/AF JI 36-2016/CG COMDTINST M 1130.24A  
Armed Services Military Personnel Accession Testing Programs

This major revision, dated 17 October 2005--

- o Supersedes AR 601-222, Armed Services Military Personnel Accession Testing Programs, dated 7 October 1994.
- o Updates responsibilities for the Armed Services Military Personnel Accession Testing Programs (para 1-4).
- o Transfers content of chapter 6, Operation of the Military Personnel Testing Program to chapter 1 (para 1-4).
- o Deletes USMEPCOM Form 714A, Request for Examination and replaces with USMEPCOM Form 680-3A-E) para 2-2).
- o Clarifies Department of Defense enlisted testing policy and prohibited practices (para 2-2).
- o Expands the use of Armed Services Vocational Aptitude Battery results from the Department of Defense Student Testing program (para 3-1).
- o Defines Department of Defense Overseas Testing program and addresses identification of an Armed Services Vocational Aptitude Battery Overseas Program Manager (para 5-1).
- o Requires enlistment test be scored and processed through the USMEPCOM INTEGRATED resource System within 3 working days of receipt (para 5-2).
- o Updates overseas enlistment testing procedures (para 5-3) and overseas student testing procedures (para 5-4).
- o Clarifies the retest policy on the waiting period between tests for Enlistment and Student Armed Services Vocational Aptitude Battery (para 6-1).
- o Provides Military Entrance Processing Station commanders authority to retest applicants under specific conditions (para 6-2).
- o Provides policy for in-Service retesting (para 6-3).
- o Adds penalty provisions to chapter 7 (paras 7-1 and 7-2).
- o Adds overseas test control officer responsibilities regarding controlled test materials (para 8-2).
- o Deletes obsolete content of chapter 7, Computer Testing Research and renumbers subsequent chapters.

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Effective 17 November 2005

## Armed Services Military Personnel Accession Testing Programs

By Order of the Secretary of the Army, Navy, Air Force, Marine Corps and Coast Guard:

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**History.** This publication is a major revision.

**Summary.** This regulation updates policy and responsibilities on Department of Defense enlistment, student, in-Service and Overseas Testing Programs, for the Active and Reserve Components of the military Services. It implements Department of Defense Directive 1304.12, Department of Defense Military Personnel Accession Testing Programs, governing use of a common aptitude test, the Armed Services Vocational Aptitude Battery.

**Applicability.** This directive applies to the Office of the Secretary of Defense, the Military Departments (including their Reserve and National Guard components), the Coast Guard by agreement with the Department of Homeland Security when it is not operating as a Service within the Department of the Navy, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, and the Defense Agencies. The term "military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard. This regulation is punitive in nature. Penalties for violation of this regulation include the full range of statutory and

regulatory sanctions for military and civilian personnel.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G-1. The Deputy Chief of Staff, G-1 has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 and contains checklists for conducting management control reviews.

**Supplementation.** Supplementation of

this regulation is prohibited unless prior approval is obtained from the Deputy Chief of Staff, G-1, ATTN: (HQDA-MPA), 300 Army Pentagon, Washington, D.C. 20310-0300.

**Suggested improvements.** Users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G-1 (DAPE-MPA), 300 Army Pentagon, Washington, DC 20310-0300. Navy personnel will provide their comments to Department of the Navy, BUPERS (PERS-23), Washington, D.C. 20370-5000. Marines will send their comments to Commandant (MRRP), Headquarters, U.S. Marine Navy Annex, Washington, 2 Navy Annex, Washington, D.C. 20380-1775. Air Force personnel will send their comments to HQ USAF/DPXET, 1040 Air Force Pentagon, Washington, D.C. 20330-1040. Coast Guard will forward their comments to Commandant Coast Guard (CG-1322), United States Coast Guard, 2100 2nd Street, S.W. Washington, D.C. 20593-0002.

**Committee Continuance Approval.** The Department of the Army Committee

\*This regulation supersedes AR 601-222, 7 October 1994.

Management Officer concurs in the establishment and/or continuance of the committee, 17 May 2005.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, and the Army National Guard of the United States, and the United States Army Reserve.

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## Chapter 1 Introduction

### 1-1. Purpose

*a.* Updates policy and responsibilities for the Active and Reserve Components of the Military Services on the use of a common aptitude test, the Armed Services Vocational Aptitude Battery (ASVAB).

*b.* The ASVAB is a multiple aptitude test battery. It is one of several criteria to determine eligibility of individuals to enlist in the Armed Forces, to qualify for military schooling and for military job classification. Presently, secondary and post-secondary students and counselors use test scores in combination with a student's personal interests, abilities and preferences to assist counseling and career exploration for direction into best suited civilian and military vocational fields.

*c.* The ASVAB can be used in both civilian and military career counseling.

