

# Summary of Changes

An immediate revision has been made to this USMEPCOM Regulation (UMR). Changes are highlighted in red text; information that is obsolete and will be removed is highlighted in red text with ~~strikethrough~~.

## *Incorporating changes effective October 30, 2017*

- Paragraph 1-4b(3): Added Sector Commander test losses and compromise reporting guidance
- Paragraph 2-3(h): Added information about transportation of accountable test materials
- Paragraph 2-3(i): Added paragraph on storage of accountable test materials
- Paragraph 2-5c3(c): Changed verification of returned test material
- Paragraph 2-9(b): Added Sector Commanders test loss/compromise reporting guidance
- Paragraph 3-12e(1)(b): Changed 30 days to 10 days to complete the test
- Paragraph 3-12(e)(2)(b): Changed 30 days to 10 days to complete the test
- Paragraph 5-5b: Updated guidance on testers completing UMF 680-3A-E
- Paragraph 5-8(c)(4): Added the word “will” removed “can”

## *Incorporating changes effective September 15, 2017*

- Paragraph 2-1: Changed EDPT Administration Manual as a non-accountable (controlled) test item
- Paragraph 2-5(a)1: Clarified Disinterested Witness Appointment
- Paragraph 2-5(c)(1)(a): Clarified Disinterested Witness
- Paragraph 2-5(b)(1): Added a note regarding ITA “Other” Inventory can be used during MEPS Annual Inventory Procedures
- Paragraph 2-5 (b)(1): Clarified utilizing a Joint Inventory to satisfy an annual inventory
- Paragraph 2-5(c)(3)(f): Changed “TCO/TST” to “first testing personnel...”
- Paragraph 2-7e: Added “to include Sector Testing POCs”
- Paragraph 3-6(g): Added CPU placements
- Paragraph 3-7: Added this paragraph to provide Night Testing Provisions
- Paragraph 3-10: Separated CAT-ASVAB and iCAT Test Administration
- Paragraph 3- 11: Added iCAT/PiCAT testing information
- Paragraph 4-6: Changed “Efficiency” to “Utilization”
- Paragraph 4-6a: Changed Efficiency” to “Utilization” on the form name
- Paragraph 5-5b1: Changing instructions for providing photographic identifications
- Paragraph 5-6(a and b): Deleted
- Appendix A: Changed name of USMEPCOM Form 611-1-14-R-E to MET Site/ITA Review (iCAT) and changed the form name to 611-1-14-I-R-E
- Appendix A: Added new USMEPCOM Form 611-1-14-P-R-E MET Site/ITA Review (Paper and Pencil)
- Figure 3-1: Added punishment under USC Title 10 for discussing test information
- Figure 3-2: Added punishment under USC Title 10 for discussing test information

October 25, 2017

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

\*USMEPCOM Regulation  
No. 611-1

October 25, 2017

**Effective: October 30, 2017**

**Personnel Selection and Classification  
Enlistment Qualification Tests**

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FOR THE COMMANDER

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DISTRIBUTION:

A (Electronic only publication)

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**Executive Summary.** This regulation establishes policies and procedures for test material accountability, test administration, management of military entrance test (MET) sites, special purpose testing, retest policies for special purpose tests, confirmation testing, overseas testing, and appointment.

**Applicability.** This regulation applies to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), Sectors, and Military Entrance Processing Stations (MEPS) testing personnel.

**Supplementation.** Supplementation of this regulation and establishment of forms other than United States Military Entrance Processing Command (USMEPCOM) are prohibited without prior approval from HQ USMEPCOM, ATTN: J-3/MEOP-TD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Suggested Improvements.** The proponent agency for this regulation is HQ USMEPCOM, J-3 (Operations), J-3/MEOP-TD. Users are invited to send comments and suggested improvements on [DA Form 2028, Recommended Changes to Publications and Blank Forms](#), or memorandum, to HQ USMEPCOM, ATTN: J-3/MEOP-TD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Internal Control Process.** This regulation contains management control provisions and identifies key management controls that must be evaluated. The management control evaluation checklist is in Appendix [B](#).

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\*This immediate revision supersedes USMEPCOM Regulation 611-1, **January 17, 2017**.

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## **Chapter 1**

### **General**

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

The purpose of this regulation is to establish policies, procedures, and responsibilities for the use of the Enlistment Armed Services Vocational Aptitude Battery (ASVAB) and other testing instruments used to determine qualifications for enlistment and classification of military applicants.

#### **1-2. References**

References are listed in Appendix [A](#).

#### **1-3. Abbreviations and Terms**

Abbreviations and terms used in this regulation are listed in the Appendix [E](#), (Glossary).

#### **1-4. Responsibilities**

a. Commander, United States Military Entrance Processing Command (USMEPCOM) will:

- (1) Administer the Department of Defense (DoD) Enlistment Testing Program.
- (2) When approved by the Under Secretary of Defense for Personnel and Readiness, administer additional tests to determine qualifications for military occupations or assignments.
- (3) Print and distribute supplies of test materials, counseling materials, and training aids for use in the DoD enlistment and overseas testing programs.
- (4) Maintain sufficient stock of test and career exploration program materials.
- (5) Monitor operational test and item data.
- (6) Provide testing data to the Recruiting Services.
- (7) Establish procedures to investigate prohibited actions and situations in the DoD Enlistment Program.
- (8) Endorse written investigative reports of test loss or compromise to Headquarters, Department of Army (DA), when required.

b. Sector Commanders will:

- (1) Monitor the day-to-day tactical operation of testing programs in the MEPS.
- (2) Refer matters that cannot be resolved at Sector/Battalion level to J-3/Operations Directorate/Testing Division (J-3/MEOP- TD).
- (3) **Ensure all test losses or compromises are reported to the USMEPCOM Commander within 24 hours.**

c. MEPS Commanders will:

- (1) Appoint test administrators (TAs) (personnel not assigned to testing section) in writing within 30 days of assuming command.

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(2) Designate personnel authorized access to the testing secure storage room, restricted areas, accountable test material, testing common areas, and electronic test delivery by memorandum.

(3) Test eligible applicants referred by the Services.

(4) Conduct approved special purpose testing.

(5) Control accountable test material.

(6) Provide applicant test results to the sponsoring Service's liaison.

(7) Coordinate testing matters that cannot be resolved with appropriate Service activity.

(8) Ensure Computerized Adaptive Testing Armed. Services Vocational Aptitude Battery (CAT-ASVAB) rooms and special purpose testing rooms have no windows. The exception is a maximum 8- inch by 20-inch door side window on or next to the door. Windows already in existence must be blocked at all times. Ensure CAT-ASVAB rooms have standardized furniture (coordinate with J-3/MEOP-TD) prior to purchasing furniture (see Paragraph [3-6](#)).

(9) Ensure all test losses or compromises are reported to Sector testing personnel within 24 hours.

(10) Ensure initial training is completed by personnel assigned to testing duties (see Paragraph [1-6](#)).

(11) Submit an account verification memorandum for the Air Force Publications Center TMI Account and the Army Personnel Testing account (T- account) to those agencies within 30 days of assuming command and as key information changes (see Figure [2-6](#)).

d. MEPS Test Control Officers (TCOs) will:

(1) Manage and operate the enlistment testing program.

(2) Maintain security and control of all accountable test material.

(3) Exercise close supervision and accountability over accountable test material receipt, storage, protection, issue, electronic access, administration, scoring, and destruction. Ensure only authorized personnel handle accountable test material and understand their requirements.

(4) Advise the MEPS Commander of current testing policies and procedures.

(5) Monitor scheduling of enlistment testing and special purpose testing.

(6) Ensure initial and sustainment training is conducted for all MEPS personnel assigned testing duties.

(7) Coordinate testing at Military Entrance Test (MET) sites and schools.

(8) Develop, publish, and annually update standing operating procedures (SOP), including detailed optical mark reader (OMR) contingency plan for testing. Maintain the Testing SOP separate from the MEPS Operations SOP.

(9) Inspect MET sites and review Intermittent Test Administrators (ITAs) as prescribed in Chapter [4](#).

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(10) Provide a consolidated MET site list on a spreadsheet through Sector testing section to J-3/MEOP-TD not later than (NLT) 30 September of each year and as changes occurs. The list will contain the MET site code, name, location, and frequency of testing (days and times). Current information can be found at <http://www.mepcom.army.mil>.

(11) Supervise members of the testing section as directed by the MEPS Commander.

(12) Conduct inventories of test materials as required and ensure strict accountability and security of all testing materials.

(13) Place orders for operational material (enlistment and student).

(14) Serve as primary Site Security Manager (SSM) for the Internet CAT-ASVAB (iCAT).

(15) Exercise primary oversight the MEPS' Air Force Publications Center TMI Account #(TMI Account) and the Army Personnel Testing account (T-account).

e. MEPS Test Score Technician (TST) will:

(1) Ensure test scores are valid and entered into the automated United States Military Entrance Processing Command Integrated Resources System (USMIRS).

(2) Resolve test scoring automation issues.

(3) Train testing clerks on proper test score data entry.

(4) Serve as liaison to MEPS Service liaison personnel for test score reporting.

(5) Assist test control officer (TCO) with duties related to accountable and controlled test materials as defined in regulatory guidance. Position has no supervisory duties.

(6) Serve as alternate Site Security Manager (SSM) for iCAT.

(7) Serve as alternate for placing orders for operational material (enlistment and student).

(8) Serve as alternate for providing oversight of the MEPS' Air Force Publications Center account (TMI Account) and the Army Personnel Testing account (T-account).

f. MEPS Lead Test Clerk will:

(1) Lead TAs.

(2) Conduct aptitude examinations at the MEPS, MET sites, high schools, and post-secondary schools.

(3) Brief applicants, distribute and proctor examinations, score exams, perform quality control of examination and applicable applicant information.

(4) Inspect MET sites and review ITAs as prescribed in chapter 4 of this regulation.

(5) Inventory test packets when received from high schools and MET sites.



**Note:** This position will be applicable only at selected MEPS.

g. Test Administrators (TA)/Intermittent Test Administrator (ITA) will:

- (1) Prepare test materials prior to a test session.
- (2) Distribute test materials to applicants.
- (3) Ensure balanced usage of all applicable test versions.
- (4) Ensure no two adjacent testers have the same test versions.
- (5) Ensure the social security number (SSN) on [UMF 680-3A-E](#) and the answer sheets are identical.
- (6) Follow proper testing procedures during test sessions.
- (7) Ensure tests are scored and results are recorded accurately.
- (8) Ensure administrative test errors are corrected.
- (9) Score enlistment and student test sessions.

NOTE: In-house (MEPS) scoring of paper and pencil tests are not performed by the ITA.

### **1-5. Additional Duty Appointment Memorandum**

a. MEPS Commanders will use an additional duty appointment memorandum to appoint non-testing personnel (i.e. Medical or Operations personnel) as TAs. Include in the memorandum the effective date, the name(s) of the individual(s), the authority line, period of the appointment, distribution line, and any other special instructions. File the original memorandum under record number 1e; disposition instructions are in Appendix [A](#), Section IV.

b. MEPS Commanders will use the Account Verification Memorandum found in Figure. [2-6](#) to appoint the TCO (primary) and TST (alternate) to oversee the MEPS' Air Force Publications Center TMI Account and the Army Personnel Testing account (T-account).

### **1-6. Training**

New MEPS personnel have training requirements that must be completed within 30 days of appointment. MEPS Commanders will ensure training is completed and quarterly refresher training is conducted in ASVAB security, accountability, and administration. MEPS testing section personnel are required to maintain proficiency in administering the CAT-ASVAB, paper and pencil ASVAB examinations, and Special Purpose Tests. The MEPS TCO will ensure MEPS testing section personnel conduct an adequate amount of testing, balanced between Student and MET site testing, for the purpose of training and proficiency. The number of test sessions conducted is not meant to be exact. Designated MEPS personnel are responsible with assisting the HQ USMEPCOM Testing mission at MET sites and High schools when warranted. Maintain MEPS testing personnel training records in accordance with [UMR 350-1, Command Training Program](#).

## Chapter 2 Security and Accountability

### 2-1. Accountable Test Material

Accountable items include test booklets, CAT-ASVAB compact diskettes (CDs), partially or completed answer sheets, scoring keys, personal digital assistants (PDAs) and any associated scoring modules, scratch paper with annotations used for ASVAB or special purpose test administration, and test material presented on computer screens. ~~The Electronic Data Processing Test (EDPT) administration manual is accountable special purpose test administration material.~~ **Note:** Non-accountable (controlled) test materials are administration manuals for ASVAB and blank answer sheets (maintain the sheets in a secured storage room to prevent unauthorized use), ~~the Electronic Data Processing Test (EDPT) administration manual~~, and manuals for scoring. Do not add these items to [UMF 611-1-8-R-E, Inventory of MEPS Accountable Test Material](#) or [UMF 611-1-9-R-E, Daily Inventory Log](#).

### 2-2. Test Security

a. The MEPS Commander will designate a restricted area within the MEPS for storing/using accountable material. Special purpose testing rooms without computer testing equipment are restricted areas during test administration only. The CAT-ASVAB room, special purpose test room with DLPT computers, the secure storage room, testing common area, and scoring room, must be restricted at all times, to include being locked when authorized personnel are not in the room(s) and screening personnel entry. If scoring is being conducted when the OMR is located within a common area, the common area will be restricted to testing personnel only (testing staff and appointed TAs). Access to the secured storage room will be limited to testing section personnel only.

b. A “RESTRICTED AREA, AUTHORIZED PERSONNEL ONLY” sign will be posted at all entrances/exits to the restricted area(s). Test rooms not permanently restricted must have a sign posted during test administration only. Signs are not required for rooms if they are within the test room and do not have outside access (i.e., a room inside a room) and are not being used to test.

c. The MEPS Commander will designate personnel authorized unescorted access to testing section restricted areas (Figure [2-1](#)), secured storage room (Figure [2-2](#)), and accountable test materials by memorandum. The secure storage room access roster will be limited to testing personnel only. In instances when MEPS appointed TAs are assigned duties within the testing section to augment shortages, their appointment orders will reflect the period of time they will be performing CAT-ASVAB and special purpose testing duties. In-house appointed TAs in this instance will be placed on the secure storage room access roster until their appointment has expired. A copy of the memorandum will be posted at main entrances/exits to the restricted area(s). Test rooms not permanently restricted must have a memorandum posted during test administration only.

d. On a case-by-case basis, the MEPS Commander or TCO/TST can orally grant unescorted access to the testing section restricted areas. This will normally be for cross trainees or during the initial orientation of new personnel. When the authorization period exceeds 10 consecutive business days, the procedures in “c” above apply. Recruiters and liaison personnel are not allowed access to any testing section restricted area.

e. As needed, TCOs, TSTs, or education services specialists (ESS) can grant escorted access to testing section restricted areas as long as the escort maintains positive control of the guest while in the room. Anyone assigned to the testing section can be an escort. This does not apply to rooms where accountable test material is stored or where tests are scored/graded. Recruiters and liaison personnel are not allowed escorted access to any testing section restricted area.

f. Release or viewing of accountable test material designated for use by MEPS to any outside agency or

to any persons other than authorized USMEPCOM personnel is prohibited.

