MILPERSMAN 1236-010

RETESTING WITH THE ARMED FORCES CLASSIFICATION TEST (AFCT) VERSION OF THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

Responsible Office	CNO (N13)	Phone:	DSN	223-0192
			COM	(703) 693-0192
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1. **Background**

a. The Armed Services Vocational Aptitude Battery (ASVAB) is given to non-prior service recruits as a tool to determine enlistment eligibility, and eligibility to attend Class "A" School.

b. On many occasions, members acquire additional education and broaden their educational experience after entering Navy. Retesting these members with the Armed Forces Classification Test (AFCT) version of the ASVAB could improve their qualifications and opportunity for career development.

2. **Authorization to Administer AFCT**. Commands authorized to administer the AFCT (as listed in MILPERSMAN 1200-050) can locally approve retesting. Additionally, embarked CARGRU/CRUDESGRU/PHIBRON commanders may request temporary authority to administer the AFCT to the entire CVBG/ARG while in a deployed status. Requests should designate a test control officer (TCO) who will coordinate AFCT testing for all ships/squadrons in the CVBG/ARG, list the amounts of testing materials required for the duration of the deployment, and provide a TCO mailing address for the testing materials. Requests should be mailed to: **Chief of Naval Operations (N132F), 2 Navy Annex, Washington, DC 20370.**

3. **Justification**. Members desiring to retest must meet all of the following criteria:

a. A legitimate reason for retesting (i.e., qualification for a rating conversion or special program).

b. At least 1 month elapsed since last ASVAB or AFCT.

c. A valid NAVPERS 1070-604 (Rev. 07-91), Enlisted Qualification History in member's service record.

d. Demonstrate positive improvement in education, language, or math proficiency by

(1) gaining a high school diploma or equivalency (e.g., General Educational Development (GED)) since most recent ASVAB or AFCT.

(2) passing the United States citizenship test since most recent ASVAB or AFCT.

(3) completion of Navy Academic Skills or Functional Skills course since most recent ASVAB or AFCT.

(4) completion of educational enhancement software courses (e.g., PLATO) in math, English, history, science, social studies, or psychology since most recent ASVAB or AFCT.

(5) completion of a college or correspondence course in math, English, history, science, social studies, or psychology since most recent ASVAB or AFCT.

e. Completion of Navy "A" or "C" Schools, or completion of Navy correspondence courses for advancement are **not** considered qualifying.

f. Requests shall contain full justification of need for retesting (including specific rating entry, schools, or special programs desired for which waivers could not be obtained) and documentation of improvement in education (paras. 3d(1) through 3d(5) above).

3. **Be Aware**

a. Commands shall ensure members understand the new score will become the official score **even if lower than the previous test**.

b. Requests for retests that indicate a lack of potential for improved scores, failure to provide sufficient justification and documentation, or do not allow sufficient time to complete application for the program desired (with particular emphasis on meeting established deadlines) will not normally be approved.

MILPERSMAN 1236-020

REINTERVIEW OF PERSONNEL BEING DISENROLLED FROM CLASS "A" SCHOOL

Responsible Office	CNO (N13)	Phone:	DSN	223-0192
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Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual COMNAVCRUITCOMINST 1130.8F COMNAVCRUITCOMINST 5400.2D

1. **Definition**

a. The reinterview of personnel being disenrolled from Class "A" School (Reclassification Program) is a continuation of the enlisted classification process that begins before each member enlists in the Navy.

b. As a general rule, the Reclassification Program extends to all Class "A" School students for which training is being terminated. Most students will receive the benefit of a one-on-one interview by the Enlisted Classifier.

2. **Purpose**. The purpose of the Reclassification Program is to interview Class "A" School students where the decision has been made to terminate training. The Enlisted Classifier, with the necessary training in vocational counseling and in the unique position of trust on behalf of the Navy, can interview and counsel the member as to the best course of action given the circumstances. The purposes of the enlisted classification interview are as follows:

a. To counsel the member as to the best course of action given the circumstances.

b. Redirect the student's efforts to gain a productive asset for the Navy.

c. Document the events and ensure that appropriate service record entries are made.

d. Obtain additional training for the member, if appropriate.

e. Should the member have an option for separation from active duty, document the election made and list positive efforts to retain the member.

3. **The Enlisted Classifier**

a. To do the job effectively, the Enlisted Classifier must have the support of the Personnel Support Activity Detachment (PERSUPPDET) to which assigned and the training activity supported by the PERSUPPDET. Additionally, the Enlisted Classifier must keep up-to-date on Navy needs (which may override the most desirable solution) and procedures as set forth by Chief of Naval Operations (CNO) (N13).

b. Upon referral of a potential disenrollee for reinterview, the Enlisted Classifier shall be provided with the following:

(1) The individual’s service record.

(2) Medical report showing disqualifying information if that is the reason for disenrollment.

(3) Student Training Record with instructors' notes and recommendations.

(4) Recommendations of the Academic Review Board.

(5) Any other data pertinent to the case.