*d.* The ASVAB scores are valid predictors of success in training programs and on-the-job performance for enlisted military occupations.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a.* The Department of Defense (DOD) Executive Agent for the United States Military Entrance and Processing Command (USMEPCOM) is the Secretary of the Army. This responsibility is delegated to the United States Army Accessions Command, who will act for the Executive Agent in all matters pertaining to fiscal, administrative, and management support responsibilities for the DOD Enlistment, Student, and Overseas Testing Programs. (Henceforth, the DOD Executive Agent will be referred to as the Executive Agent).

*b.* The Defense Manpower Data Center (DMDC), under its Executive Agent, Defense Logistics Agency, will manage research and development (R&D) of all versions of the ASVAB, to include in-service ASVAB test versions.

*c.* The USMEPCOM will administer the ASVAB in its Military Entrance Processing Stations (MEPS) and Mobile Examining Team (MET) sites in accordance with DODD 1304.12, AR 601-270, AFI 33-7, OPNAVINST 1100.4B, MCO P1100.75A and CG COMDTINST M1100.2E. In overseas areas, each of the military services in close coordination with HQ USMEPCOM administers the ASVAB. (See chap 5).

*d.* Director, Accession Policy will—

(1) Establish policy for the Military Personnel Testing Program.

(2) Review and approve any initiative/special requests related to ASVAB and special purpose testing that are submitted by Services through their Manpower Accession Policy Working Group (MAPWG) representative.

(3) Notify USMEPCOM and Services of approved changes to policy and addition of special purpose tests to be administered by the MEPS.

*e.* The Executive Agent, consistent with policies established by the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)), will—

(1) Provide resources required to establish, equip, and maintain USMEPCOM units. This will be done in coordination with the Military Services, and, for matters related to assignment of Reserve Component personnel to USMEPCOM units, with the Office of the Assistant Secretary of Defense, Reserve Affairs.

(2) Program, budget, and fund for all USMEPCOM operations.

(3) Provide required civilian authorizations and staffing.

(4) Provide results of test irregularity investigations quarterly through the DMDC to the USD(P&R) and advise the MAPWG.

*f.* The Commander, U.S. Military Entrance Processing Command is the operating agent for the Executive Agent and will —

(1) Administer the DOD Enlistment and Student Testing Program in accordance with policy established by Director, Accession Policy.

(2) Implement quality assurance procedures to ensure the accuracy of the test battery for enlistment processing.

(3) When approved by the Director, Accession Policy, administer special purpose tests to determine qualifications for specific military occupations or assignments.

(4) Coordinate for Service need and print and distribute the initial supplies of test materials, counseling materials, and training aids for use in the DOD Enlistment, Overseas, and Student Testing Programs.

(5) Maintain sufficient stock of all test and career guidance support materials and equipment required to administer the current ASVAB versions used in the DOD Enlistment, Overseas, and Student Testing Programs. Included is

reprinting of existing materials with or without slight modification (updating) and distributing the materials, as well as distributing Computerized Adaptive Testing–ASVAB (CAT-ASVAB) software.

(6) Print and distribute ASVAB promotional materials and novelty items for use in marketing the DOD Student Testing Program (STP).

(7) Provide operational test and item data required for special studies and periodic score monitoring by the DMDC.

(8) Provide an ASVAB Educational Services Specialist at each MEPS as the primary point-of-contact for the DOD Student Testing Program.

(9) Provide periodic testing data to the recruiting services including number of students tested, number of schools tested, and service testing goals.

(10) Establish procedures to investigate prohibited actions and situations in both the DOD Enlistment and Student Testing Programs that may be cause for test loss or compromise.

(11) Provide testing administration policy and procedures via USMEPCOM regulations. These regulations will

(a) Be applicable to all military recruiting services, MEPS, and users of MEPS facilities, to include MET sites.

(b) Ensure quality control standards are met according to applicable directives.

(c) Be provided to all Service accessions policy agencies and recruiting headquarters.

(12) Coordinate with MAPWG members on exceptions to policy requested by Services.

(13) Send applicable action items to each MEPS as a result of exception to policy determinations.

g. The Defense Manpower Data Center will —

(1) Have responsibility for ASVAB research and development (R&D), that is, overall responsibility for R&D, calibration, and quality control for the ASVAB testing programs.

(2) Serve as lead organization for technical and developmental issues related to the ASVAB program, and for ASVAB R&D, in coordination with personnel research activities of the Services and USMEPCOM.

(3) Plan, program, budget, and finance ASVAB-related research and development.

(4) Prepare and provide camera-ready or final electronic copy to USMEPCOM for Enlistment and Student Test Programs. In-Service copy goes to U.S. Army Human Resources Command (HRC).

(a) Test materials, such as, test booklets, scoring keys, administration manuals and CAT–ASVAB software.

(b) Counseling materials, such as, the ASVAB Career Exploration Program (CEP) Guide and Counselor’s Manual.

(c) Training aids.