### 2-3. Control and Storage Procedures

a. Secure all accountable test material in locked security containers in a locked room, i.e. secure storage room. Equip locked containers with a built-in key lock, a three-way combination lock, a bar and hasp secured with a changeable combination lock, or cipher lock. A mechanical cipher lock is the standard lock for the secure storage room entrance door. Any other locks must be approved by Headquarters, J-3/MEOP-TD.

b. Change one level of lock combinations (i.e., security container lock or room door lock) within 12 months of previous change. Upon departure of any individual authorized access to the secure storage room change one level of lock combination within 7 business days of departure from the testing section.

c. Record the combination/keys on the Standard Form (SF) 700, Security Container Information. Once completed, sign across the flap of each SF 700 envelope. Post part 1 of the original SF 700 in the top drawer of each container. If the door is equipped with a cipher-lock, place part 1 of SF 700 in the first file cabinet, first drawer due to personally identifiable information (PII). Place part 2As inside of part 2 of SF 700 envelope, seal and sign across the flap of each SF 700 envelope. Place the SF 700 envelopes in one plain envelope, seal, sign, and date across the flap. The envelope with the SFs 700 inside will be stored in the MEPS' headquarters security container under record number 1v1; disposition instructions are in Appendix [A](#), Section IV. Forms involved in an investigation will be kept until the investigation is completed.

d. An [SF 702, Security Container Check Sheet](#) will be maintained on each container used to store accountable test material, including the entrance to the secure storage room. Blocks 1 and 2 are completed daily upon opening and closing the container. Block 3 is initialed at the close of every business day, even if the container was not opened during that business day. Keep this form under record number 1v3; disposition instructions are in Appendix [A](#), Section IV. Forms involved in an investigation will be kept until the investigation is completed. The same individual can initial blocks 1, 2, and 3.

e. Do not maintain booklets or CDs in the same safe as the scoring keys for the same corresponding test.

f. CAT-ASVAB requires the following special security precautions:

(1) Do not transfer CAT-ASVAB/CDs between MEPS.

(2) Store CAT-ASVAB/CDs inside a CD case. Remove CAT-ASVAB/CDs from the secure storage room using a CD case.

(3) Unless otherwise directed, all CAT-ASVAB Examinee Test (ET) stations must be logged off after each test session. If CAT-ASVAB workstations cannot remain powered on overnight due to overheating in the testing room, affected MEPS are required to email: [osd.north-chicago.usmepcom.mbx.service-desk-support@mail.mil](mailto:osd.north-chicago.usmepcom.mbx.service-desk-support@mail.mil) so that J-6/MEIT can maintain a list of affected sites.

(4) The CAT-ASVAB pass code will be limited to the information technology specialist (ITS), auxiliary ITS, and testing section personnel.

(5) Do not install any software on the system other than HQ USMEPCOM approved CAT-ASVAB software. Report receipt or discovery of unauthorized disks/CDs to J-3/MEOP-TD through Sector testing section.

(6) Do not substitute any other computer equipment for CAT-ASVAB equipment.

(7) MEPS personnel are not authorized to use any software to backup hard drives of the CAT-ASVAB file server, MET site data transfer server, Test Administration (TA) station, or Examinee Test (ET) station.

g. The TCO/TST may place accountable test material in sealed envelopes or boxes to ease storage and accountability. This is most commonly accomplished for material not frequently used. If done, the TCO/TST must conduct a page-by-page check of test material before sealing the envelope/box. Ensure the envelope/box reflects the exact contents, quantity, and serial numbers of the accountable test material inside. Sign, seal and date across the envelope/box. Store the envelope / box inside an approved security container as described in “a” above. When material is stored in this manner, these containers do not need to be opened during the annual inventory, but must be opened and checked during the joint inventory and upon departure of the TCO / TST.

h. When transporting accountable test material, maintain strict accountability. ~~On a case-by-case basis, the MEPS Commander may authorize MEPS TAs to temporarily store material in locked containers in their homes overnight. When an Intermittent Test Administrator (ITA) stores accountable material at home, he or she must store it in the container provided. ITAs will monitor and secure accountable test material according to guidance in the Test Administrator Handbook.~~ Accountable test material being transported in a POV or GOV will be kept in the trunk of the vehicle. If the vehicle does not have a trunk, (i.e. van, pickup truck, sports utility vehicle, etc) the accountable test material can be stored in the main cabin. ITAs/TAs should make every attempt to cover and conceal the material if stored in main cabin of the vehicle. The vehicle must be locked at all times when parked. When in a TDY status to conduct a test session, test materials will not be left in a vehicle overnight.

i. On a case-by-case basis, the MEPS Commander may authorize MEPS TAs to temporarily store material in the issued locked containers in their homes overnight. When an ITA/TA stores accountable material at home, he or she must store it in the issued locked container inside their residence. Storing accountable test material in the trunk of a POV or in the main cabin of a pickup truck, van, sports utility vehicle or similar, etc. at an individual’s residence is not authorized. ITAs/TAs will monitor and secure accountable test material according to the guidance in the Test Administrator Handbook.

#### **2-4. Inventory Procedures for Accountable Test Material**

a. There are three types of inventories: annual, joint, and other. Document the annual, joint, and other inventories, by using the automated inventory software program provided by HQ USMEPCOM (J-6/MEIT). All controlled special purpose test material will be listed on the automated inventory software program. When recording materials, use the actual assigned number or name of the item (i.e., Air Force Personnel Test (AFPT) 60 or Electronic Data Processing Test (EDPT)).

b. The following abbreviations will be used when recording accountable test material on inventory documentation: TB-test booklet, SK-scoring key, D-disk, CD-compact disk.

c. Track accountable test material by name and serial number on [UMF 611-1-8-R-E, Inventory of MEPS Accountable Test Material](#).

d. Inventory documentation is considered as [UMF 611-1-1-R-E, Annual, Joint, Other Inventory of Accountable Test Material](#), [UMF 611-1-8-R-E](#), [UMF 611-1-11-R-E, Statement of Destruction of Test Materials](#) receipts for accountable test material, and memorandums reflecting transfer of accountable test material. A copy of the annual [UMF 611-1-8-R-E](#) will be sent through Sector to J-3/MEOP-TD by 15 February each year.

## 2-5. MEPS Inventory Procedures

### a. Annual Inventory

(1) The TCO/TST and one disinterested witness (MEPS personnel not assigned to the testing section) will annually inventory accountable test material. **If the selected disinterested witness was previously appointed as a TA, they must have not performed any TA duties within 6 months between the time of appointment termination and the date of the inventory.** This page-by-page review must be conducted in January each year. The TCO/TST will record the inventory using the automated inventory software and print new USMEPCOM Forms [UMF 611-1-1-R-E](#) and [UMF 611-1-8-R-E](#) reflecting the date of completion, the current list of items on hand, and any discrepancies noted in the “comments” section. The TCO/TST must sign (signature stamps and signing “for” the TCO are not authorized) [UMF 611-1-1-R-E](#) and initial each page of [UMF 611-1-8-R-E](#). The disinterested witness must sign [UMF 611-1-1-R-E](#) and initial each page of [UMF 611-1-8-R-E](#). In addition, the MEPS Commander will initial [UMF 611-1-1-R-E](#) in the “comments” section verifying the requirement was met.

**Note 1:** Other inventories (destructions or additions) are not to be performed during the annual or joint inventory.

**Note 2:** **If an “Other” Inventory was conducted in-between the ITAs Annual Inventory and the MEPS Annual Inventory due date, the ITAs updated inventory will be used during the MEPS Annual Inventory.**

(2) ITA inventory is recommended to be conducted during their 12 month review and can be used with the MEPS inventory. ITA inventory will be conducted within 12 months of previous inventory.

**Note 3:** A disinterested witness is not required for ITA inventories.

(3) Maintain [UMF 611-1-1-R-E](#) and [UMF 611-1-8-R-E](#) for 2 years under record number 601-222f; disposition instructions are in Appendix [A](#), Section IV.

### b. Joint inventory

(1) Incoming and outgoing TCOs will conduct a joint inventory of accountable test material at the MEPS, within 7 business days after the arrival date of the incoming TCO. If a replacement TCO has not been assigned before departure of the incumbent TCO, the TST will assume custody of the accountable test material. The incoming TCO will conduct a joint inventory with the TST within the above timeframe. In addition, the MEPS Commander will initial [UMF 611-1-1-R-E](#) in the “comments” section verifying the requirement was met.

**Note: 4** Joint inventories satisfy the annual inventory requirement as long as ~~no more than 12 months has passed between inventories~~ the Joint Inventory was conducted between Jan 1st – 31st.

(2) Both TCOs will conduct this page-by-page review, and record the inventory using the automated inventory software. New [UMF 611-1-1-R-E](#) and [UMF 611-1-8-R-E](#) will be printed to reflect the date of completion, the current list of items on hand, and any discrepancies noted in the “comments” section. Both TCOs will sign (signature stamps and signing “for” the TCO are not authorized) [UMF 611-1-1-R-E](#) and initial each page of [UMF 611-1-8-R-E](#).

(3) Maintain [UMF 611-1-1-R-E](#) and [UMF 611-1-8-R-E](#) for 2 years under record number 601-222f; disposition instructions are in Appendix [A](#), Section IV.

c. Other inventories. Other inventories are classified as accountable test material that is received and added to the inventory software or accountable test material that is removed from the inventory software or

destroyed. Other inventories do not satisfy the annual or joint inventory requirements.

**Note:** Each testing section will maintain annual or joint inventories as well as any other inventories (destructions and additions of accountable test material) on file for 2 years under record number 601-222f; disposition instructions are in Appendix [A](#), Section IV.

(1) Receipt of accountable test material.

(a) The TCO/TST and a disinterested witness (**MEPS personnel not assigned to the testing section**) will inventory (page-by-page check of the accountable test materials received at the MEPS) and conduct serial number verification. **If the selected disinterested witness was previously appointed as a TA, they must have not performed any TA duties within 6 months between the time of appointment termination and the date of the inventory.**

(b) The TCO/TST must add permanent accountable test material received to their inventory using the automated inventory software within five business days of receipt, and print new [UMF 611-1-1-R-E](#) and [UMF 611-1-8-R-E](#) reflecting the date of completion, the current list of items on hand, and the reason for reprinting the inventory in the “comments” section. The TCO/TST and disinterested witness must sign [UMF 611-1-1-R-E](#) and initial each page of [UMF 611-1-8-R-E](#) that reflects the added test material. Attach the shipping document to the back of the current inventory sheet. Maintain the forms and documents under record number 601-222f; disposition instructions are in Appendix [A](#), Section IV.

(c) If a shipping document is not received or the shipping document does not contain serial numbers of the items, prepare a memorandum for record (MFR) listing the material received, date, quantity, and serial numbers (if available). If accountable material is received and it does not contain a serial number, notify J-3/MEOP-TD through your Sector testing section. J-3/MEOP-TD will contact the materials proponent unit for guidance. The TCO/TST and a disinterested witness will sign the MFR and attach to the most recent inventory.

(d) If not marked upon receipt, the TCO/TST will mark accountable test material “CONTROLLED ITEM (TEST MATERIAL)” except for scratch paper and answer sheets.

(e) The TCO/TST will stamp accountable test material, with the exception of scratch paper and answer sheets, with the MEPS’ office symbol (e.g., Spokane MEPS will be MEWS-FIS-OT). Test materials that have been previously stamped are grand-fathered and do not have to be re-stamped with new office symbols. Materials received permanently from another MEPS with their office symbol, cross out and add the office symbol of the receiving MEPS.

(2) Destruction of accountable test material.

(a) Destroy accountable test material (paper) by burning, shredding, or mulching. Scratch paper and answer sheet spines with computations, item responses, or complete SSNs are considered accountable test material and must be returned to the MEPS for destruction. Destroy CD-ROMs by breaking into many pieces and disposing in regular trash. Destroy scratch paper immediately after each test session. Maintain completed answer sheets under record number 601-222d; disposition instructions are in Appendix [A](#), Section IV.

(b) The TCO/TST and a disinterested witness (not assigned to the testing section) will destroy accountable test material. Document the destruction of accountable test material, except answer sheets and scratch paper, on [UMF 611-1-11-R-E](#). The TCO/TST and a disinterested witness must sign this form upon destruction of the material. When utilizing a destruction service to destroy a large volume of controlled test material, the actual destruction must be witnessed by testing or designated MEPS personnel.

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(c) The TCO/TST must destroy accountable test material within five business days of removal from the inventory using the automated inventory software, and print new [UMF 611-1-1-R-E](#) and [UMF 611-1-8-R-E](#) reflecting the date of completion, the current list of items on hand, and the reason for reprinting the inventory in the “comments” section. Annotate the date the test material is removed from the inventory for destruction in the comments section of the [UMF 611-1-1-R-E](#). The TCO/TST will sign [UMF 611-1-1-R-E](#), [UMF 611-1-11-R-E](#) and only initial each page of [UMF 611-1-8-R-E](#) that reflect test material removed or destroyed. The disinterested witness must sign [UMF 611-1-1-R-E](#) and only initial each page (when applicable) of [UMF 611-1-8-R-E](#) that reflect the test material that was removed. Attach [UMF 611-1-11-R-E](#) to the back of the new inventory. Include applicable destruction guidance (i.e. e-mails, official messages). Maintain the forms for 2 years under record number 601-222f; disposition instructions are in Appendix [A](#), Section IV.

(d) If controlled Air Force special purpose test material is destroyed, a copy of [UMF 611-1-11-R-E](#) must be provided to the Air Force Publications Center (HQ AFPC/DPSOE).

(e) If controlled Army special purpose test material is destroyed, a copy of [UMF 611-1-11-R-E](#) must be provided to the Army Personnel Testing Education Division (AHRC-PDE/APT).

(3) Removal of material from the secure storage room.

(a) Each time accountable test material is removed from or returned to the MEPS’ secure storage room, an entry must be recorded on [UMF 611-1-9-R-E, Daily Inventory Log](#). No entry is required for material being destroyed or permanently transferred. The MEPS testing section personnel will maintain one log in a binder for all material. Place record label 601-222f on the binder (see Appendix [A](#), Section IV for disposition instructions) and maintain for one calendar year. If the binder is full, the MEPS testing section is allowed to keep the most recent 6 months of [UMF 611-1-9-R-E](#) in the binder and the previous months in a file in the testing section file drawer. The binder will be kept in the secured storage room accessible to all TAs, but does not have to be in a bookshelf, safe, etc.

(b) The individual removing the material must complete a page-by-page check of the material before removal. He or she must annotate the date (yyymmdd), test item, quantity, and serial number of the items being removed, as well as initial in the “Removed By” block. Upon return to the secure storage room, the same person that removed the item(s) must conduct a page-by-page check of the material and initial in the “Returned By” block.

(c) A second individual will verify return of the material and initial in the “Verified By” block. The verifier must conduct a complete count of material being returned, but is not required to conduct a page-by-page check as the individual returning the material. When a second individual is not available to verify the return (e.g., night testing), verification will be accomplished by the **first testing personnel to enter the secure storage room TCO/TST** at the start of the next business day.

(d) If an error is made on an entry, correct it by drawing a single line through the mistake, annotating the accurate information, and initialing the block; whiteout will not be used.

(e) If a Test Administrator (TA) is relieved for any reason during a test session, the outgoing and incoming TAs will conduct a joint inventory of the material removed. Upon completion, the outgoing TA must initial in the “Returned By” block and the incoming TA must initial in the “Verified By” block of the open entry. The incoming TA assuming responsibility will complete a separate line entry assuming responsibility for the material. The incoming TA now assumes responsibility for the material and for returning it to the secure storage room appropriately.