NOTE: Any PERSUPPDET providing personnel services to Class “A” School students without having a PN-2612 billet shall appoint a PN2 or above to perform reclassification functions. CNO (N13) shall be informed of this designation. Additionally, a request to add a PN-2612 Navy Enlisted Classification (NEC) code to an existing PN billet is encouraged.

c. Technical control and guidance of Enlisted Classifiers is a function of CNO (N13). Accordingly, direct liaison with CNO (N13) by Enlisted Classifiers, or personnel designated in their absence, is authorized in carrying out functions of this article.

4. **Not Eligible for Reassignment/Interview**. The following categories are not eligible for assignment to another Class "A" School and need not be interviewed:

a. Being disenrolled from the second Class "A" School.

b. On temporary additional duty under instruction orders.

c. Being disenrolled for disciplinary reasons (may be reinterviewed on a case basis at the request of the training activity).

5. **Disenrolled for Academic Reasons**. A member being disenrolled from Class "A" School for academic reasons, and not excluded by above categories, may be considered for reassignment to a second school of equal or less difficulty provided the member is

a. considered to have demonstrated a genuine effort to progress in the assigned school.

b. eligible in all respects for the recommended school (i.e., test scores, security clearance, obligated service requirements, etc.) as specified in this article and NAVPERS 15909G. No test score waivers are authorized for assignment to a second Class "A" School.

c. designated for further assignment by CNO according to NAVPERS 15909G.

d. reinterviewed by an Enlisted Classifier assigned to perform enlisted classification functions as the PERSUPPDET that supports the appropriate training activity.

6. **Outcome of Interview**

a. **Recommended Reassignment:** If the Enlisted Classifier recommends assignment to another Class "A" School, the Enlisted Classifier shall make the member available (by phone) to CNO (N13). The Enlisted Classifier is responsible for insuring the member is fully qualified for the school prior to requesting a quota. Members recommended for additional training, for which the Enlisted Classifier is unable to obtain a school quota, shall be made available for general duty according to NAVPERS 15909G. It is not required, nor desired, that a school recommendation be listed in the availability report.

b. **Recommended On-the-Job Training:** Where the final recommendation by the Enlisted Classifier is on-the-job training, those members shall be processed for reassignment under NAVPERS 15909G.

7. **NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks**. NAVPERS 1070/613 entries required in support of the Reclassification Program are set forth in COMNAVCRUITCOMINSTS 1130.8F and 5400.2D. Additional NAVPERS 1070/613 entries shall be prepared as necessary to document events.

MILPERSMAN 1236-030

SAFEGUARDING ENLISTED CLASSIFICATION TEST MATERIAL

Responsible Office	CNO (N13)	Phone:	DSN	225-4449
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Governing Directives	BUPERSINST 1001.39D COMNAVRESFORINST 1001.5C COMNAVCRUITCOMINST 1130.8F COMNAVCRUITCOMINST 5400.2D

1. **Policy**. Enlisted classification test materials, including examination questions and answers, are official information and warrant protection under statutory requirements or in the public interest. This article sets forth minimum protection and control and applies specifically to all enlisted classification test materials such as the following:

a.	Armed Forces Classification Test (AFCT)
b.	Armed Services Vocational Aptitude Battery (ASVAB)
c.	Defense Language Aptitude Battery (DLAB)
d.	Navy Advanced Programs Test (NAPT)
e.	Radio Code Aptitude Battery (RCAT)

2. **Labeling and Handling**

a. All tests (including examiner's copy) and scoring keys are designated "For Official Use Only" and must be so labeled.

b. Test answer sheets must be handled as "For Official Use Only."

c. Handling of unwrapped tests, scoring keys, copies of tests, and completed answer sheets after test administration must be limited as follows:

ACTIVITY (authorized by Chief of Naval Operations (CNO) (N13) to hold enlisted classification tests)	TEST CONTROL OFFICER (TCO) (by written order of the commanding officer or readiness commander)	TEST ADMINISTRATOR (testing and grading)	ENLISTED CLASSIFICA-TION TESTS
Personnel Support Activity Detachments	Officer in Charge	Assigned Enlisted Classifier (PN-2612) (exception - designated in writing by TCO) **NOTE:** Also determines retesting eligibility	AFCT ASVAB DLAB RCAT
Navy Recruiting Districts (NRD)	A commissioned officer	Any E-7 or above designated in writing by the NRD Commanding Officer	NAPT
Naval Reserve Readiness Command (NAVRESREDCOM)		The assigned Enlisted Classifier (PN-2612) **NOTE:** Also oversees activity Enlisted Classifiers	ASVAB DLAB RCAT
Naval Air Station (NAS)			
Naval Air Facility (NAF)			
Naval Air Reserve (NAVAIRES)			
Naval Reserve Center (NAVRESCEN)	Classification Coordinator	Classification Coordinator Reserve Activity assets who meet the requirements of BUPERSINST 1001.39D or COMNAVRESFORINST 1001.5C	
Naval and Marine Corps Reserve Center (NMCRC)			
Naval Air Reserve Center (NAVAIRESCEN)			

3. **Accounting for Materials**. Enlisted classification test materials must be carefully accounted for and stored as specified in this article when not in use.