(5) Train education specialists and makes presentations at national and regional forums on the ASVAB program.

h. Military Services will—

(1) Designate technical and policy representatives to serve on the MAPWG committee (see chap 9).

(2) Submit requests for exceptions to policy to designated MAPWG member.

(3) Submit requests for changes or initiatives that impact administration of the ASVAB to Service MAPWG member who will review and forward to Director, Accession Policy or MAPWG Committee review, as appropriate.

(4) Submit Requests for MEPS to administer special purpose tests, not currently approved, through MAPWG member to Director, Accession Policy for approval.

i. The MAPWG Members will—

(1) Coordinate with USMEPCOM to review and approve/disapprove exceptions to policy for ASVAB testing issues.

(2) Elevate initiative/concerns from their Service to Director, Accession Policy or MAPWG Committee, as appropriate.

(3) Participate in MAPWG committee meetings, as defined in chapter 9.

## **Chapter 2**

### **The Department of Defense Enlistment Testing Program**

#### **2–1. Program Description**

a. The DOD Enlistment Testing Program gives a sponsoring service an applicant’s aptitude test results.

b. The sponsoring service will determine an applicant’s eligibility for enlistment.

c. Specific forms of the ASVAB are designated for use in the DOD Enlistment Testing Program.

d. The ASVAB scores are one of several criteria used to qualify individuals for enlistment and for placement into military occupational specialties.

#### **2–2. Testing Policy**

a. Enlistment qualification tests will not be administered to applicants who are otherwise ineligible for enlistment.

b. The recruiting service is responsible for ensuring that the applicant meets basic eligibility requirements to enlist prior to sponsoring an individual for MEPS or MET site ASVAB testing.

c. The USMEPCOM Form 680–3A–E, Request for Examination, is required to authorize the applicant’s enlistment qualification testing or retesting. Accuracy of the data elements on the form is the responsibility of the applicant and the recruiter. The ASVAB will not be administered to any applicant unless a fully completed and certified USMEPCOM Form 680–3A–E is presented prior to testing. USMEPCOM Form 680–3A–E is available at the MEPS and from the USMEPCOM website.

d. The enlistment ASVAB is used solely for the testing of individuals specifically applying for enlistment. The enlistment ASVAB is not used to test in educational institutions.

e. Testing applicants for enlistment with the ASVAB by other than MEPS-designated personnel is not authorized, except in overseas areas.

f. The ASVAB scores are valid for enlistment purposes, including the Delayed Entry Program (DEP), for 2 years from the date of test administration. In all cases the most recent valid ASVAB score is the score of record and is the only score that can be used for enlistment processing purposes.

g. To take the enlistment ASVAB, applicants must provide photographic identification, for example, driver’s license, student identification card, military dependent identification card, or passport, to the test administrator (TA) prior to testing. Applicants without such identification will be required to have their right thumbprint imprinted on the USMEPCOM Form 680–3A–E. Applicants without photographic identification and who refuse to render a thumbprint will be denied the opportunity to test. During processing, applicant signatures will be compared to ensure proper applicant identification.

h. Personnel in the DEP will not test with the ASVAB.

i. The first ASVAB administered, whether in the enlistment or student program, is the initial test of an applicant. An exception is a test administered in the school testing program to a student in the 10th grade. Because this test cannot be used for enlistment purposes, it does not count as a first test. Any subsequent testing with the ASVAB, enlistment or student, within 2 years of any previous test is considered a retest (see chap 6).

j. An applicant who has answered at least one question on the ASVAB is considered to have tested.

k. A TA is not authorized to test an individual who, in their judgment, appears to be under the influence of alcohol or drugs.

l. Under normal circumstances, applicant test results will only be provided to the sponsoring recruiting service.

m. Cameras, cellular telephones, or any other personal electronic devices are prohibited within any testing area.

n. Applicants detected receiving or using unauthorized assistance (crib sheets, talking during the test, gazing onto a neighbor’s test, and so forth), or using other devious means (such as working on a portion of the test other than the one being administered or using a calculator, slide rule, cellular telephone, electronic translator, or other mechanical device) will not be allowed to continue to test; or, if testing is complete, their test results will be invalidated.

o. Applicants leaving the test room without authorization will have their test results invalidated.

p. In all cases where a test is invalidated, the individual will be prohibited from further testing for 6 calendar months. Additionally, results of an invalidated test cannot be used for enlistment purposes.

q. In addition to administering the ASVAB, MEPS personnel are authorized to administer approved special purpose tests. Special purpose testing will not be scheduled or conducted in such a manner to impair enlistment or student testing missions.

r. The MEPS Test Administrators will not administer the ASVAB to other personnel (military or civilian) assigned to the same MEPS.

s. At paper-and-pencil MET sites, only the unverified Armed Forces Qualification Test (AFQT) score may be released to the sponsoring recruiting service. At CAT–ASVAB MET sites, all scores on the CAT–ASVAB unverified score report may be released to the sponsoring recruiting service.

t. Prohibited coaching practices. MEPS, OPM and recruiting personnel may not use ASVAB tests, locally developed test questions, test aids, or commercial study guides to familiarize applicants or potential applicant with the ASVAB. Applicants may be advised commercial study guides are available; however, commercial study guides will not be maintained in any MEPS or MET site facility, or in the possession of MEPS, Office of Personnel Management (OPM) and recruiting personnel for use by applicants. The MEPS, OPM and recruiting personnel will not participate in applicant study preparation, nor recommend any type of activity that will assist applicants with improving ASVAB scores. The TAs will report anyone seeking inappropriate testing assistance to the MEPS commander.