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(f) An option to the single line entry for each item is to use test kits. Test kits include many items specifically identified in a memorandum. As reflected in Figure 2-3, the memorandum will include the exact nomenclature, quantity, and serial number(s) of each item making up the test kit. The TA removing the material will conduct a page-by-page check of the material listed, sign the memorandum, and attach the original copy of the memorandum to [UMF 611-1-9-R-E](#). In addition, the TA must annotate the date and test kit title on the form, plus initial in the “Removed By” block. The quantity and serial number blocks are left blank, as they are indicated on the memorandum. A copy of the memorandum must be maintained in the test kit for on-site inventory and control. Upon return to the secured storage room, the same person that removed the item(s) must conduct a page-by-page check of the material and initial in the “Returned By” block. A second individual will verify return of the material and initial in the “Verified By” block. When a second individual is not available to verify the return (e.g., night testing), verification will be accomplished by the **first testing personnel to enter the secure storage room TCO/TST** at the start of the next business day. Attach the memorandum to [UMF 611-1-9-R-E](#).

(g) After the last entry is made on each sheet, the TCO/TST will review the completed form for accuracy. When a discrepancy is identified, the TCO/TST will train the responsible TA in the correct procedures, verify the material has been returned to the secure storage room, and ensure the correction is made to [UMF 611-1-9-R-E](#). Upon ensuring the form is accurate, the TCO/TST will initial in the “Reviewed By” block in the upper right-hand corner.

(h) Maintain [UMF 611-1-9-R-E](#) under record number 601-222f; disposition instructions are in Appendix A, Section IV.

d. Relocation.

(1) In the event that a MEPS test storage room must relocate to a different facility/building, an annual inventory will be conducted three business days before and three business days after the relocation. A copy of the pre- and post-testing inventories will be sent to J-3/MEOP-TD through Sector within three business days of completion of the inventories.

(2) In the event an ITA’s residence changes from the original address when hired, an inventory will be conducted three days before and three days after the ITA’s relocation to the new residence. A copy of the pre- and post-testing inventories will be sent to J-3 / MEOP-TD through Sector within three business days of completion of the inventories.

## 2-6. Transfer of Accountable Test Material

a. Accountable test material at a MEPS may only be transferred to another MEPS, Sector testing section, and J-3/MEOP-TD, unless otherwise directed by J-3 / MEOP-TD.

b. Use a memorandum to transfer accountable test material (see Figure 2-4).

(1) When material is temporarily transferred outside the MEPS, the TCO/TST must complete the memorandum reflecting the nomenclature, quantity, and serial number of each item. The original memorandum will accompany the material and a copy will be attached to the most recent inventory. The TCO/TST and a disinterested witness at the receiving agency must sign the memorandum, and return a copy to the originating MEPS immediately. The material must be returned using a memorandum (see Figure 2-4); a signed copy will be returned to the sender using the procedures described earlier in this paragraph.

(2) When material is permanently transferred outside the MEPS, the TCO/TST must complete the memorandum (Figure 2-4) reflecting the nomenclature, quantity, and serial number of each item. The original memorandum will accompany the material and a copy will be attached to the most recent inventory. The



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TCO/TST and a disinterested witness at the receiving agency must sign the memorandum, and return a copy to the originating MEPS immediately. Once the originating MEPS receives the signed memorandum, the TCO/TST will remove the material from the inventory within five calendar days immediately and print new [UMF 611-1-1-R-E](#) and [UMF 611-1-8-R-E](#) reflecting the date of completion, the current list of items on hand, and the reason for reprinting the inventory in the “comments” section. The TCO/TST and disinterested witness must sign [UMF 611-1-1-R-E](#) and initial each page of [UMF 611-1-8-R-E](#). Attach the memorandum to the back of the new inventory. File form for two years under record number 601-222f (see Appendix [A](#), Section IV for disposition).

c. Accountable test material will be double wrapped when transferred from a MEPS. Test booklets/cassettes and score keys of the same test item must not be shipped in the same package.

(1) Stamp the inner envelope/container (also addressed) with: “CONTROLLED ITEM (TEST MATERIAL) TO BE OPENED BY TEST CONTROL OFFICER ONLY”

(2) Label the outer envelope/container with the “from” and “to” addresses. No indication of the contents will be made on the outer container.

(3) Include a copy of the memorandum inside each envelope/container.

d. Federal Express (FedEx) standard must be used to transfer accountable test material. If FedEx is not available, use the least expensive but traceable means while maintaining security parameters established in this regulation. Permanent transfer of test booklets will be shipped using FedEx ground only.

e. Non-accountable test material, such as blank answer sheets, will be sent in the least expensive manner.

## 2-7. Ordering Test Material

a. J-3/MEOP-TD automatically distributes newly developed and related test material to the MEPS. Replenishment of these materials is the MEPS responsibility.

b. Use the steps as indicated on the “Ordering Supplement” located on SPEAR at J-3/MEOP/Testing Division/Test Material Management to requisition ASVAB material, excluding CAT-ASVAB disks.

c. To requisition Air Force Officer Qualifying Test (AFOQT) or EDPT material, you must have an account with the Warehouse Management System (WMS)

(1) Use these instructions to establish a WMS general account:

(a.) Log into WMS at <https://wmsweb.afncr.af.mil/wms/>

(b.) You will be prompted to choose a CAC certificate (ALWAYS choose the e-mail certificate)

(c.) Click on the “Accounts” tab

(d.) Click “My Personnel Information” (on the left side of the screen)

(e.) Fill in your “Personnel Information” and then click save. Use only your official government email address ending in “mail.mil” as your contact information.

(2) Once you have registered for a WMS account and receive your account number, send it and a copy of your current TCO/TST test account verification memorandum (see Figure [2-6](#)) via e-mail to [afpc.testing@us.af.mil](mailto:afpc.testing@us.af.mil). The subject of the e-mail will be "Request for WMS TCO Account". The body of the e-mail must contain your WMS general account number. The Air Force Test Management Office at the Air Force Personnel Center (AFPC) will confirm the MEPS request for a testing account with the Air Force Departmental Publishing Office (AFDPO) who, in turn, will send a TCO account number to the email address entered in the WMS application. At that point you will be able to order Air Force material using your TCO account.

(3) To order Air Force Officer Qualifying Test (AFOQT) or EDPT material:

(a.) Using a Web browser, navigate to <https://wmsweb.afncr.af.mil/wms/>

(b.) Enter in “search” item you require with no spaces (i.e. AFPT991, AFPT993), click search

(c.) Click on magnifying glass under "View Details"

(d.) Enter quantity requesting, click "Add to Shopping Cart"

(e.) When finished with orders, click "Proceed to Checkout"

(f.) Review order, if okay, click "Submit Order"

d. Use a memorandum via e-mail to order CAT-ASVAB disk/CD replacements from the J-6/Information Technology Directorate (J-6/MEIT). When ordering the replacement disk/CD, use the MIT-Help Desk icon located in Microsoft Outlook and ensure a copy of the memorandum is e-mailed to J-3/MEOP-TD. For a sample format, see Figure [2-5](#).

e. Immediately upon assumption of duties, and when any information on the memorandum changes, MEPS Commanders will provide the following agencies, **to include Sector Testing POCs**, a copy of the TCO/TST test account verification memorandum (see Figure [2-6](#)):

(1) Education Division (AHRC-PDE/APT), U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400, email: [usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil).

(2) Air Force Test Management Office, HQ AFPC/DPSOE, 550 C Street West, STE 9, Randolph AFB, TX 78150-4711 email: [afpc.testing@us.af.mil](mailto:afpc.testing@us.af.mil).

(3) Logistics Service Washington, MDD, Attn: AAHS-LGD-M, 1655 Woodson Road, Ste A St. Louis, MO 63114-6128, email: [usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.mil](mailto:usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.mil).

(4) HQ USMEPCOM, J-3/MEOP-TD, email: [OSD North Chicago USMEPCOM List HQ-J3-MEOP-Testing Division](#).

## **2-8. Reproduction of Accountable Test Material**

Reproduction of accountable test material is prohibited without prior approval of J-3/MEOP-TD, through Sector testing section.

## **2-9. Test Loss/Compromise (TLC)**

a. The following list describes test material compromise that requires reporting and investigation. **Note:** This list is not inclusive, it is only provided for guidance.

- (1) Access to test material by unauthorized personnel.
- (2) Discussion of test questions by DoD personnel with unauthorized personnel.
- (3) Examinee revealing test contents to other individuals.
- (4) Questioning of examinees by anyone for the purpose of gaining knowledge of test contents.
- (5) Development of a local test or practice test which contains actual test material.
- (6) Reproduction of any test materials in whole or in part.
- (7) Removal of test material by an examinee or other unauthorized personnel from the test room.
- (8) Leaving examinees unsupervised during a test session.
- (9) Failure to account for accountable test material at any time.

**Note:** Page 1 of an answer sheet is not considered accountable test material.

- (10) Transfer of 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, sponsored by DoD personnel, using questions from test booklets or emphasizing information known to be covered by the test (e.g., coaching).
- (14) Tampering with any package containing test material.
- (15) Improper storage of test material.
- (16) Access by unauthorized personnel to any safe, secured container, or restricted area containing test material.
- (17) Theft of test material by any individual.
- (18) Use of “crib notes” or unauthorized testing aids.
- (19) Copying all or part of the CAT-ASVAB or USMIRS test scoring software.
- (20) Copying or taking photos of ASVAB test questions from the CAT-ASVAB/iCAT/DLPT computer monitor.

b. Report instances of actual test loss or possible test compromise of accountable test material to the MEPS and Sector testing section personnel within 24 hours of the incident. **In addition, Sector Commanders will report instances of actual test loss or possible compromise of accountable test material to the USMEPCOM Commander within 24 hours of the incident.** The MEPS will document the information on [USMEPCOM Form 611-1-R-E, ASVAB Test Loss/Compromise Telephone Report](#) and fax or electronically send a copy to Sector testing section.

c. Upon receipt, the Sector testing section personnel will assign a case number. Case numbers are assigned consecutively commencing October 1 of each fiscal year (FY). Case numbers will consist of a two-digit FY identifier, followed by a single letter Sector identifier, and a three-digit case number (e.g., 01E001, 01W002). After a case number is assigned, Sector testing section will forward the TLC to J-3/MEOP-TD.

d. Once Sector testing section is informed and a case number has been assigned, Sector testing section will determine whether an investigation is warranted and will appoint the investigating officer. The investigation will be conducted within 15 calendar days of initial notification. The MEPS Commander will ensure involved personnel are available for interview purposes.

e. In case of loss of test booklets, conduct an immediate inventory of accountable test material.

f. The investigation findings will be forwarded by the investigating officer to the Sector Commander with a courtesy copy delivered to the MEPS Commander. Sector testing section and J-3/MEOP-TD will review the report for technical validity and ensure any recommendations are sufficiently warranted before closing. Once the investigation is closed by J-3/MEOP-TD, a copy of the investigation report will be returned through Sector testing section to the MEPS. The MEPS will maintain a copy of the report under record number 601-222a; disposition instructions are in Appendix [A](#), Section IV. The closure memorandum is required prior to removing missing material from the MEPS accountable test material inventory. The TCO/TST will remove the lost test material from the inventory, and print new [UMF 611-1-1-R-E](#) and [UMF 611-1-8-R-E](#) reflecting the date of completion, the current list of items on hand, and the reason for reprinting the inventory in the “comments” section. The TCO/TST must sign [UMF 611-1-1-R-E](#) and initial each page of [UMF 611-1-8-R-E](#). Attach a copy of the closure memorandum to the back of the new inventory.

## **2-10. Non-compromise-related Incidents**

a. J-3/MEOP-TD requires information regarding any unresolved non-compromise-related testing incident which has (or could have) a negative impact on enlistment testing. Examples include:

- (1) Canceled test sessions.
- (2) Recruiter and/or tester misconduct.
- (3) Examinee disciplinary problems.
- (4) Testing support deficiencies precluding effective administration (for e.g., lack of proctor support).

b. Report a non-compromise-related incident after prior coordination with the Interservice Recruitment Committee (IRC) has been insufficient in rectifying the problem. Under these circumstances, the MEPS Commander will originate and forward a report through Sector testing section to J-3/MEOP-TD. When recruiting personnel are directly involved in the incident, forward information copies of the report to the pertinent MEPS-level recruiting command and to IRC members. The report will include a description of the following information as applicable:

- (1) Location and date.
- (2) Type of session and MEPS/recruiting personnel involved.
- (3) Circumstances surrounding the incident (narrative description).
- (4) Corrective action(s) taken to preclude further incidents.
- (5) Copy of the applicable IRC minutes.
- (6) Recommendation(s) for consideration by J-3/MEOP-TD and Recruiting Services.

## **2-11. TA Conflicts of Interest**

Both MEPS TAs and ITAs are prohibited from administering tests to coworkers, relatives, household members, or close personal friends. If a TA knows such an individual is scheduled to test, he or she must notify the TCO/TST. If such a person appears for testing without the TAs prior knowledge, the TA will not administer the test to the individual and will explain the circumstances to the TCO/TST. In either situation, the TCO/TST will schedule another TA to administer the test to the individual as soon as possible. The MEPS will notify the appropriate Service, in writing, with the details of the incident.

## **2-12. Prohibited Coaching Practices**

MEPS personnel may not use ASVAB tests, locally developed test questions, copies of answer sheets, 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 personnel for use by applicants. MEPS personnel will not participate in applicant study preparation. MEPSTCO/TST will report anyone seeking inappropriate testing assistance to the MEPS Commander.

**2-13. Ringers**

a. A ringer is any person taking the ASVAB for another person. Report ringer activity via the Station Advisory Report Net (STARNET), according to guidance in [USMEPCOM Regulation 380-1](#), [USMEPCOM Security Program](#), Paragraphs 11-3 and 11-4. ITAs will report ringer activity to the MEPS. MEPS TCO/TST will notify the appropriate Recruiting Service with the details of the incident.

b. The test taken must be invalidated. The applicant for which the test was taken is placed in a hold status for 6 months from the date of test, pending investigation by the appropriate Recruiting Service. If the ringer was determined to be an applicant, their record will also be placed in a hold status for 6 months from the date of the test, pending investigation by the appropriate Recruiting Service. If the Recruiting Service's review indicates no knowledge of the incident and no fault by the applicant awaiting processing, remove the applicant from the hold status and authorize an immediate retest by the MEPS Commander. Every succeeding retest must be taken at the MEPS.

**Figure 2-1. Sample Memorandum of Personnel Authorized Access into Restricted Testing Area.**

(Use Appropriate Letterhead)

OFFICE SYMBOL Month Day, Year

MEMORANDUM FOR COMMANDER, LOUISVILLE MEPS (ATTN: TESTING SECTION)

SUBJECT: Personnel Authorized Access in Restricted Testing Area

Per USMEPCOM Regulation 611-1, Paragraph 2-2c, the following personnel are authorized unescorted access in restricted testing area(s). Others must be escorted by the test control officer, TST or ESS.

MAJ Sherri Jones	Commander
CPT John Doe	Ops Officer
Mrs. Monica Somebody	TCO
1SG Brandi McCutchen	Senior Enlisted Advisor
TSgt Harvey Snelling	TNCO
Ms. Arlinda Butler	TA
Mr. Arnt Lockwood	TA
Ms. Amy McRider	ESS

Special purpose testing rooms without automated testing equipment are restricted areas during test administration only. The CAT-ASVAB/C-DLAB room, special purpose test room with DLPT computers, secured storage room, testing common area, and scoring room, must be restricted at all times, to include being locked when authorized personnel are not in the room(s) and screening personnel entry. When scoring is being conducted when the OMR is located within a common area, the common area will be restricted to testing personnel only. Access to the secure storage room will be limited to testing section personnel only.