a. A log must be kept on access to classification test materials with the below minimum information entered:

(1)	Time and date safe opened and closed.
(2)	Who had access.
(3)	Test materials removed and returned.
(4)	Reason removed and returned.
(5)	A positive indication that all materials are accounted for.
(6)	Daily entries as to whether or not the safe was opened.

b. Inventory shall be by

(1)	serial number.
(2)	number of each item on board.

c. Other inventories will be according to COMNAVCRUITCOMINSTS 1130.8F and 5400.2D.

d. After testing, but prior to the departure of the examinee(s), all test materials will be collected (i.e., test booklet, answer sheet, scratch paper, pencils, etc.) and handled as follows:

(1)	The test booklet will be given a page-by-page check.
(2)	All pencil marks will be erased from the test booklet before it is used again.
(3)	Copies that are too marked-up or deteriorated beyond use will be destroyed as prescribed in this article and reported as destroyed on the next semi-annual Classification Report. (Exception: NAPT test materials held by Navy Recruiting Districts shall be returned to CNO (N133D).

4. **Travel**

a. Enlisted classification test materials must not be taken to geographical locations other than the one designated an enlisted classification site by CNO or Commander, Naval Reserve Force (COMNAVRESFOR) (i.e., enlisted classification test materials shall not be taken on road trips without proper authorization).

b. Requests to perform travel with enlisted classification test materials must be forwarded to CNO (N13) via the chain of command and must state

(1)	the specific reason and justification for travel;
(2)	that test materials will remain in personal custody of those persons authorized to handle such materials;
(3)	that the travel can be completed in less than 1 day;
(4)	that a safe is available at the testing site to which travel is desired;
(5)	that no one except the TCO, Enlisted Classifier, or Enlisted Coordinator (for Naval Reserve activities) has access to the safe;
(6)	that local funding of the travel is available; and
(7)	that no other reasonable means exists to accomplish the desired testing.

5. **Transfer**

a. Enlisted classification test materials must not be transferred between activities unless specifically authorized by CNO (N13).

b. For Naval Reserve activities, enlisted classification test material custody must not be transferred between activities unless specifically authorized by

(1)	COMNAVRESFOR (Code 22A6) for air activities.
(2)	COMNAVRESREDCOM for surface activities, with a copy to COMNAVRESFOR (Code 22A6).

6. **Replacement**

a. Replacement test materials must be requested by letter stating the reason for the test materials requested.

(1)	For **Navy Recruiting Districts** a letter of request must go to CNO (N13) via Commander, Navy Recruiting Command, Millington, TN.
(2)	For **Naval Reserve activities** a letter of request must go to COMNAVRESFOR (Code 22A6) via the proper chain of command (i.e., NAVRESREDCOM/NAS/NAF/NAVAIRES).

b. Old test materials must be destroyed per this article upon receipt of replacements (except NAPT test materials held by Navy Recruiting Districts).

7. **Transmittal**

a. Transmittal of test materials (except blank answer sheets) must be as follows:

(1)	By registered mail.
(2)	Packages of classification test materials must be • double wrapped, • tape sealed, and • accompanied by a delivery receipt for all test materials.
(3)	The inner and outer envelopes must reflect the address of both the sending and receiving commands.
(4)	The inner wrapper must be plainly marked • on the tape seal, and • on both sides at the top and bottom, and • at both ends, “TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO HANDLE NAVAL MILITARY PERSONNEL TEST MATERIAL.”

b. Upon receipt and determination by the receiving activity that the package contains test materials and prior to removal of the marked wrapping, it must be delivered only to the designated Enlisted Classification Test Control Officer to preclude the possibility of compromise.

8. **Storage**. Minimum storage requirements for test materials are as follows:

a.	Metal file cabinets with locking bar or safes that have a 3-tumbler combination security lock must be used (portable cabinets and safes are not acceptable).
b.	The lock combination shall be periodically changed as prescribed for classified material containers.

9. **Destruction**

a. Destruction of test materials must be by burning or shredding and must be accomplished under the supervision of personnel designated to handle test materials, who must certify

(1)	date of destruction,
(2)	title of material,
(3)	NAVPERS number,
(4)	serial number, and
(5)	number of copies destroyed.

b. The certification shall be retained by the responsible custodian of test materials until 2 years after the test series is canceled.

c. For Naval Reserve activities, test material destruction must be reported to NAVRESREDCOM (for surface) and COMNAVRESFOR (Code 22A6) (for air) on the next semi-annual Classification Report.

10. **Compromise or Loss**

a. Compromise or loss of any enlisted classification test material must be reported by both message and letter as follows:

(1)	Brief **message to CNO (N13)** (with information addressee as appropriate) within 24 hours of discovery.
(2)	**Letter to CNO (N13)** reporting missing, lost, or stolen Government property (via the appropriate chain of command) providing • pertinent information about the loss or compromise, • specific corrective action taken to preclude recurrence, • findings of fact, and • recommendations of the investigator.

b. An investigation is required in all cases of compromise, probable compromise, or loss of enlisted classification material.