## **Chapter 3**

### **The Department of Defense Student Testing Program**

#### **3–1. Program description**

a. This program is offered to provide students in secondary and post-secondary schools assistance in curriculum planning, vocational and career counseling and group assessment. The program, also known as the Career Exploration Program, provides names of potential recruits to the Military Services.



- b.* Specific forms of the ASVAB belong to the DOD Student Testing Program.
- c.* The ASVAB is a major component of the Career Exploration Program. It has been shown to predict future occupational and academic success.
- d.* The DOD offers the ASVAB program to schools at no cost.
- e.* The ASVAB results, integrated with individual interest assessments and personal preferences, enable students to explore suitable careers for themselves. It is also useful to the Services to identify students eligible for military service and assignment to military occupational training programs. Various options are available to permit or restrict recruiter contact with students after schools receive the scores.

### **3–2. Testing policy**

- a.* Testing in educational institutions with the enlistment ASVAB is prohibited. However, the results of the student ASVAB can be used for enlistment up to two years following the date of the test for 11<sup>th</sup> and 12<sup>th</sup> graders. Test results for 10<sup>th</sup> graders cannot be used for enlistment. Scores reported for students who take the student test while in an applicant status are invalid for enlistment.
- b.* The USMEPCOM will provide test materials and the administration, scoring, and reporting of results to schools via the MEPS responsible for the school.
- c.* To participate in this program, the school will provide students in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades a suitable well-lighted and ventilated room free of extraneous noise and interruptions, and a three-and-one-half hour block of time.
- d.* It is not appropriate to test 9<sup>th</sup> graders. There are no nationally representative norms for this age group. If 9<sup>th</sup> graders are inadvertently tested, the answer sheets will be destroyed.
- e.* The recruiting service and school administration will establish formal procedures to control the distribution, access, and retention of ASVAB data on individual students for students tested in the 11<sup>th</sup> and 12<sup>th</sup> grades.
- f.* Student scores will be returned to school counselors to use in a program that supports educational and career counseling.
- g.* Recruiting personnel will encourage students to graduate prior to enlistment into a military Service.
- h.* Information on an individual's identity and related test information will not be released to any agency outside of the student's school system and the DOD.
- i.* The Inter-Service Recruitment Committee (IRC) maintains final responsibility for proctor support.
- j.* Additional student testing policy and procedures are defined in USMEPCOM regulations.

## **Chapter 4 The Department of Defense In-Service Testing Program**

### **4–1. Program description**

- a.* The Armed Forces Classification Test (AFCT) is the in-service test which evaluates individuals on the same aptitude areas as the enlistment ASVAB.
- b.* The AFCT, like the ASVAB, provides measures of train ability and has demonstrated that it is a valid predictor of success in initial entry training programs.
- c.* The AFCT will always be administered in its entirety.
- d.* The AFCT, along with acquired in-Service education, job experience and training, is useful to evaluate personnel decisions on an individual's potential for advancement or specialized training.
- e.* As new ASVAB forms are introduced into the enlistment testing program, no less than two forms of the predecessor enlistment ASVAB will be designated for an AFCT.
- f.* The DMDC will recommend and the MAPWG will approve forms of ASVAB versions for an AFCT.
- g.* Answer sheets, administration instructions, directions for scoring, and scoring keys, will carry the AFCT title.
- h.* The cover and numbering of the AFCT will be distinct from ASVAB identification.
- i.* The MAPWG must concur with any alteration to AFCT test booklets and components.
- j.* The Services will be responsible for printing and reprinting all AFCT materials. The MAPWG will determine procedures to print and reprint to meet each Services need.

### **4–2. Testing policy**

- a.* Each Service will establish policies, procedures, and responsibilities for an in-Service testing program to determine qualification of individuals for in-Service placement and programs.
- b.* The loss or compromise of a single AFCT test battery jeopardizes not only the AFCT, but more importantly, the ASVAB.
- c.* To ensure ASVAB security, and consistent with ASVAB policy, only Service-designated test control officers (TCO) and TAs will handle AFCT materials.