This memorandum supersedes memorandum, (subject), July 11, 2005.

Sherri Jones MAJ, USA Commanding

**Figure 2-2. Sample Memorandum of Personnel Authorized Access into Secure Storage Room.**

<p>(Use Appropriate Letterhead)</p> <p>OFFICE SYMBOL Month Day, Year</p> <p>MEMORANDUM FOR COMMANDER, LOUISVILLE MEPS (ATTN: TESTING SECTION)</p> <p>SUBJECT: Personnel Authorized Access in Secure Storage Room</p> <p>Per USMEPCOM Regulation 611-1, Paragraph 2-2c, the following personnel are authorized unescorted access in restricted testing area(s). Others must be escorted by the test control officer or the test score technician.</p> <table><tr><td>Mr. John Doe</td><td>TCO</td></tr><tr><td>Mr. Harvey Snelling</td><td>TST</td></tr><tr><td>Ms. Arlinda Butler</td><td>TA</td></tr><tr><td>Mr. Arnt Lockwood</td><td>TA</td></tr></table> <p>Secure Storage Room access roster will be limited to MEPS Testing Section personnel or appointed MEPS TAs only.</p> <p>This memorandum supersedes previous memorandum, dated July 11, 2005.</p> <p>Jane A. Doe LCDR, USN Commanding</p>	Mr. John Doe	TCO	Mr. Harvey Snelling	TST	Ms. Arlinda Butler	TA	Mr. Arnt Lockwood	TA
Mr. John Doe	TCO							
Mr. Harvey Snelling	TST							
Ms. Arlinda Butler	TA							
Mr. Arnt Lockwood	TA							



**Figure 2-3. Sample Memorandum for Removing a Test Material Kit.**

(Use Appropriate Letterhead)

OFFICE SYMBOL Month Day, Year

MEMORANDUM FOR COMMANDER, MILWAUKEE MILITARY ENTRANCE PROCESSING STATION

SUBJECT: Accountable Test Material - MET Site Kit 1

I verify removal of the material listed below and will control this material at all times in accordance with USMEPCOM Regulation 611-1 (Enlistment Qualification Tests).

Nomenclature	Title	Serial Number	Quantity
DD Form 1304-27A_ETB	Test Booklet	4037021-4037035	15
DD Form 1304-27B_ETB	Test Booklet	4537035-4357049	15
Total			30

Signature of TA

**Figure 2-4. Sample Memorandum for Temporary/Permanent Transfer of Accountable Test Material.**

OFFICE SYMBOL	Month Day, Year	
MEMORANDUM FOR COMMANDER, XXXXXXXX MILITARY ENTRANCE PROCESSING STATION		
SUBJECT: Temporary/Permanent Transfer of Accountable Test Material		
The accountable test materials listed below are being forwarded to your command:		
Title	Serial Number	Quantity
DD Form 1304-27A-ETB	4037021-4037025	5
DD Form 1304-27B-ETB	4537035-4537040	6
Upon receipt, please have your TCO/TST and a witness sign the endorsement below to acknowledge receipt of the above materials.		
Disinterested Witness TCO/TST		
MCO-EMI 1st End	MSG Davis/dtd/DSN 792-7517	
FROM Commander, XXXXXXXX Military Entrance Processing Station, ATTN: TCO, 1234 Street Ave., Somewhere, WI 12345-6789		
(Date)		
FOR Commander, XXXXXXXXXXXX Military Entrance Processing Station, ATTN: (individual listed above), 5678 Avenue, XXXXXXXX, TX 01234-5678		
I, hereby, acknowledge the receipt of the above listed material. The materials were received on (date).		
Disinterested Witness TCO/TST		

**Figure 2-5. Sample Memorandum for CAT-ASVAB Disk Replacement.**

OFFICE SYMBOL	Month Day, Year
MEMORANDUM FOR COMMANDER, HQ USMEPCOM (ATTN: J-6/MEIT Help Desk)	
THROUGH: COMMANDER, HQ USMEPCOM (ATTN: J-3/MEOP-TD)	
SUBJECT: Request for Replacement of CAT-ASVAB/C-DLAB Material	
The following unusable CAT-ASVAB disks have been destroyed and require replacement:	
Item	Serial Number      Quantity
Form Load	CHIC.001              1
Install Disk	CHIC.002              1
Our point of contact is XXXXX. He or she can be contacted at (XXX) XXX- XXXX.	
Signature of TCO/TST// Name of TCO/TST	
cc: Sector Testing	

**Figure 2-6. Sample Memorandum for Verification of APT and TMI Accounts (sample not to scale)**

(Use Appropriate Letterhead)	
OFFICE SYMBOL	Month Day, Year
MEMORANDUM FOR EDUCATION DIVISION (AHRC-PDE/APT), U.S. ARMY HUMAN RESOURCES COMMAND AND AIR FORCE PUBLICATIONS CENTER	
SUBJECT: Information Verification of Army Personnel Test (APT) Account #(T-account) Information and Air Force Publications Center TMI Account # (TMI Account)	
Test Control Officer (TCO): [Name], [Rank], Test Score Technician (TST): [Name], [Rank]	
Test Account Physical Address: [Address used for delivery companies such as FedEx and UPS. This always includes a complete street address and suite or room number.]	
Test Account Postal/Mailing Address: [Address used for the US Postal Service (USPS). This can be a Post Office Box. Be sure to include attention line, and do not use abbreviations.]	
Test Account can receive packages using the following delivery methods: [List all that apply: FedEx, UPS, USPS Registered Mail, USPS Certified Mail.]	
Test Account E-mail Address: [Generic e-mail address for account or e-mail addresses for both TCO and TST.]	
Test Account DSN & COM Phone Numbers: Test Account DSN & COM FAX Numbers:	
Test Account Sub-site Information: [If your account has sub-sites, include locations and TSTs names and contact information.]	
POC for this memo (if differs from TCO or TST) is [name], [phone number], and [e-mail address].	
MEPS Commander's signature	
Attachment: As stated	

## **Chapter 3**

### **Enlistment ASVAB Test Administration**

#### **3-1. TA Preparation**

a. TAs must be knowledgeable in the following areas before administering any ASVAB examination: test security and accountability, test access, test administration, authorization to test, retest policy, scoring tests, and verifying results according to this regulation and the CAT-ASVAB and Internet CAT-ASVAB (iCAT) User's Guides as applicable.

b. TAs using Internet Based Computerized Adaptive Testing (iCAT) will be granted access to that test by their iCAT Site Security Manager (SSM) only.

#### **3-2. Site Security Manager (SSM) Duties for iCAT**

a. iCAT SSM duties are performed by the MEPS TCO (primary) and TST (alternate). SSM activation/deactivation requires new TCOs and TSTs to submit a request to J-3/MEOP-TD, along with their DoD ID number, to grant them SSM roles in DMDC applications. Upon receipt, J-3/MEOP-TD will validate and grant SSM permissions and will notify the MEPS and Sector upon completion.

b. SSMs will be notified by J-3/MEOP-TD to complete online SSM training courses.  
**Note:** Course completion certificates will be submitted to J-3/MEOP-TD before performance of SSM duties is authorized.

c. TCOs will deactivate TA access to the iCAT within five days of an individual's departure from the testing section or a MET site.

d. TCOs will notify J-3 MEOP-TD via email when they or the TST are within five business days of departure from the testing section.

#### **3-3. Authorization to Test**

a. Personnel authorized to test.

(1) Non-prior Service applicants at least 17 years of age. If not 17 years of age or older, the applicant cannot test. If tested by mistake before the age of 17, the test will be scanned for upload into Central Test Scoring (CTS). When the USMIRS record is built, the test will be added to the applicant's record as invalid for enlistment purposes, and retest eligibility starts from the date of test.

(2) Military personnel (active duty, National Guard, and Reserve) who are changing components or Services can be administered the ASVAB at the MEPS. These personnel are required to present a completed [UMF 680-3A-E](#) to the TA before taking the ASVAB.

(3) Prior service (PS) applicants may test according to guidance in appropriate Service directives. Services establish enlistment standards and no minimum AFQT score applies for enlistment processing. The validity period for previous test scores and associated source documentation for PS applicants are determined by each Service. PS applicants do not need a [DD Form 368, Request for Conditional Release](#) to take an aptitude test. When PS applicants are retested with an enlistment ASVAB, the results become the score of record. IRR applicants will be processed in the same manner as non-prior service applicants.

**Note:** This paragraph does not pertain to personnel assigned to the MEPS.

(4) TAs who need to take the ASVAB must be removed from testing duties and not have access to ASVAB test material for at least 6 months prior to the scheduled ASVAB test. CAT-ASVAB will be used for TAs taking this test. Waivers of the 6-month rule will be considered on a case-by-case basis for a TA applying for special programs with submission time requirements. Waivers will be requested through Sector testing section to J-3/MEOP-TD.

(5) USMEPCOM personnel who need to take the ASVAB will request a waiver through their chain of command to J-3/MEOP-TD.

b. Personnel not authorized to test.

(1) Individuals in a Service Delayed Entry Program (DEP) are not authorized to test with the ASVAB except for inquiry into possible testing improprieties. The applicant's score remains valid while in the DEP. However, if the individual is discharged from the DEP, and 2 years have elapsed since the last valid test, the individual no longer has a valid ASVAB score of record and must be tested to continue further processing. If a member in the DEP takes an ASVAB, the test will be invalidated.

(2) Individuals who have been accessed (Guard and Reserve) are not authorized to test with the ASVAB except for inquiry into possible testing improprieties. The applicant's score remains valid while accessed. However, if the individual is released and 2 years have elapsed since the last valid test, the individual no longer has a valid ASVAB score of record and must be tested to continue further processing or the PS procedures are followed from Paragraph [3-3a\(3\)](#). If a member who has been accessed takes an ASVAB without prior approval, the test will be invalidated.

(3) Military personnel (active duty, National Guard, and Reserve), Service recruiters (military and civilian), and liaison personnel are not allowed to take the ASVAB at the MEPS or at a MET site. These members will be referred to their nearest military installation.

(4) An applicant disqualified and in a hold status due to positive drug/alcohol or positive Human Immunodeficiency Virus (HIV) test results is not authorized to ASVAB test until the eligibility date for further processing (removal of hold status) is met. An updated drug/alcohol test is not required. If tested while on medical hold for positive drug/alcohol or positive HIV results, the test will be invalidated.

### **3-4. When Authorized Individuals are Allowed to Retest**

a. Standard retest policy.

(1) The retest policy applies to both enlistment and student testing programs without distinction. A mandatory test session in a high school does not waive this policy.

(2) An applicant who answers at least one ASVAB question is considered to have tested and establishes retest eligibility.

(3) Any ASVAB test, including confirmation and student tests, within 2 years of any previous ASVAB test is a retest and will be counted toward the retest policy.

(4) When retested, a complete ASVAB is administered.

(5) Applicants, who have taken an initial ASVAB, student or enlistment, can retest after 1 calendar month has elapsed (e.g., initial test taken on 2 January, first retest was taken on 2 February, applicant is eligible for second retest on 2 March). Subsequent retests can be administered after 6 calendar months have

elapsed from the last test date (e.g., initial test taken 2 January, retest taken 2 February, second retest taken on 2 March, third retest is authorized 2 September).

(6) Non-prior service applicants are authorized to take the paper and pencil (P&P) version of the ASVAB (27 A/B) once during the testing history (e.g., initial test taken iCAT and first retest on P&P version 27 A or B). Applicants are not authorized to take the P&P ASVAB for confirmation testing purposes.

b. Special considerations.

(1) Retesting with the same version of the ASVAB that was used on any previous test is strictly prohibited for at least 6 months. If an applicant is retested with the same test version within a 6-month period, the retest score will be invalidated and the previous valid test score will stand as score of record. However, if the condition is the result of a MEPS procedural or administrative error, the MEPS Commander may authorize an immediate retest using a different ASVAB version.

(2) Applicants dismissed for cheating or disruptive behavior will have their test invalidated, and are not authorized to retest for 6 months from the date of the invalid test.

(3) MEPS Commanders will not authorize immediate retests simply for the purpose of improving an examinee's scores. MEPS Commanders may authorize an immediate retest if the examinee's prior test results were obtained under one the following conditions:

(a) If MEPS personnel made procedural and/or administrative errors resulting in test invalidation (e.g., retests taken on the same test version if ability exists to check before test, etc.)

(b) If the examinee's answer sheet was accidentally destroyed or lost before scanning.

(c) If the examinee's prior test scores are believed to be unrepresentative of the applicant's ability. Examples include test session disruption (e.g., fire evacuation, etc.), test administration error (e.g., incorrect subtest timing), or environmental problems (e.g., air conditioning failure, excessive noise, etc.)

(4) MEPS Commanders may mandate immediate retests when reasonable cause exists to suspect that improper means were employed to influence or increase test scores. If any testing impropriety is discovered as a result of the mandatory retesting and/or an interview, associated test results for that applicant will be invalid, and the individual will be prohibited from voluntary retesting for 6 months.

(5) Applicants excused from test sessions due to distress may be authorized an immediate retest by the MEPS Commander (see Paragraph [3-8h\(1\)](#)).

(6) When the MEPS Commander orders an immediate retest, record the immediate retest authorization on an MFR signed by the MEPS Commander. The MFR will be placed in the applicant's packet. Immediate retests will take place at the MEPS only. The immediate retest when authorized by the commander will be the test of record.

(7) Applicants unable to complete an iCAT test due to technical difficulties may retest immediately. See Paragraph [4-3b\(3\)](#).

c. Exceptions to retest policy.

(1) Each Recruiting Service and HQ USMEPCOM (J-3/MEOP-TD) has a Manpower Accession Policy Working Group (MAPWG) representative appointed to address special situations dealing with enlistment testing policy. At any time, the MAPWG can approve exceptions to current testing policy based

on individual cases.

(2) Recruiting Service personnel request waivers to testing policy, through their Service's chain of command to their MAPWG representative. This representative will confer with J-3/MEOP-TD and make a determination. If the exception is approved, J-3/MEOP-TD will notify Sector testing section and the MEPS of the required action.

d. Unless otherwise stated, exceptions to testing policy granted by J-3/MEOP-TD are valid for 1 year from the date of approval. Keep written approval of exceptions from J-3/MEOP-TD Record Number 100/800D, "Policies and Precedents" (see Appendix A, Section IV).

### **3-5. Request for Examination**

a. Non-PS applicants, PS applicants, and military personnel changing components (who have an approved exception to policy to test) must provide a completed [UMF 680-3A-E](#) to the TA before examination.

b. Active duty Marines, to include those applying for officer programs, will provide the memorandum from the Commandant of the Marine Corps before taking the ASVAB.

### **3-6. ASVAB Test Facility Requirements During Test Sessions**

a. A clock must be visible to applicants (paper and pencil testing).

b. A sign stating "Subtest (number) will end at (time)" will be posted near the clock (paper and pencil testing). A permanent blackboard is sufficient for this requirement.

c. A sign stating "Test in session—will end (time)" must be posted at each entrance to the test room.

d. The test room must be free from noise and visual distractions and properly illuminated.

e. Each seat must afford the tester an appropriate writing surface for scratch paper.

