

## ASVAB RETEST POLICY

Per Marine Corps Order 1230.5B - Effective 1 September 2009 the following changes are being made to the Marine Corps ASVAB retest policy:

1. **NO MARINE** will be allowed to retest without first obtaining written authorization from his/her command at the battalion/squadron level (see sample letter below) These requests may be signed “By direction” from the unit career retention specialist or any staff officer with “By Direction” authority from the Commanding Officer.

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.

*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.*

2. All in-service retest requests will be submitted to the Marine Corps Test Facility with a printout copy of the Marines current test scores in MCTFS. This sheet will be used to verify the need to retest for a particular assignment or program. If this sheet is not forwarded with the Marines answer sheets and authorization letter, the Marine’s retest scores will not be run on unit diary

3. Marines will not be retested earlier than 6 months following the most recent retest. Exceptions to this requirement can only be authorized by CMC (MPP-50) and will not be entertained unless a minimum of 90 days have passed from the last retest date and a form request has been sent by that Marines command. Marines who participate in the Military Academic Skills Program (MASP) may retest after 90 days have passed from the date of the last retest; however, these Marines still need to request a test waiver from CMC (MPP-50).

4. Because of these changes an appointment is now required for ASVAB testing in order to ensure that all necessary documents are proved to the education testing center. In addition please remember to:

- a. arrive in appropriate uniform with military ID card 15 mins prior to the test start time.
- b. cellphones are not allowed in the testing room.
- c. calculators are not permitted during the test.

on official letterhead

1230  
Office Code  
Date

From: Commanding Officer/Officer in Charge  
To: Education Officer, Marine Corps Base Quantico

Subj: REQUEST FOR IN-SERVICE RETEST OF CLASSIFICATION TEST

Encl: MCTFS Print-out of Scores for Sgt I. M. Motivated

Ref: (a) MCO 1230.5B

1. In accordance with the reference, request an in-service retest of the Armed Forces Classification Test/Defense Language Proficiency Test. Sgt I. M. Motivated is applying for the Warrant Officer Program and needs to attain an EL score of 110. His current score is a 108 and he last tested on 28 January 2006. Attached is a certified true copy of his TEST screen from MCTFS verifying these scores.

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

I. M. INCHARGE  
(or By direction)