- d.* The AFCT is administered only in its entirety (all ASVAB subtests).
- e.* The following, as a minimum, are prohibited actions that constitute loss or compromise of test material and require an investigation. Service regulations will acknowledge these concerns and ensure that the AFCT is safeguarded.
- (1) Access to test by unauthorized personnel.
  - (2) Discussion of test questions with unauthorized personnel.
  - (3) Examinee revealing test questions to other Service members.
  - (4) Questioning of examinees by anyone for the purpose of gaining knowledge of test contents.
  - (5) Development of a local or practice test which contains actual test material. This includes coaching practices with locally developed test questions, test aids, or commercial test study guides to familiarize an individual with a test.
  - (6) Reproduction of any test materials in whole or in part.
  - (7) Removal of test material by an examinee from the test room.
  - (8) Leaving examinees unsupervised during a test session.
  - (9) Failure to account for accountable test material at any time.
  - (10) Transfer of accountable test material without proper receipt.
  - (11) Destruction or disposition of test material under improper conditions.
  - (12) Improper mailing of test material.
  - (13) Suspected incidents of training courses or sessions using questions from test booklets or emphasizing information known to be covered by the test, that is, coaching.
  - (14) Tampering with any package containing test material.
  - (15) Improper storage of test material.
  - (16) Access by unauthorized personnel to any safe or secured container containing test material.
  - (17) Theft of test material by any individual.
  - (18) Use of “crib sheets” or an unauthorized testing aid.
- f.* Each Service Testing Program will notify their Service MAPWG member in any instance of compromise or possible compromise of accountable and controlled material.
- g.* The Service policy MAPWG member will immediately report by memorandum all instances of actual test loss or possible compromise of accountable and controlled material to the Chair, Policy Committee. As a minimum, the memorandum will include test site location and date, purpose and size of session, circumstances surrounding incident, action taken to investigate, projected time to complete investigation, and action regarding continued use of lost or compromised test version. Upon final report to the Policy Committee, which will include corrective action to prevent recurrence, a vote will decide continued use of the test version by that Service and in the in-Service testing program.

## **Chapter 5**

### **The Department of Defense Overseas Testing Program**

#### **5-1. Program description**

- a.* Student and enlistment ASVAB testing outside the United States.
- b.* The Military Services are responsible for operation of the overseas testing program, except for U.S. Territories, which is the responsibility of USMEPCOM.
- c.* Each Service MAPWG representative will identify an ASVAB Overseas Program Manager for their respective Service to provide close coordination with HQ USMEPCOM.

#### **5-2. Policy**

- a.* Appointment orders must be issued authorizing the test examiner to administer both the student and enlistment ASVAB. Test Control Officer (TCO) appointment orders are to be signed by the test examiner’s commander and maintained on file by the Services ASVAB Overseas Program Manager.
- b.* The ASVAB will always be administered in its entirety.
- c.* The ASVAB test will be administered and mailed only by an authorized TCO or TA.
- d.* Overseas Services TCO or TA will administer the student and enlistment ASVAB according to the appropriate Manual for Administration, enlistment or student.
- e.* Enlistment tests will be scored and processed through the USMEPCOM Integrated Resource System (USMIRS) within 3 working days of receipt.
- f.* Student tests given at Department of Defense Dependent Schools (DODDS) will be scored, processed through USMIRS, and all CEP related results mailed to the respective DODDS within 14 days of receipt.
- g.* Honolulu MEPS will provide official student and enlistment ASVAB scoring support for the Pacific and Far East areas. New York MEPS will provide official student and enlistment ASVAB scoring support for the European, Caribbean, Central and South America, and the Middle East areas.

*h.* Special purpose tests conducted for enlistment by overseas TCOs are processed through New York or Honolulu MEPS and scored results and answer sheets will be verified by MEPS test personnel and entered into USMIRS.

*i.* Additional guidance regarding ASVAB overseas testing is found in USMEPCOM Regulations and from the HQ USMEPCOM Overseas Testing Program Manager.

### **5-3. Enlistment testing**

*a.* The TCO or TA, with the appropriate Service recruiter, will ensure the original USMEPCOM 680-3A-E (Request for Examination) is completed for each applicant prior to the administration of the enlistment test.

*b.* The TCO or TA will mail the following items to a designated MEPS within 48 hours after administering the enlistment test: completed USMEPCOM Form 680-3A-E; completed USMEPCOM Form 611-1-7-R-E (Aptitude Testing Processing List); and DD Form 2AS (Enlistment Answer Sheet).

*c.* After administering the enlistment test, TCO or TA will compute the ASVAB AFQT using the personal digital assistant (PDA) and record results on the USMEPCOM Form 611-1-2-R-E (Unverified Test Scores). This form will be given to the overseas recruiter after the test. If the recruiter is not present at the test site after completion of the test, the unverified test scores are given to the applicant in a sealed envelope addressed to the recruiter.

### **5-4. Student testing**

*a.* The Services ASVAB Overseas Program Manager will coordinate with all DODDS overseas to schedule student testing annually. The Service of the base or installation commander is the responsible Service for ensuring student testing is administered.