**Note:** CAT-ASVAB testing room dimensions for the tables: 72 inches long, 30 inches wide and 29 inches from the floor. These dimensions allows for only two Examinee Test (ET) stations per table. Dimensions for the chairs: Chair seats are 18 inches from the floor. Any deviations will be reported to J-3/MEOP-TD thru Sector.

f. An audible electronic timer will be used for timing the various subtests (paper and pencil testing).

g. CAT-ASVAB CPUs will be placed on floor or on a CPU stand located on the floor, **pre-existing CPU holders attached to the table, or on the top of the table (which is most preferred).**

### **3-7. Night Testing Provisions**

a. All applicants for night testing will be checked in and out of the Testing Section. Night testing will be provided Monday through Thursday except holidays, and Friday prior to a Saturday opening. The MEPS will provide a 3-hour applicant arrival window that covers, at a minimum, 1500 – 1700. The MEPS will accept walk-in testers, but projected testers will be given priority.

b. Exceptions to policy (ETP) regarding the minimum arrival window as stated in 3-7a will be sent to J-3/MEOP-TD through Sector for approval/disapproval. When submitting the ETP ensure the 3-hour window includes the timeframe of 1500 – 1600 and the IRC agrees with the change. The ETP request must be in



memorandum format with the MEPS Commander's signature verifying the agreement between the MEPS and the IRC.

### 3-8. Applicant/TA Ratio

a. MEPS. During enlistment testing in a MEPS, the maximum applicant/TA ratio for CAT-ASVAB is 40:1. If the ratio exceeds 40:1 at any time in a MEPS, a second TA is required.

b. MET site. During enlistment testing at a MET site, the maximum applicant/TA ratio is 25:1. When the seating capacity at a MET site exceeds 25, MEPS Commanders are authorized to waive the ratio to 30:1, provided adequate security and integrity of the test can be maintained. The maximum number of applicants at a MET site will not exceed 30.

### 3-9. General Enlistment Testing Direction

a. ITAs will not conduct ASVAB tests in the MEPS.

b. The appropriate MET site code will be used for all test sessions (see Appendix [D](#)).

c. The TA will remain in the test room when applicants are present. Observing applicants through a window/door is not allowed.

**Note:** The TA is defined as the individual who is responsible for the required testing material on [UMF 611-1-9-R-E](#) and will administer the test session. If the TA needs to leave the testing area, the only authorized individuals to assist with taking over the testing session are other trained MEPS TAs.

d. Only authorized MEPS personnel are allowed access to the CAT-ASVAB testing room. Authorized MEPS personnel are the only members permitted access to a MET site testing room during test administration and scoring. **Recruiters/liaison personnel (military or civilian) are not allowed in testing rooms at any time.**

e. Personnel taking the ASVAB in a MEPS must be given the CAT-ASVAB unless:

(1) He or she has taken all versions of CAT-ASVAB within 6 months from the test date.

(2) He or she is documented as color blind.

(3) The CAT-ASVAB system is completely inoperable.

(4) An exception to policy to administer a paper and pencil enlisted ASVAB test must be submitted to J-3/MEOP-TD through Sector testing.

f. TAs will not perform any nonrelated testing activities during the session.

g. Deviations from specific instructions in test administration manuals are prohibited. Read directions verbatim, in English, while standing. TAs must ensure applicants ask and respond to questions in English.

h. Applicants may be excused from a test session for one of the following four reasons:

(1) Distress (e.g., sick, nervous, fatigued). Be alert for applicants who show signs of distress and, when appropriate, excuse the applicant from the test session. If an applicant is excused, collect testing material, including scratch paper, before the applicant departs the room. The TA must note the time and

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reason of dismissal on [UMF 611-1-7-R-E, Aptitude Testing Processing List](#). The MEPS testing section personnel will notify the Recruiting Service of the action taken. The MEPS Commander may authorize an immediate retest for the applicant and, when immediately retested for this reason, the original test results will be discarded and not counted as a test taken. The form may be obtained from the [USMEPCOM Intranet Sharing Policy Experience And Resources \(SPEAR\)](#), ordered from APD or reproduced on 8 ½- by 11-inch plain white bond paper.

(2) Cheating. Ensure applicants are working independently and not cheating. Applicants will have on their desks only those materials (test book, answer sheet, two sheets scratch paper, and two lead pencils) provided by the TA when taking the test. Use of unauthorized assistance such as cameras, cellular telephones, or any other electronic devices is prohibited within any testing area. Applicants detected receiving or using unauthorized assistance (crib sheets, talking during the test, gazing onto a neighbor's test, etc.), or using other devious means (e.g., working on a portion of the test other than the one being administered or using a calculator, cellular telephone, electronic translator, or other electro/mechanical device) will not be allowed to continue to test. If testing is complete, their test results will be invalidated. Without causing disruption to the test session, excuse applicants caught cheating after collecting test material, to include scratch paper. The TA must note the time and reason of dismissal on [UMF 611-1-7-R-E](#). The MEPS testing section personnel will notify the Recruiting Service of the action taken. The applicant's test will be invalidated and the applicant will be placed in a hold status and will not be allowed to retest until 6 months from the test date. Every succeeding retest must be taken at the MEPS. If the applicant has a cell phone on their person during the test, but does not use it as a means of unauthorized assistance, the test will be invalidated and the applicant will not be allowed to retest for one month, unless the test being invalidated is their third test, then Paragraph [3-3\(a\)\(6\)](#) of this regulation applies.

(3) Disruption. Dismiss any applicant who becomes disruptive during the testing session. The TA must collect test material, to include scratch paper, and note the time and reason of dismissal on [UMF 611-1-7-R-E](#). The MEPS testing personnel will notify the Recruiting Service of the action taken. The applicant's test will be invalidated, the applicant will be placed in a hold status, and will not be allowed to retest until 6 months from the test date. The MEPS Commander may authorize immediate retests for the other applicants.

(4) Other necessities (e.g., restroom). When it is necessary to excuse an applicant from a test session, collect the applicant's test material before he or she leaves the test room. To ensure the applicant does not return to work on a previous part of the paper and pencil examination, the TA will circle the item number of the last question answered on the answer sheet with a "RED" felt-tip marker. The applicant must wait until the beginning of the next subtest to proceed upon return. Make every effort to prevent examinees from leaving during a subtest. In a CAT-ASVAB session, the applicant can be excused once they have completed a subtest and have not started on the next subtest. Applicants must return within 5 minutes to ensure the test session does not time out.

i. Applicants who abandon a test after answering at least one question are considered to have been tested. The TA will collect test material, to include scratch paper, and note the time and reason of departure on [UMF 611-1-7-R-E](#). The applicant's test will be invalidated, and the MEPS testing section personnel will notify the Recruiting Service of the action taken. Follow the normal retest policy for test eligibility.

j. Breaks will not be permitted during administration of the ASVAB. The MEPS Commander will determine if the circumstances of the delay warrant invalidating the test session.

k. The TCO/TST will prepare and annually review contingency plans for conducting MEPS test sessions in the unplanned absence of the assigned TA. Ensure service liaison personnel are notified in advance when a session is canceled.

**3-10. Paper and Pencil Test Administration**

a. The TA will ensure he or she has enough test booklets in his or her possession for 30 applicants, copies of the Privacy Act Statement (see Appendix [C](#)), and the materials required per the applicable manual for administration.

b. Applicants must provide the TA with a completed [USMEPCOM Form 680-3A-E](#). Forms received with whiteout corrections will not be accepted. If an error is made on an entry, it will be corrected by drawing a single line through the mistake, annotating the accurate information, and initialing the block. Once reviewed for accuracy, the applicant must sign block 23 in the TA's presence. In an attempt to prevent ringer activity, the TA will verify the signature against the signatures in blocks 25, 26, and 27. In the event the applicant has an envelope provided by the recruiter to transport unverified test scores, it will be collected from the applicant at this time.

c. The TA must be presented with a photographic identification card from the applicant. If no photographic identification card is available, the TA will ink the applicant's right thumb to obtain a thumbprint in the appropriate block on [USMEPCOM Form 680-3A-E](#).

d. The TA will complete a [UMF 611-1-7-R-E](#) as applicants arrive to test. This form is used to record information concerning test sessions. The MEPS TCO/TST will review the form to ensure no unusual test version patterns develop. Unverified scores do not need to be annotated on the form.

e. The TA will ensure available test versions are used and distributed equally among examinees. Seat applicants in a fashion where they cannot readily observe another applicant's answer sheet. Applicants seated side by side, behind, or in front of other personnel, will have alternate versions of the test. Only test versions 27A/27B (F&G) is authorized for enlistment paper and pencil test administration.

f. The TA must maintain visual control of applicants once they have been checked in for testing. If an applicant departs the room for any reason before the session starting, the TA must again verify the individual's status via photographic identification card or obtain a right thumbprint.

g. Conduct the test session according to guidance in the appropriate manual for administration.

h. Upon completion of the test, the TA will:

(1) Instruct applicants to remain quietly in their seats.

(2) Collect materials, including scratch paper, directly from each applicant.

(3) Inventory test booklets and answer sheets (to include a quick page check (an inspection of the overlapping black lines on the edge of the pages)).

(4) Release applicants from the test room after test material has been accounted for.

(5) Score tests with the PDA and generate a [USMEPCOM Form 611-1-2-R-E, Unverified Test Scores \(Single Applicant\)](#) for those applicants that provided an envelope. The form must be sealed in the envelope before release to the applicant. Instruct the applicant to deliver the sealed envelope to their recruiter.

(6) Conduct a thorough page-by-page check of test booklets once the TA returns to the MEPS or testing storage site.

(7) Review test booklets for serviceability. Erase stray marks from test booklets. Booklets that are

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worn or contain marks that cannot be completely erased will be destroyed. Test booklets will not be repaired in any fashion (e.g., stapling, taping, etc.). Unserviceable test booklets will be destroyed and removed from inventory. The replacements books are ordered within five business days. ITAs will work with the TCO to replace unserviceable test books in their possession.

(8) Secure accountable test material according to Paragraph [2-3](#).

(9) At MET Sites, the TA will create a double-wrapped test package containing all used answer sheets (including the spines), all used scratch paper, all original UMFs [680-3A-E](#), [Request for Examination](#), and the [UMF 611-1-7-R-E](#) and send it to their MEPS via FedEx standard (see Paragraph [2-6d](#)).

i. Upon receipt of the test package, MEPS TAs will:

(1) Prior to scoring, review answer sheets to ensure personal information (i.e., applicant's name and SSN) are entered correctly on each page of the answer form. Reconcile errors between the answer sheet, [UMF 611-1-7-R-E](#), and [UMF 680-3A-E](#) according to the instructions below. If appropriate, test scorers can make minor administrative changes to the answer sheet to ensure the SSN, date of test, date of birth, and test version are accurate and match the forms listed above. [UMF 680-3A-E](#) is the source document. Changes to the applicant's subtest item responses, to include darkening in responses are prohibited. Do not write test scores on answer sheets.

(a) [USMEPCOM Form 680-3A-E](#) suspect or invalid SSN - answer sheet SSN coded incorrectly. When an answer sheet is incorrectly coded, the scorer will verify SSN against the SSN on [UMF 680-3A-E](#). Upon confirmation that the SSN coded on the answer sheet is incorrect, the scorer will correct the coded SSN and score the answer sheet.

(b) [UMF 680-3A-E](#) suspect or invalid SSN - SSN mismatch between answer sheet and [UMF 680-3A-E](#) (SSN on [UMF 680-3A-E](#) is valid). The MEPS TCO/TST will notify the Recruiting Service of the discrepancy, create a valid test record using the SSN on [UMF 680-3A-E](#), and create an "N" status record with the reason "SSN Discrepancy on Answer Sheet." Remove the "N" status when the SSN has been verified and correct SSN if needed.

(c) [UMF 680-3A-E](#) suspect or invalid SSN - SSN on [UMF 680-3A-E](#) block 1 is incomplete or out of range (number has not been issued by Social Security Administration), but the answer sheet has a complete valid SSN. The MEPS TCO/TST will notify the Recruiting Service of the discrepancy, create a valid test record with the SSN on the answer sheet, and create an "N" status record with the reason "SSN Discrepancy on [UMF 680-3A-E](#)." Remove the "N" status when the SSN has been verified and correct SSN if needed.

(d) [UMF 680-3A-E](#) suspect or invalid SSN - SSNs on answer sheet and block 1 of [UMF 680-3A-E](#) are incomplete or out of range; however, the SSN recorded in block 25 of [UMF 680-3A-E](#) is a complete valid SSN. The MEPS TCO/TST will notify the Recruiting Service of the discrepancy, create an invalid test record with the SSN in block 25 of the [UMF 680-3A-E](#), and create an "N" status record with the reason "SSN Error on [UMF 680-3A-E](#) and Answer Sheet." Remove the "N" status when the SSN has been verified, validate the test, and correct SSN if needed.

(e) [UMF 680-3A-E](#) suspect or invalid SSN - SSNs on [UMF 680-3A-E](#) and answer sheets are either incomplete or out of range. The MEPS testing personnel will attach [UMF 680-3A-E](#) to the answer sheet, but do not create a test record. Record under 601-222d; disposition instructions are in Appendix [A](#), Section IV.

(2) Notify the Recruiting Service of the discrepancy. MEPS testing personnel will create a valid test

record (see Paragraph [3-9i\(4\)](#) below).

(3) Conduct a records check using the USMIRS to ensure the applicant's record, if any, reflects the most recent data.

(4) Add/update personal data as required

**Note:** If incomplete or incorrect data is discovered (including the SSN) after the examination, the MEPS TA will create a valid test record. In addition, he or she will create an "N" status record with the reason "Incomplete (or Unverified) Personal Data," circle the missing/incorrect items on [UMF 680-3A-E](#) with a "RED" felt-tip marker and add the statement "Incomplete (or Unverified) Personal Data" on top of [UMF 680-3A-E](#), and notify the Recruiting Service of the discrepancy. Once the information is available, it will be annotated on the form. The statement on the form will be lined out, the "N" status removed, and the necessary information entered. If an applicant is missing any data that is needed to commit the record, use the same guidance as stated in Paragraph [3-9i\(1\)\(e\)](#).

(5) Use an optical mark reader (OMR) to score ASVAB answer sheets for record purposes. When the OMR is inoperative, or the test version cannot be scored by the OMR, use manual scoring via (Testing2000) to provide the score of record.

(6) Review and merge test data. Compare USMEPCOM PCN 680-3ADP (Processee / Enlistee Record) and [UMF 611-1-7-R-E](#) to ensure accuracy of merged test results. After reviewing, initial the [UMF 611-1-7-R-E](#) and file under record number 601-222d; disposition instructions are in Appendix [A](#), Section IV.

(7) Build applicant's packet, or add to applicant's packet if one already exists, with the following documents:

(a) [UMF 680-3A-E](#) used for testing.

(b) USMEPCOM PCN 680-3ADP printed after the personal and/or test data has been merged. Retain the most recent USMEPCOM PCN 680-3ADP in the applicant's packet.

(8) Deliver the applicant's packet to the MEPS files room. Handle any further activity concerning the packet according to guidance in [USMEPCOM Regulation 601-23, Enlistment Processing](#).

j. Completed answer sheets will be maintained under record number 601-222d; disposition instructions are in Appendix [A](#), Section IV. Answer sheets may be destroyed after 30 days but will be maintained for no more than two years after the date of test.