*b.* Recruiting personnel may serve as proctors in student test sessions; otherwise, they are prohibited from performing any other duties while the test is being administered.

*c.* The TCO or TA will mail the following items to the designated MEPS within 48 hours after administering the student test: USMEPCOM Form 601-4-3-R-E (Student Test Record); DD Form 1304-5AS (Student Answer Sheet).

## **Chapter 6 Retests**

### **6-1. Retest policy for enlistment and student Armed Services Vocational Aptitude Battery**

*a.* An ASVAB test within 2 years of any previous ASVAB test is a retest.

*b.* An applicant who answers at least one ASVAB question is considered to have tested and establishes retest eligibility.

*c.* The retest policy applies to both the enlistment and student testing programs without distinction. After taking an initial ASVAB, an individual can retest 1 calendar month after the initial test, 1 calendar month after the first retest, and every 6 calendar months thereafter. A mandatory test session in a high school does not automatically waive this policy.

*d.* When retested, a complete ASVAB is administered and the results of a valid test become the applicant's score of record.

*e.* If an applicant is retested with the same test version within a 6 calendar month period, the retest score will be invalidated and the previous test score will stand as the score of record. However, if this condition is the result of a USMEPCOM clerical or administrative error, an immediate retest using a different ASVAB version may be authorized by the MEPS Commander.

*f.* Individuals in the DEP will not be retested except for inquiry into possible testing improprieties. If an individual is tested inadvertently while in the DEP, the resulting test scores are invalid.

### **6-2. Functions for enlistment and student Armed Student Vocation Aptitude Battery**

*a.* The HQ USMEPCOM can authorize MEPS commanders to retest for USMEPCOM (not Service) error, in those instances where testing occurred under adverse conditions, for example, fire evacuation, or if it is believed an individual's scores do not reflect true ability.

*b.* The HQ USMEPCOM can authorize MEPS commanders to retest an applicant who, through no fault of the applicant's own, is precluded from completing the test, for example, called away from the test session due to emergency. This does not include illness that existed prior to the test session since the applicant is cautioned not to take the test if ill.

*c.* The MEPS Commander may require an applicant to retest when the MEPS Commander, Operations Officer, Test Control/Alternate Test Control Officers, upon interviewing the applicant, have reasonable cause to suspect improper means were employed to influence or inflate test scores. The retest will be taken at the MEPS.

*d.* If any testing impropriety is discovered as a result of mandatory re-testing and/or an appropriate interview, all

associated retest results for that applicant will be invalidated, and the individual will be prohibited from voluntary retesting for 6 calendar months. When eligible to retest, all retests must be taken in the MEPS.

*e.* When a Service errs in the application of established testing policy, the Service MAPWG policy member may discuss retest with HQ USMEPCOM for an exception to testing policy. Each must concur that an exception is appropriate.

*f.* USMEPCOM administers a mandatory confirmation retest as a result of a gain of 20 or more Armed Forces Qualification Test (AFQT) percentile points. This gain is compared to the most recent valid test score received within the previous 6 calendar months. Results of a confirmation test are not valid for enlistment.

### **6-3. Retest policy for in-Service**

*a.* Each Service will implement policies and procedures for retesting on the AFCT.

*b.* Any exceptions to policy will be directed to Service Program Manager.

## **Chapter 7 Test Security**

### **7-1. Purpose**

*a.* The loss or compromise of a single ASVAB test battery jeopardizes ASVAB predictive validity.

*b.* Each individual who takes either the student or enlistment ASVAB must be considered a potential accession. Inaccurate test scores may result in improper, illegal, or unlawful training, classification, assignment to training, or other personnel action detrimental to the individual or the military service.

*c.* Each individual who takes the AFCT is a member of the US Armed Forces. Inaccurate test scores may result in improper, illegal, or unlawful training, classification, assignment to training, or other personnel action detrimental to the individual or the military service. Individual may be prosecuted under United States Code of Military Justice.

### **7-2. Functions**

*a.* The MEPS is in charge of ASVAB test sessions in the U.S. and the U.S. Territories.

*b.* In overseas areas the Service TCO is in charge of an ASVAB test session for the command or commander sponsoring the test. Each military service will provide to USMEPCOM a current list of their overseas TCOs authorized to administer student and enlistment ASVAB test versions.

*c.* A TCO is responsible for the overall testing program and exercises close supervision over all phases of test material receipt, storage, protection, issue, administration, scoring and destruction. Duties include control and training of TAs and proctors, and application of the highest levels of honesty, integrity, and professionalism in each test session.

*d.* Each TA and proctor is responsible to the TCO to ensure tests are scored and results recorded accurately, proper testing procedures are followed, test sessions are organized, and each individual has test materials, is following instructions, and has questions answered.

*e.* In the student testing program the applicant to proctor ratio will be no greater than 40:1, excluding the TA. For testing rooms with 25 individuals or less, the TA may release the proctor provided adequate security and integrity of the test can be maintained.

*f.* In the enlistment testing program, the applicant to TA ratio will be no greater than 25:1. When the seating capacity at in-house or MET site tests exceeds 25, the MEPS commander is authorized to waive to a maximum ratio of 30:1, provided adequate security and integrity of the test can be maintained. When the test session size exceeds 50, the applicant to TA ratio will revert to 25:1.

*g.* The TA determines the number of proctors needed for each student test session. Regardless of rank, rate, or grade, the proctor is responsible to the TA. Each is responsible to prevent cheating during a test session.

*h.* During a test session, only examinees, TAs and designated proctors, military or civilian, are permitted to handle test booklets. Only TAs should handle CAT-ASVAB diskettes and CDs and have access to CAT-ASVAB passwords.

*i.* Recruiting personnel (military or civilian) are prohibited admission to an enlistment test session.

*j.* Establishing a MET Site in a recruiting station is prohibited.

## **Chapter 8**

### **Accountable Test Materials**

#### **8-1. Accountability**

*a.* Accountability to safeguard all controlled test components containing test questions or answers will be in effect at all times.

*b.* Accountable test items are test booklets, cassettes, CDs, scoring keys, CAT-ASVAB computer disks, special purpose testing software, partially or fully completed answer sheets, personal digital assistants (PDAs), PDA memory modules, and scratch paper with annotations used for ASVAB or special purpose test administration. Accountable items are designated "FOR OFFICIAL USE ONLY" or "CONTROLLED ITEMS (TEST MATERIALS)" or similar wording.

*c.* Non-accountable items are blank answer sheets, administration manuals and scoring worksheets.

#### **8-2. Functions**

*a.* Controlled test materials maintained by Office of Personnel Management (OPM) personnel will be secured in accordance with OPM Handbook for Administering the ASVAB, Career Entry (CE) 611-1.

*b.* USMEPCOM is responsible for the requisition, storage, issue, security, and maintenance of appropriate stock levels of materials for the DOD STP, ETP at MEPS, and MET sites.

*c.* For overseas testing, the service designated TCO is the ASVAB TCO and is responsible for the requisition, storage, issue, security, and maintenance of appropriate stock levels of all test materials required for the DOD Student and Enlistment Testing Programs.

*d.* Upon completion of any test session, an inventory and accounting of all test materials will be conducted.

*e.* Neither controlled testing material nor information extracted therefrom will be released to any individual or agency not authorized access to such material. Exceptions will be submitted in writing and through channels through Deputy Chief of Staff, G-1 (DCS, G-1) (DAPE-MPA), 300 Army Pentagon, Washington, D.C. 20310-0300 to the Office of the Under Secretary of Defense (OUSD(P&R), 400 Defense Pentagon, Washington, D.C. 20301-4000. The request will include:

(1) A statement of the reason for the need to know.

(2) Anticipated use of test scores or testing material.

(3) The number and types of test scores or testing materials desired.

(4) Safeguard procedures to be used for controlling and protecting the test materials, test scores, and names of examiners.

*f.* The USMEPCOM is delegated the authority to control reproduction of controlled testing materials.

*g.* Military or DOD civilians will be suspended from testing duties whenever credible information or reports of an investigation reveal that they may have—

(1) Furnished controlled test material, test questions, or answers to an unauthorized person.

(2) Been derelict in connection with protecting test materials.

(3) Been found with unauthorized possession of test materials.

*h.* If warranted, the individual will be referred to the commander or supervisor for consideration of appropriate disciplinary action under the Uniform Code of Military Justice (UCMJ) or OPM regulations.

## **Chapter 9**

### **Committees and Working Group**

#### **9-1. Defense Advisory Committee on military personnel testing**

*a.* A Congressionally mandated committee consisting of five eminent psychologists who are experts in the area of psychological and educational measurement.

*b.* Meets three times a year, or more if needed and reports to the USD(P&R).

*c.* Reviews the development and calibration of new ASVAB versions to ensure the accuracy of resulting scores.

*d.* Reviews relevant validation studies to ensure that the tests have utility in predicting success in technical training.

*e.* Reviews on-going testing research and development in support of the enlistment process.

*f.* Recommends improvements to make the testing program more responsive to the needs of DOD and the military Services.

#### **9-2. Manpower Accession Policy Working Group**

*a.* Consists of representatives from the offices of Accession Policy and Reserve Affairs of the Office of the

Secretary of Defense; Service, DMDC and USMEPCOM technical and policy staff officers; and scientists from Service research laboratories.

*b.* Provides technical support and policy recommendations on implementation of tests and supporting programs pertaining to all aspects of the enlistment and student testing programs as a result of review and discussion of test plans, analyses, and proposals.

*c.* Reports to the Manpower Accession Policy Steering Committee and the Director, Accession Policy.

*d.* Meets quarterly or on call by the chairperson.