### **3-11. CAT-ASVAB ~~/iCAT Test Administration~~**

a. The TA will conduct the CAT-ASVAB session using the CAT-ASVAB ~~/iCAT~~ User's Guide verbatim. The CAT-ASVAB test material will be logged out for each testing session.

b. Applicant will provide the TA with a completed [USMEPCOM Form 680-3A-E](#). Once reviewed for accuracy, the applicant will sign block 23 in the TAs presence. ~~For CAT-ASVAB, when e-Security verification is available, block 23 of the UMR 680-3A-E is not required for signature verification. For iCAT, to prevent ringer activity, the TA will verify the signature against the signatures in blocks 25, 26, and 27. In the event the applicant has an envelope provided by the recruiter to transport unverified test scores, it will be collected from the applicant at this time. Note: Testing sites with e-Security will use a fully completed USMEPCOM Form 680-3A-E (Request for Examination) along with any one of ten authorized source documents for e-Security enrollment (see UMR 601-23).~~

c. The applicant will provide the TA a photographic identification card. If no photographic identification card is available ~~at an iCAT site~~, the TA will ink the applicant's right thumb to obtain a thumbprint in the appropriate block on [UMF 680-3A-E](#).

d. The TA must maintain visual control of applicants checked in for testing. If an applicant departs the area for any reason during the session, the TA must again verify the individual's status via photographic identification card, or obtain a right thumbprint if a photographic identification card is not available at an iCAT site.

e. The TA will brief applicants taking the test. This may be done orally or in writing. See Figures [3-1](#) and [3-2](#) for sample briefs. Each MEPS may modify to emphasize unique concerns.

f. Unless projected for testing and a records check has been conducted using USMIRS, a records check will be accomplished prior to the applicant test to review the applicant's eligibility to test and the previous versions used, if any. Checking [UMF 680-3A-E](#) or asking the applicant whether he or she was previously tested is not adequate for this purpose.

g. During test administration and/or before committing test data, the TA will add to or update personal data as required to the applicant's record.

h. In the event a TA is logged on to the CAT-ASVAB during a session and that TA has to leave, the MEPS will perform Failure/Recovery per the CAT-ASVAB User's Guide, which will allow another TA to log-in and continue the session.

i. As tests are completed, the TA will:

- (1) Collect all scratch paper directly from the applicant.
- (2) Release applicant from the test room only after his or her test material has been accounted for.

j. Once the test session is completed, the TA will:

- (1) Inventory CAT-ASVAB disks removed to ensure accountability.
- (2) Ensure the file server, TA station, and all ET stations are logged off.
- (3) Secure accountable test material according to Paragraph [2-3](#).
- (4) Review and merge test data. Compare USMEPCOM PCN 680-3ADP and [UMF 611-1-7-R-E](#) to ensure accuracy of merged test results. After reviewing, initial [UMF 611-1-7-R-E](#) and file under record number 601-222d; disposition instructions are in Appendix [A](#), Section IV. Destroy after 30 days. **Note:** The computer generated Applicant Test Processing List printed from iCAT A&R may be used in lieu of the [UMF 611-1-7-R-E](#).

(5) Build the applicant's packet, or add to applicant's packet if one already exists, with the following documents:

(a) [UMF 680-3A-E](#) used for testing. [UMF 680-3A-E](#) used for testing will be retained in the applicant's packet.

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(b) USMEPCOM PCN 680-3ADP printed after the personal and/or test data has been merged. Retain the most recent USMEPCOM PCN 680-3ADP in the applicant's packet.

(6) Deliver the applicant's packet to the MEPS files room. Handle any further activity concerning the packet according to guidance in [USMEPCOM Regulation 601-23, Enlistment Processing](#).

### 3-12. iCAT/PiCAT Test Verification Test Administration.

a. The TA will conduct the iCAT/PiCAT Verification session using the iCAT ASVAB User's Guide.

b. Applicant will provide the TA with a completed [USMEPCOM Form 680-3A-E](#). Once reviewed for accuracy, the applicant will sign block 23 in the TAs presence. To prevent ringer activity, the TA will verify the signature against the signatures in blocks 25, 26, and 27. In the event the applicant has an envelope provided by the recruiter to transport unverified test scores, it will be collected from the applicant at this time.

c. The applicant will provide the TA a photographic identification card. If no photographic identification card is available the TA will ink the applicant's right thumb to obtain a thumbprint in the appropriate block on [UMF 680-3A-E](#).

d. Procedures in paragraph 3-10d-f will be followed regarding physical control of the applicants when administering iCAT/PiCAT verification testing at either the MEPS or an iCAT MET Site.

e. In the event the iCAT A&R platform cannot not be accessed due to connectivity, the following steps will be taken:

#### (1) MET Site Administration (iCAT and PiCAT Verification).

(a) If connectivity issues are prevalent during registering the applicants and no resolution has been found within the specified timeframe provided by the TCO, reverting to paper and pencil testing is authorized, if the recruiter/applicant does not want to return at a later date. Prior to administering paper and pencil testing, applicants must be screened to ensure they have not previously taken a paper and pencil ASVAB test.

(b) If connectivity issues arise after the applicants have begun taking the test and the issue cannot be resolved in a timely manner, the test session will be terminated. The applicant can return to either the MEPS or any iCAT MET site within 10 days to complete the test.

#### (2) MEPS Administration (PiCAT Verification).

(a) If connectivity issues are prevalent during registering the applicants and no resolution has been found within the specified timeframe provided by the TCO, the TA will send the applicant back to the liaison to receive confirmation to either reschedule the applicant for the PiCAT verification test or the applicant be administered the CAT-ASVAB.

(b) If connectivity issues arise after the applicants have begun taking the test and the issue cannot be resolved in a timely manner, the test session will be terminated. The applicant can return to either the MEPS or any iCAT MET site within 10 days to complete the test.

### 3-13. Test Results

a. Verified test results must be sealed in an envelope before release to the applicant. Instruct the applicant to deliver the sealed envelope to their recruiter. **Note:** This process is optional when test data is transmitted through the system data exchange.

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b. Results from iCAT will automatically merge with an applicant's USMIRS record provided personal data exists in USMIRS. Results from in-house tests are available to the Recruiting Services following the CAT-ASVAB test session. If local circumstances or issues dictate a longer timeframe, notify the IRC and Sector testing section. Results from enlistment tests administered by the Services or other agencies will not be entered into USMIRS with the exception of tests administered at designated overseas testing sites managed by the Services.

c. Provide results from MET site paper and pencil tests to the Recruiting Services within 72 hours from the date of test. Do not include Saturday, Sunday, MEPS training days or weekday holidays in determining the 72 hours. If local circumstances dictate a longer timeframe, notify the IRC and Sector testing section.

d. When applicants are using student test results to process for enlistment, MEPS test coordinator may release the student test scores for enlistment if the applicant (student at the time) was in the 11th grade or higher at the time of testing; is at least 17 years of age, the date of test is within 2 years, and a completed [UMF 680-3A-E](#) has been received from the Recruiting Service. The [UMF 680-3A-E](#) must be signed by the applicant to indicate the applicant's consent to release the scores in the following instances:

(1) The school specifically requested the scores not be released to the Recruiting Services (option 8, see Chapter 5, [UMR 601-4, Student Testing Program](#)).

(2) The specific date of release of the recruiting Service copies has not arrived (options 1-6).

e. To release the scores for student tests, conduct a student test query in USMIRS utilizing name, SSN, date of birth, and school. Merge student test scores into USMIRS. Student tests coded option 7 will not be merged into USMIRS.

f. Incomplete tests (i.e. missing subtest/composite scores) are considered invalid for enlistment purposes (WKID B400P).

**Note:** In the event of a connectivity or network issue at an iCAT MET site or power outage during a CAT-ASVAB session, applicant may elect to return to the affected site within 10 calendar days and resume the test. Use the failure recovery mode. They will be restarted at the beginning of the last subtest completed prior to disruption. Applicant may also elect to immediate retest. If so, do not transfer iCAT test to USMIRS. Select the Help Key and choose option 4 or 5.

### **3-14. Manual Scoring**

a. The MEPS testing section personnel will manually score a test when the OMR is inoperative or answer sheets are damaged, or during the monthly scoring analysis. The process used to manually score a test is the same for all. The process is as follows:

(1) Use the Manual Item Entry Screen module of Testing2000.

(2) Use a scorer and a verifier when manually scoring.

**Note:** Scorer and verifier will not be the same individual.

(3) The scorer will input the answers from the appropriate test answer sheet(s) into the Manual Item Entry Screen of Testing 2000.

(4) The verifier will check the scorer's manual inputs for accuracy.

(5) After verification, the scorer will submit the scores and print the Accession Data Application



Form.

- (6) Attach a MFR signed by both scorer and verifier to the Accession Data Application Form.
- b. Distribution of MFR and Accession Data Application Form.
  - (1) Place original in the applicant's packet.
  - (2) File the second copy with the answer sheet under record number 601-222d (Appendix [A](#), sec. IV). Destroy after 1 year.
  - (3) Forward the third copy to the Recruiting Service liaison.

### **3-15. Confirmation Testing**

a. The confirmation test is used to determine the correct ability level of an applicant who shows a score gain of 20 points or more on the AFQT (comprised of the four verbal and math subtests of the ASVAB) between two continuous ASVAB tests given with six months of each other. The confirmation test identifies which AFQT is more representative of an applicant's true ability: The lower one obtained on the first test or the higher one obtain on the second or the trigger test.

b. Confirmation testing applies to applicants who were administered retests on any form of the ASVAB within 6 months of their previous test. There is no distinction between enlistment and student ASVAB when deciding if a confirmation retest is required. Confirmation testing will be conducted in the MEPS (see Chapter [6](#) for further guidance pertaining to the Honolulu MET sites). The confirmation test score will not be used as the score of record for enlistment. The confirmation test will be administered as a complete test.

c. If an applicant's most recent test score is 20 AFQT points or more than their previous test score (critical gain), and the two tests are within 6 months of each other, the applicant is required to complete a confirmation test to confirm the critical gain is indicative to their true ability. The MEPS testing section personnel will ensure the test record created in the USMIRS reflects the requirement for a confirmation test ("H" status). The confirmation test results can fall back no more than one half the critical gain to sustain the trigger test.

### **3-16. Confirmation Test Administration**

a. Service liaison personnel will be responsible for advising the applicant's recruiter that a confirmation test is required at the MEPS and no further processing is authorized until:

- (1) The confirmation test is passed, or
- (2) The 6 months have elapsed from the date of the applicant's confirmation test, at which time the applicant may voluntarily retest in the MEPS, on iCAT, or use his or her current score of record (the first of the two tests that caused the confirmation test).

b. Service liaison personnel will be responsible for requesting and scheduling the applicant to take the confirmation test. The applicant's complete and accurate testing history must be provided using [UMF 680-3A-E](#), the "confirmation" block must be checked, and the versions and forms of the applicant's two most recent ASVAB tests must be reflected. The TA will conduct a records check and compare [UMF 680-3A-E](#) with documents in the applicant's packet to ensure the information submitted is correct.

c. Confirmation testing with the same version of the ASVAB that was used on any previous test is strictly prohibited.

### **3-17. Scoring the Confirmation Test**

When the applicant completes a confirmation test, his or her AFQT from the confirmation test must be compared to the previous test, and:

a. If the applicant's confirmation test AFQT is higher than the AFQT from the previous test, or the AFQT from the confirmation test does not decrease by more than half the value of the critical gain, then the applicant has met required criteria for a successful confirmation test. The applicant may resume processing if otherwise qualified and the results from the retest (trigger test) that prompted the confirmation test become the score of record, not the confirmation test scores.

b. If the applicant's confirmation test AFQT exhibits a gain reversal (i.e., confirmation test AFQT is lower than his or her previous retest AFQT and the decrease is greater than half of the value of his or her critical gain), the applicant has failed the confirmation process. This process alone will determine an applicant's ability. The applicant may process on last valid score or wait six months to retest.

### **3-18. Post Confirmation Test Actions**

a. All retests after a confirmation test are to be given in the MEPS using CAT-ASVAB for applicants meeting any one of the two conditions listed below.

- (1) All subsequent retests following a C-Test failure.
- (2) All subsequent retests following a C-Test no-show.

**Note:** A C-Test no-show is when the applicant does not take the confirmation test within the 6 month timeframe.

b. MET site pencil and paper ASVAB tests will no longer be administered for these applicants. Applicants may voluntarily retest at the MEPS or process on their last valid test score. Ensure the remarks section of the record reflects the applicant is required to always test at a MEPS for future reference.

### **3-19. Monthly Scoring Analysis**

a. To check the accuracy of the OMR equipment and conversion software (there are two separate systems –CTS and S2K– used for scoring ASVAB paper and pencil tests), TAs will complete a monthly scoring analysis as follows:

(1) Manually score one enlistment and/or one student test once per month. MEPS with 100 percent iCAT MET sites are exempt from manually scoring enlistment ASVAB answer sheets. Due to Testing 2000 is only utilized for scoring student answer sheets, scoring analysis is not required during long periods of non-testing, i.e. summer and holiday breaks.

(2) Using the USMIRS personal computer (PC), run answer sheets through the OMR.

(3) Merge personal information from [UMF 680-3A-E](#) in USMIRS and print the results (USMEPCOM PCN 680-3ADP), or use the information from the Student ASVAB answer sheet.

- (4) Conduct the manual score, using the Manual Item Entry Screen of Testing 2000.
  - (5) Compare USMEPCOM PCN 680-3ADP with the Standard Score Verification window of Testing 2000 or the Student Test Record score line to ensure no scoring errors have occurred.
  - (6) If no errors, scan all remaining answer sheets, print the last [UMF 680-3A-E](#) and/or Student Test Record for the specific schools. Merge personal information from the remaining [UMF 680-3A-E](#).
  - (7) If the manual score differs from the OMR, manually score the answer sheets again using Testing2000 and compare again.
  - (8) If an error is detected and it has been determined to be a hardware problem (i.e., USMIRS PC or OMR), correct it before merging the remaining tests (recalibrate, technician, etc.). To validate test score accuracy, hand score answer sheets scored by the OMR since the last accurate scoring analysis according to Paragraph [3-11](#).
  - (9) There may be instances when the manual score differs from the system's USMIRS generated score and no error has been made on the part of the TA or hardware. Normally, this is caused by light or stray marks on the answer sheet caused by the applicant. In these instances, the OMR is considered the score of record. No correction is necessary.
- b. Each time the scoring analysis is conducted, record the following information on an MFR signed by the TCO/TST:
- (1) Date and time USMIRS was used.
  - (2) Number of answer sheets scored in the batch used for scoring analysis,(i.e., MET site packet).
  - (3) Name and SSN of applicant whose answer sheets were used for scoring analysis.
  - (4) Errors found, if any, to include:
    - (a) Who or what was responsible (TA during manual score procedures, USMIRS PC, or OMR).
    - (b) Corrective action taken to preclude recurrence.
- c. Once the scoring analysis is completed, staple the copy of USMEPCOM PCN 680-3ADP printout, ASVAB answer sheet, and MFR together and maintain under record number 601-222d; disposition instructions are in Appendix [A](#), Section IV.

**Figure 3-1. Sample of an Oral CAT-ASVAB Briefing.**

On behalf of (MEPS Commander's name), welcome to (name of MEPS). I am (give your name), and I will be administering your test today.

First of all, has anyone here taken the Armed Services Vocational Aptitude Battery at anytime in the past, either in a high school or another testing site, and has not indicated this on [USMEPCOM FORM 680-3A-E](#) you provided? It is extremely important to identify this because your test will be checked against a nationwide computer file for Armed Forces applicants. If it is discovered that you previously tested, but did not tell us, the results from today's test may not be valid for enlistment.

If anyone raises their hand, check their [UMF 680-3A-E](#) to ensure they have marked the retest box and entered the previous forms.