*e.* Approves ASVAB form versions for ETP, STP, and AFCT as well as making obsolete and authorizing destruction of same.

## **Appendix A References**

### **Section I Required Publications**

#### **DODD 1304.12**

DOD Military Personnel Accession Testing Programs. (Cited in para 1–4c.) (Available at [www.dtic.mil/whs/directives/](http://www.dtic.mil/whs/directives/).)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

#### **AR 601–270/AFR 33–7/MCO P1100.75A**

Military Entrance Processing Station (MEPS).

#### **AR 611–5**

Army Personnel Selection and Classification Testing.

### **Section III Prescribed Forms**

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the APD Web site ([www.apd.army.mil](http://www.apd.army.mil)): DD Forms are available from OSD Web site <http://webl.whs.osd.mil/icdhome.htm>).

#### **USMEPCOM Form 680–3A–E**

Request for Examination. (Prescribed in paras 2–2, 5–3 and 9–14.)

### **Section IV Referenced Forms**

#### **DA Form 11–2–R**

Management Control Evaluation Certification Statement

#### **DD Form 1304–5AS**

Student Answer Sheet

## **Appendix B Management Control Evaluation Checklist**

### **B-1. Function**

The function covered by this checklist is military personnel accession testing programs.

### **B-2. Purpose**

The purpose of this checklist is to assist MEPS personnel to evaluate the key management controls listed below. It is not intended to cover all controls.

### **B-3. Instructions**

Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control valuation Certification Statement).

### **B-4. Test Questions**

- a.* Are accountable test materials tracked annually and by serial number on the annual inventory?
- b.* Are applicants ASVAB scores valid for enlistment?
- c.* Are test booklets, answer sheets and other testing materials accounted for by the Office of Personnel Management test administrator at the conclusion of each Student Testing Program test session?
- d.* In the most recent transfer of accountable test materials between the in-coming and out-going TCO, are joint inventories current?

### **B-5. Supersession**

This checklist replaces the checklist for Personnel Activities, Military Personnel Functions, published in DA Circular 11-89-1, 15 May 1989.

### **B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to DCS, G-1 (DAPE-MPA), 300 Army Pentagon, Washington, D.C. 20310-0300.



## **Glossary**

### **Section I**

#### **Abbreviations**

**AFCT**

Armed Forces Classification Test

**AFQT**

Armed Forces Qualification Test

**ASVAB**

Armed Services Vocational Aptitude Battery

**CAT-ASVAB**

Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery

**CE**

Career Entry

**CEP**

Career Exploration Program

**DAC**

Defense Advisory Committee on military personnel testing

**DCS, G-1**

Deputy Chief of Staff, G-1

**DEP**

Delayed Entry Program

**DMDC**

Defense Manpower Data Center

**DOD**

Department of Defense

**DODDS**

Department of Defense Dependent Schools

**IRC**

Inter-Service Recruitment Committee

**MAPWG**

Manpower Accession Policy Working Group

**MEPS**

Military Entrance Processing Station

**MET**

Mobile Examining Team

**OPM**

Office of Personnel Management

**OUSD(P&R)**

Office of the Under Secretary of Defense (Personnel and Readiness)

**r&d**

research and development

**STP**

Student Testing Program

**TA**

test administrator

**TCO**

test control officer

**UCMJ**

Uniform Code of Military Justice

**USA HRC**

United States Army Human Resources Command

**USD(P&R)**

Under Secretary of Defense (Personnel and Readiness)

**USMEPCOM**

United States Military Entrance Processing Command

**USMIRS**

USMPECOM Integrated Resource System

**Section II****Terms****Accountable test material (controlled test material)**

Test material that may only be seen by authorized persons and must be secured in a locked file cabinet when not in use.

**Armed Forces classification test**

An in-Service test that measures persons on the same aptitude areas as the ASVAB. Scores are qualifying for service specific education and job placement programs.

**Armed Forces qualification test**

A score derived from ASVAB subtests that assists selection of persons into a Service and eligibility determination for special Service programs, and accession quality reporting to Congress.

**Armed Service Vocational Aptitude Battery**

A multiple aptitude test normed on a nationally representative sample of American youth ages 16–23. It measures developed abilities and predicts what a person could accomplish with training or further education.

**Enlistment test**

Forms of the ASVAB to determine a person's enlistment eligibility to enlist into a military Service and classification into a military job.

**Student test**

Forms of the ASVAB administered in secondary and post-secondary schools that include a program for vocational counseling and career exploration; scores may be used to enlist into a military Service.

**Test administrator**

A person, also known as a test examiner, on written appointment order who is authorized to administer and score a test.

**Test control officer**

Designated officer, noncommissioned officer or civilian on written appointment order who is responsible for an overall

testing program which includes ordering test and support material, safeguarding and accounting for controlled test material, test administration, scoring tests, and reporting test scores.

**Test proctor**

A person(s) who assists the TCO or TA to administer a test session.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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