It is important that you are physically fit to take this test. Is there anybody here that doesn't feel well enough to take the examination? Remove them from the session group, inform the Service (if available), and indicate the reason for removal on [UMF 680-3A-E](#).

The test you are about to take is administered by computer. Instructions for taking the test are on the computer, and the guidelines are very easy to follow. If you need assistance during any part of the test, press the red "HELP" key, raise your hand, and I'll assist you.

Cellular telephones and any electronic devices, coats, jackets, and bags will be left in the CAT-ASVAB waiting room.

The use of crib sheets or electronic devices designed to assist in testing are not permitted. No talking is allowed while in the testing room. Use the scratch paper and pencils which are provided to you. These are the only tools you may use for any figuring you need to do while taking the test. If you need more paper or another pencil, press the red "HELP" key and then raise your hand.

Do not touch any other keys except for the letter choices, the red "HELP" key or the "ENTER" bar. Be careful not to kick the computer under the table.

After completing the examination, give your scratch paper and pencils to me and then you are released. If you are staying at the hotel, wait at the front desk for transportation.

**Any time during and after the test, you are not to discuss the material or test questions to anyone. If you are found to have discussed any testing information, you can be punished under USC Title 10, if civilian, or UCMJ for Military Personnel.**

Does anyone have any questions?

Get them started.

**Figure 3-2. Sample of a Written CAT-ASVAB Briefing.**

On behalf of (MEPS Commander's name), welcome to (name of MEPS).

First of all, have any of you taken the Armed Services Vocational Aptitude Battery at anytime in the past, either high school or another testing site, and have not indicated this on [USMEPCOM Form 680-3A-E](#) you provided? If you have, this must be identified on [UMF 680-3A-E](#) that you provided the test administrator, or stated to him or her at this time. It is extremely important to identify this because your test will be checked against a nationwide computer file for Armed Forces applicants. If it is discovered that you previously tested, but did not tell us, the results from today's test may not be valid for enlistment.

It is important that you are physically fit to take this test. Please let the test administrator now if you do not feel well enough to take the examination.

The test you are about to take is administered by computer. Instructions for taking the test are on the computer, and the guidelines are very easy to follow. If you need assistance during any part of the test, press the red "HELP" key, raise your hand, and I'll assist you.

Cellular telephones (and any electronic devices), coats, jackets, and bags will be left in the CAT-ASVAB waiting room.

The use of crib sheets, or other devices designed to assist in testing are not permitted. No talking is allowed while in the testing room. Use the scratch paper and pencils which are provided to you. These are the only tools you may use for any figuring you need to do while taking the test. If you need more paper or another pencil, press the red "HELP" key and then raise your hand.

Do not touch any other keys except for the letter choices, the red "HELP" key or the "ENTER" bar. Be careful not to kick the computer under the table.

After completing the examination, give your scratch paper and pencils to the test administrator and then you are released. If you are staying at the hotel, wait at the front desk for transportation.

**Any time during and after the test, you are not to discuss the material or test questions to anyone. If you are found to have discussed any testing information, you can be punished under USC Title 10, if civilian, or UCMJ for Military Personnel.**

Does anyone have any questions?

You may now go to a test terminal.

## Chapter 4 MET Sites

### 4-1. Purpose

a. MEPS will provide additional testing service by establishing MET sites to conduct enlistment testing at locations remote from the MEPS. Testing at MET sites will normally be conducted by Intermittent Test Administrators (ITAs). ASVAB testing at MET sites use paper and pencil test versions or iCAT, depending on the configuration of the site.

b. When necessary, the IRC will determine MET site seat allocations in conjunction with the MEPS Commander. The IRC will base allocation on the Recruiting Service, past testing performances, and processing quotas.

### 4-2. Facilities

a. Conduct MET site testing at no additional facility cost to the Government (e.g., Government facilities). The IRC will share responsibility for locating and coordinating MET sites.

b. Required standards for MET site test room facilities during test sessions, equipment, and conditions are described in Paragraph [3-6](#) of this regulation. Coordinate deviation from the standards to J-3/MEOP-TD through Sector testing section. MET sites will not be located or co-located within a recruiting station. MET sites must be no closer than 50 miles or one-hour driving time from the MEPS. If an iCAT site that has been identified is closer than 50 miles or one-hour driving time from the MEPS, an ETP can be requested to utilize that site. This request will be routed through Sector for initial approval/disapproval and forwarded to J-3/MEOP-TD as appropriate.

c. MEPS Commanders are responsible for resources required to administer the ASVAB at MET sites. When MET site test rooms do not have adequate desks or tables for testers, MEPS Commanders will evaluate the site to determine if furniture procurement or relocation to another site is warranted. Applicants testing at iCAT sites will utilize the facility's existing resources as applicable. If MEPS Commanders determine the purchase of desks or tables is justified, coordinate through Sector testing section to HQ USMEPCOM J-3/MEOP-TD. Include expenditures for desks or tables in the MEPS annual budget.

d. MEPS Commanders have the authority to open, close, or relocate MET sites to effectively manage their enlistment testing program. Before opening, closing, relocating or adding/reducing sessions, the MEPS Commander will:

(1) Coordinate with their IRC, Sector testing section, and HQ USMEPCOM, J-3/MEOP-TD

(2) Document the MET site opening, closing, relocation, addition, or reduction by memorandum (signed by MEPS Commander) and a current version of the [USMEPCOM Form 611-1-18-E, Military Entrance Test Site Update Sheet](#).

(a) Establish a MET site code according to guidance in Appendix [D](#). MET site codes are not reused unless a site is relocated within the same city.

(b) Use a "City and State" naming convention for all MET sites. Indicate if the test delivery method is paper and pencil or iCAT. If iCAT, then indicate who the host is: Army National Guard, Army Reserve, DeVry University, Virginia College, etc.

(c) Forward a copy of [USMEPCOM Form 611-1-18-E](#) through the Sector testing section to J-3/MEOP-TD.

(d) Web-delivery of the iCAT to MET sites is activated/deactivated by DMDC. Requests submitted to J-3/MEOP-TD on a [USMEPCOM Form 611-1-18-E](#) go to DMDC on Friday afternoons only. MEPS will be notified by J-3/MEOP-TD of completed actions not later than the following Friday.

e. MEPS Commanders will authorize storage of accountable test material at a MET site by memorandum. Keep a copy of the memorandum on file in the testing section under record number 1e; disposition instructions are in Appendix [A](#), Section **IV**. When possible, limit access to the testing room to testing personnel only. If this is not feasible, limit key access to supervisory and maintenance personnel (National Guard Armory and Reserve Centers).

f. MEPS Commanders will maintain computer equipment, if applicable, on the MEPS supply inventory. The MEPS will conduct an annual site visit to perform an annual inventory. During this visit, review [UMF 611-1-19-R-E, MET Site Accountability Checklist for Test Administrators](#). Verify serial numbers against monthly check sheets. Retain under record number 11-7a; disposition instructions are in Appendix [A](#), Section **IV**.

Note: Computer equipment is limited to keyboards with CAC reader, independent CAC readers, mice, and or/non-networked printer.

g. MEPS Commanders will ensure MET sites are inspected before the first test session. Subsequent inspections will be completed within 12 months from the previous date. MET site inspectors will:

(1) Use [UMF 611-1-14-R-E, MET Site TA Review](#) to document the inspection/review. Retain the most recent form under record number 11-7a; disposition instructions are in Appendix [A](#), Section **IV**. Deficiencies will be reported in writing to Sector testing section.

(2) Document on [UMF 611-1-14-R-E](#), page 1, the address and room number/name of the MET site if accountable test material is stored in the MET site. If material is stored in the TAs home, the TAs home address will not be indicated due to the Privacy Act.

(3) Annotate corrective action for discrepancies on page 2 of [UMF 611-1-14-R-E](#).

h. An ETP is required to open a MET site in an educational institution. ETPs will be routed through Sector to J-3/MEOP-TD for approval.

#### **4-3. General Testing Direction**

a. See Chapter [3](#) for paper and pencil test administration guidelines.

b. At iCAT sites.

(1) MEPS equipment will be accounted for at each test session. If no MEPS equipment is stored at the site then [UMF 611-1-19-R-E](#) is not required. Upon completion of every test session, the TA will use a [UMF 611-1-19-R-E, MET Site Accountability Checklist for Test Administrators](#) to conduct an inventory of the equipment to ensure nothing is damaged or missing. Broken or missing equipment will be reported to the MEPS immediately. Otherwise, the completed [UMF 611-1-19-R-E](#) will be electronically sent to the MEPS on a monthly basis and maintained there for one year or until the next inspection under record number 710-2c; disposition instruction are in Appendix [A](#), Section **IV**.

(2) Applicants will be registered in iCAT Authorization and Reporting prior to the test.

(3) All TA's will be familiar with system failure/recovery procedures as outlined in the iCAT User's Guide. If all recovery efforts fail, the applicant may return to the MET site within 10 calendar days (to include weekends) to continue the test where they left off. Applicants may also elect to retest immediately at the iCAT MET site or in the MEPS. If so, do not transfer the original test iCAT to USMIRS and use the Help Key to choose option 4 or 5. A different test version must be selected. Significant technical difficulties will be reported to both the MEPS testing section and DMDC per the iCAT User's Guide.

(4) When serious test delivery problems exist at the outset of the test session, TA's are required to use paper and pencil ASVAB test forms providing they have the room blocked for at least three hours and there is adequate desktop space.

c. If paper and pencil MET site packets are lost:

(1) The applicant will be allowed to retest at his or her convenience as an automatic exception to the retest policy (see Paragraph [3-4b\(3\)\(b\)](#)).

(2) If the first packet is found, the scores may be used for enlistment unless the packet appears to have been tampered with.

(3) If the packet is found after the applicant has been processed at the MEPS, destroy the answer sheets without scoring them.

#### **4-4. ASVAB Test Scores from iCAT**

a. Internet Computerized Adaptive Testing (iCAT) is an adaptive test which shares the same properties as the in-house CAT-ASVAB test. The only differences are the authorization procedures and applicant registration via iCAT Authorization and Reporting. Test scores are transferred immediately thru CTS (Centralized Test Scoring) to the USMIRS record provided personal data exists. For more information, please refer to the CAT-ASVAB and iCAT User's Guides posted on the USMEPCOM intranet site under J-3/MEOP-TD.

b. Scores posted in iCAT A&R are unverified if the applicant was not projected and personal data does not exist in USMIRS. When personal data is resident in USMIRS the iCAT scores are verified. The score report indicates if the scores are verified or unverified.

c. TA's will print a score report from iCAT A&R when requested in person by the applicant's recruiter or when an applicant presents an envelope. The TA will seal the envelope after placing the score report inside, write the applicant's name on the outside, and give it to the applicant for delivery to the recruiter.

d. Correcting iCAT scores in USMIRS transactions.

(1) To eliminate procedural errors within USMIRS when trying to make corrections to iCAT tests transferred to USMIRS via CTS, MEPS should ensure the USERNAME in the work history is viewed. When the USERNAME in the work history of the record is USMIRSDB (associated with testing workload identification (WKID) codes), MEPS must submit a USMEPCOM J-3/Operations Center (MOC) request to correct any data associated with the following if correction cannot be performed at the MEPS:

(a) MET site corrections.



(b) Retest eligibility date changes.

(c) Correcting response entry errors on personal, demographic, and test administration fields of Page One of the ETP answer sheet.

#### **4-5. ASVAB Test Scores from Paper and Pencil Tests**

a. If the applicant's recruiter is not present at the end of the test session, the recruiter may provide an envelope to the applicant for use by the TA. The TA will then calculate the unverified AFQT using the Personal Digital Assistant (PDA), record it on a [USMEPCOM Form 611-1-2-R-E](#), and seal it in the envelope for delivery to the recruiter by the applicant. The TA will not issue scores to the applicant either in writing or verbally if no envelope is provided. Other arrangements to provide the applicant's recruiter with either verified/unverified test scores are not authorized.

b. For official test scoring, the MET site ITA will create a double-wrapped MET site package consisting of all completed test answer sheets (including the answer sheet spines), all used scratch paper, all Requests for Examination ([UMF 680-3A-E](#)), and the [UMF 611-1-7-R-E](#) to their MEPS TCO.

#### **4-6. MET Site Utilization Efficiency**

a. MEPS will monitor the MET site testing program for cost efficiency and effectiveness. Base efficiency determinations on savings in applicant meals, travel, and lodging that result from testing at a MET site rather than the MEPS using [USMEPCOM Form 611-1-6-R-E](#), [MET Site Cost Utilization-Analysis](#). File form under record number 601; disposition instructions are in Appendix [A](#), Section IV. Form may be obtained from the USMEPCOM [SPEAR](#) and reproduced on 8.5 by 11-inch plain white bond paper.

b. MEPS testing section personnel will review each MET site usage quarterly and provide a copy of the analysis to Sector testing section and HQ USMEPCOM J-3/MEOP-TD within three days of completion. If a site is identified as not efficient (averages less than five testers per session over 6-month period and is not cost effective in comparison to testing at the MEPS), the MEPS will interface with Sector testing section and develop a plan of action. Suggested adjustments include changing the time, day, and/or week of the test or placing the site on-call and only test when five applicants are projected. MEPS must discuss the proposed plan with the IRC. Place a low usage site on probation for 6 months to evaluate adjustments. If usage does not increase, take appropriate action. A low MET site average may be appropriate in order to retain an ITA in an area for high school testing. For example, a MET site that has a low number of projected testers, but is in an area where there is a high volume of high school testing being conducted.

#### **4-7. Intermittent Test Administrator (ITA)**

ITAs conduct ASVAB testing at MET sites and schools. Each MEPS coordinates directly with the appropriate ITA to ensure coverage of scheduled test sessions, and to ensure each ITA is qualified to administer the ASVAB. The MEPS must complete ITA performance reviews at intervals prescribed below. Reviews may be in conjunction with the test site inspection. Annotate any corrective action taken on [USMEPCOM Form 611-1-14-R-E](#).

a. Newly hired ITAs.

(1) ITAs are activated/deactivated for iCAT access by the MEPS iCAT SSM. Deactivations are completed within five business days of the departure of an ITA.

(2) The TCO, TST, TNCO, or Lead Test Clerk will observe and review newly assigned ITAs at both an enlistment and student session, if applicable, within 6 months of their first test session. Use [USMEPCOM Form 611-1-14-R-E](#) to document the review. Retain the two initial reviews under record number 11-7a; disposition instructions are in Appendix [A](#), Section IV.

(3) Subsequent reviews must be completed by the TCO, TST, TNCO, or Lead Test Clerk within 12 months of the previous review date at a MET site or student session, and be documented using [USMEPCOM Form 611-1-14-R-E](#). Retain the most recent form under record number 11-7a; disposition instructions are in Appendix [A](#), Section IV.

**4-8. No-show Sessions**

A no-show session occurs when an applicant does not appear for a test session. If there are no projections, cancel the test session and notify the ITA. If no-show sessions continue at a MET site, analyze the situation and take appropriate action in conjunction with the IRC.

## **Chapter 5**

### **Special Purpose Test Administration**

#### **5-1. Purpose**

a. Special purpose tests are administered when necessary to determine qualifications of applicants for specific occupational specialties. Applicants requiring aptitude scores will take the ASVAB prior to taking a special purpose test. Officer candidates and ROTC cadets that do not require aptitude scores will be coded that way in USMIRS and may be given special purpose tests. They are not categorized as service members for the purposes of this regulation.

b. Special purpose tests are delivered by paper and pencil, computerized, and web-based methods. Administration and scoring vary according to the delivery method. Specific guidance for web-based and computerized special purpose testing is listed by test in Paragraph [5-7](#) and Table [5-2](#). Special purpose tests can be administered on the same day the ASVAB is administered; however, the ASVAB must be administered first, except AFOQT. Special purpose tests can be taken while applicants are in the DEP.

c. MEPS testing section personnel will establish a schedule for the most common special purpose tests so the Services can schedule their applicants in advance. The computerized Defense Language Aptitude Battery (C-DLAB) and any special tests administered via the CAT-ASVAB system will also be available whenever the CAT-ASVAB system is available. Special purpose testing will not interfere with ASVAB testing.

d. Special purpose testing at locations other than the MEPS is not authorized with the exception of those special purpose tests conducted by the Services overseas.

e. MEPS will not enter into agreements to conduct special purpose tests not authorized by J-3/MEOP-TD. MEPS testing section personnel are authorized to conduct only those special purpose tests listed in Paragraph [5-8](#).

f. When the Services administer a special purpose test, they will procure their own test materials from their TCOs and provide their own testing facility. In addition, results of special purpose tests administered by the Services will not be entered into USMIRS, with the exception of those tests administered at overseas test sites. Special purpose tests conducted by overseas TCOs are processed through the New York and Honolulu MEPS for their assigned areas of responsibility. Those two MEPS are required to enter scores from special purpose tests conducted by overseas TCOs into USMIRS. For existing applicant records owned by other MEPS, the New York and Honolulu MEPS will electronically send the special test score reports to those MEPS for them to enter into USMIRS.

g. Oral Proficiency Interviews (OPI) for language testing will not be conducted by MEPS personnel. Scores from OPI's scheduled and conducted by the Services will not be entered in USMIRS.

#### **5-2. TA Preparation**

a. TAs must be knowledgeable in the following areas before administering any special purpose test examination: test security and accountability, authorization to test, retest policy, access to web-delivered tests, scoring tests, and verifying results according to this regulation and the applicable manual for administration.

b. All MEPS TCOs and TSTs will be registered, trained, and certified as TAs to access and administer all web-based special tests offered by the MEPS. Other personnel assigned to fulltime duties in the testing section may be registered, trained, and certified to access and administer web-based tests at the discretion of the TCO.

c. MEPS personnel assigned to fulltime duties outside the testing section may be appointed by the MEPS Commander to perform special testing duties. An appointment letter listing the TAs name, grade/rank, position, phone number, and email address will be submitted via Sector to J-3/MEOP-TD.

### **5-3. Site Security Manager (SSM) and Site Administrator Duties**

a. All web-based test access will be managed by a Site Security Manager (SSM) or a site administrator, depending on the test.

b. SSM duties for the Defense Language Proficiency Test (DLPT) system are performed by J-3/MEOP-TD.

(1) DLPT system SSMs will activate/deactivate MEPS personnel for access to the DLPT system (which includes the DLAB, DLPT, and ECL) when requested by the MEPS TCO, through Sector, via email that lists the TAs name, grade/rank, position, phone number, and email address. An appointment letter is no longer required for personnel assigned to fulltime duties in the testing section.

(2) Activations will be completed within 72 hours and TAs will be notified by J-3/MEOP-TD to complete online DLPT training courses within two weeks. Course completion certificates must be submitted to J-3/MEOP-TD by the TA before access to DLPT testing websites is authorized.

(3) MEPS TCOs will inform J-3/MEOP-TD by email, via Sector, of a DLPT TAs departure within five business days of that action. DLPT system SSMs will deactivate those system users within 24 hours of notification.

c. SIFT site administration duties are performed by J-3/MEOP-TD.

(1) SIFT site administrators will activate/deactivate MEPS personnel for access to the SIFT. At the discretion of the TCO, personnel assigned to fulltime testing duties may request access to the SIFT test online at <https://sift.nmotc.med.navy.mil/production>. Requests are automatically sent by the SIFT system to J-3/MEOP-TD. SIFT activation will be made within 72 hours of submission of the request and the SIFT system will send a confirmation email to the user. SIFT training is accomplished solely by a review of the SIFT Test Administration Manual (TAM).

(2) MEPS TCOs will inform J-3/MEOP-TD by email, via Sector, of a SIFT TAs departure within five business days of that action. SIFT site administrators will deactivate those system users within 24 hours of notification.

### **5-4. Authorization to Test**

a. Personnel authorized to test.

(1) Non-prior Service applicants at least 17 years of age. If not 17 years of age or older, the applicant cannot test. If tested by mistake before the age of 17, the test will be suspended until the 17th birthday, scored, and added to the applicant's record as invalid for enlistment purposes. Retest eligibility will start from the date of test.

(2) Military personnel (active duty, National Guard, and Reserve) who are changing components or Services may be administered a special purpose test at the MEPS.

(3) Prior Service (PS) applicants will test according to guidance in the appropriate Service directives.

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The validity period for previous test scores and associated source documentation for PS applicants will be determined by each Service. PS applicants do not need a [DD Form 368, Request for Conditional Release](#) to take a special purpose test.

(4) MEPS TAs who need to take a special purpose test will be removed from testing duties and not have access to test material for that particular test for at least 6 months prior to the scheduled test date. Waivers of the 6-month rule will be considered on a case-by-case basis for a TA applying for special programs with submission time requirements. Request waivers through Sector testing section to J-3/MEOP-TD.

(5) USMEPCOM personnel not assigned to the testing section who need to take a special purpose test will request a waiver through their chain of command to J-3/MEOP-TD.

(6) Individuals in a Service DEP are authorized to take special purpose tests.

b. Personnel not authorized to test.

(1) Service recruiters (military and civilian) and liaison personnel are not allowed to take a special purpose test in the MEPS. Refer these members to their nearest military installation.

(2) Military personnel (active duty, National Guard, and Reserve) who are **NOT** changing components or Services will be administered a special purpose test at the MEPS on an exception to policy (ETP) basis only.

(3) An applicant disqualified and on hold status due to positive drug/alcohol/HIV test results is not authorized to take a special purpose test until the eligibility date for further processing (removal of hold status) is met. If tested while on medical hold for positive drug/alcohol/HIV results, the test will be invalidated.

### 5-5. Request for Examination

a. Applicants and military personnel will be projected by the Services using [USMEPCOM Form 727-E, Processing List \(PL\)](#).

b. All testers must present a completed UMF 680-3A-E to the TA prior to the examination. When e-security verification is available, signing the UMF 680-3A-E is not required. Otherwise, if a previously used UMF 680-3A-E is presented, the applicant will sign on the reverse side in the presence of the TA administering the test and a signature comparison will be made. The TA must be presented with a photographic identification card from the applicant. If no photographic identification card is available, the TA will ink the applicant's right thumb to obtain a thumbprint in the appropriate block on [USMEPCOM Form 680-3A-E](#).

### 5-6. Test Facility Requirements

a. A clock must be visible to applicants (all test sessions).

~~b. A sign stating "Test will end at (time)" must be posted near the clock (all paper and pencil test sessions). A permanent blackboard is sufficient for this requirement.~~

~~c. A sign stating "Test in session will end (time)" must be posted at each entrance to the test room (all paper and pencil test sessions).~~

b. The test room must be free from noise and visual distractions, and be properly illuminated (all test sessions).

- c. Each seat must afford the tester appropriate writing surface for scratch paper (all test sessions).
- d. An audible electronic timer must be used for timing the various tests (all paper and pencil test sessions).
- e. High quality monaural headphones with volume control that cover the ear will be used for all tests with an audio component. The headphones distributed to all MEPS for DLPT use meet these requirements.

### **5-7. Applicant / TA Ratio**

During special purpose paper and pencil testing, the maximum applicant/TA ratio is 25:1. When the seating capacity exceeds 25, MEPS Commanders are authorized to waive the ratio to 30:1, provided adequate security and integrity of the test can be maintained. When there are more than 30 applicants, the applicant/TA ratio shall revert back to 25:1 with no exceptions. During web-based and computerized testing, the maximum applicant/TA ratio is 40:1.

### **5-8. Authorized Tests <https://www.hrc.army.mil/site/protect/Active/Education/Extranet/APT.htm>**

#### a. Air Force Officer Qualification Test (AFOQT)

- (1) Used to measure aptitudes for selecting candidates for Air Force commissioning programs.
- (2) Applicants who fail to qualify on the AFOQT may retest one time only, but not sooner than 180 days after the initial test. AFOQT scores do not expire.
- (3) Requests for an exception to the retest policy will be initiated by the Service liaison personnel and forwarded directly to Headquarters, Air Force Reserves for Officer Training School applicants and Reserve applicants; and Air Force Reserve Officer Training Corps (AFROTC) for AFROTC detachment applicants. Service liaison personnel will provide written documentation of all approvals of their requests for exceptions to the retest policy. This document will be filed in the applicant folder. The MEPS personnel will include a copy of the approved exception request when the answer sheets are mailed for scoring.
- (4) AFOQT answer sheets are not scored at the MEPS, but a placeholder score of eight zeroes is entered into USMIRS to account for workload. Forward answer sheets and a copy of the AFPT 238 (AFOQT Test Roster) via FedEx to HQ Air Force Personnel Center (AFPC/DPSOEI), 550 C Street West, Suite 9, Randolph AFB, TX 78150-4711 for scoring NLT the next business day after the test date. In addition, if an applicant has been caught cheating, the TCO/TST will attach a note to the answer sheets indicating the circumstances of the incident.

#### b. Defense Language Aptitude Battery (DLAB)

- (1) Used by the Services for identifying individuals who have potential to learn a foreign language.
- (2) DLAB is administered on the CAT-ASVAB system as the C-DLAB and is web-delivered on the DLPT system. The MEPS will use the C-DLAB their primary DLAB version, but the web-delivered DLAB may be used at the discretion of the MEPS.
- (3) DLAB will be offered whenever the CAT-ASVAB system is available and whenever the established special test schedule calls for it.
- (4) Applicants who fail to obtain a qualifying score on the DLAB may be retested, but not sooner than 6 calendar months from the last test date. See Table [5-2](#) for Service- specific details. DLAB scores do not expire.

(5) C-DLAB is automatically scored and results transferred to USMIRS. Recruiting Services will access USMIRS to retrieve scores. Paper copy score reports will not be distributed.

(6) DLABs web-delivered through the DLPT system are automatically scored by that system. Score reports from DLPT Authorization and Reporting will be printed and used to manually enter DLAB scores into USMIRS and filed in the applicant's packet as a source document.

c. Defense Language Proficiency Test (DLPT)

(1) Used by the Services to measure knowledge of a particular foreign language.

(2) DLPTs are web-delivered only on the DLPT system or CAT-ASVAB ET stations.

(a) Access activation/deactivation for the web-based DLPT is requested per Paragraph [5-3b](#).

(b) Access to Web-based testing Websites requires a valid (CAC).

(c) The DLPT Authorization and Reporting application at <https://www.dmdc.osd.mil/appj/dlpt/> is used to register test applicants, print score reports, determine DLPT test histories, and request retests. An e-mail advising the DLPT Site Security Manager (SSM) in J-3/MEOP-TD of requests for retests is required. Access to the DLPT Authorization and Reporting website can be done from any computer with internet access, but is restricted after 45 days of non-use. Contact the DLPT Helpdesk for a reset. The User Guide and Administration Guides can be downloaded from the Help section of the DLPT Authorization and Reporting application.

(d) The DLPT Testing application can be accessed only on a dedicated DLPT computer. Open this application by clicking on the DLPT icon on the desktop.

(3) DLPTs are automatically scored by the testing software, but are manually entered in USMIRS.

(a) Results for multiple choice tests post immediately, but results for constructed response tests may take up to two weeks to post.

(b) Scores are automatically reported as proficiency skill levels on the DLPT Authorization and Reporting Web site. MEPS will print the DLPT score report and convert the proficiency skill levels to data codes according the following chart and manually enter them into USMIRS. The DLPT score report will then be filed in the applicant's file as a source document. All DLPTs are entered into USMIRS as DLPT regardless of their actual version. Fields for other DLPT versions were removed from USMIRS. The two-character language code will precede the listening and reading scores in that order. A complete list of available tests and language codes is found on the DLPT Authorization and Reporting website in the "Account Maintenance" section of the homepage. A DLPT data entry training package is posted on the J-3/Operations section of the [SPEAR](#).

**Table 5-1. Proficiency Skill Levels.**

Proficiency Skill Level	Data Code
0	000
0+	006
1	010
1+	016
2	020
2+	026
3	030

**Table 5-1. Proficiency Skill Levels.**

(c) Recruiting Services will access USMIRS to retrieve scores, so a copy of the DLPT score report does not need to be distributed.

(4) The listening and reading portions of the test ~~can~~ **will** be administered during the same test session.

(5) Applicants who fail to obtain a qualifying score on the DLPT may retest, but not sooner than 6 calendar months from each test date. DLPT scores expire after 1 year. MEPS Commanders may authorize an immediate retest when original tests were administered under adverse conditions (i.e., undue distractions). This does not include illness that existed prior to the test session, as applicants are informed not to take the test if ill.

(6) MEPS will complete a [DA Form 330, Language Proficiency Questionnaire](#) for each Army applicant who is administered a DLPT at the MEPS and place it in the applicant packet.

(7) MEPS do not administer very low range DLPTs, upper range DLPTs or conduct language Oral Proficiency Interviews (OPI) unless authorized by HQ USMEPCOM J-3/MEOP-TD.

d. English Comprehension Level (ECL)

(1) Used by the Services to measure English language proficiency for entry into military service, some reclassifications and promotions, or placement in English language classes.

(2) The ECL is delivered by the DLPT system where it is listed in the alphabetically ordered language list. Due to a high workload, San Juan MEPS maintains paper and pencil ECL versions as a back up to the web-delivered test.

(3) Applicants may retest 30 days after initial test, 30 days after first retest, and every six months thereafter. The DLPT system imposes a six month retest policy for the ECL, so TAs must request a retest approval in that system and via email from J-3/MEOP-TD.

e. Electronic Data Processing Test (EDPT)

(1) Used for Air Force applicants to evaluate basic ability to complete formal courses dealing with operating and programming electronic data processing equipment.



(2) Applicants may continue retesting as long as it has been 6 months from the last test date. MEPS Commanders may authorize an immediate retest when original tests were administered under adverse conditions (i.e., undue distractions). This does not include illness that existed prior to the test session, as applicants are informed not to take the test if ill.

(3) EDPT answer sheets are manually scored by the MEPS and entered in USMIRS. Completed answer sheets are filed locally per Paragraph [5-12a](#).

f. Selection Instrument Flight Training (SIFT)

(1) Used to test Army flight school applicants. The SIFT replaced the Alternate Flight Aptitude Selection Test (AFAST).

(2) The SIFT is a web-delivered test accessed only through the computers located in the special test room.

(3) All MEPS TCOs and TSTs will establish SIFT Examiner Accounts. Other testing personnel will establish SIFT accounts at the discretion of the TCO.

(4) SIFT test scores range between 20 to 80 and must be manually entered into USMIRS as an AFAST (code K) until a category for SIFT is added to USMIRS in the special test purpose section of screen AA03. SIFT test scores will be entered into the AFAST field in USMIRS (AA03) backfilling the field with six zeros then entering the score. (For example; a SIFT score of 45 is entered into USMIRS as 00000045)

(5) A printed score report will be generated by the SIFT system but will not be given to the applicant. However, applicants will see their score on the computer screen at the conclusion of the test. A copy of the score report may be given to the recruiting liaison and the original used to enter scores in USMIRS.

g. Tailored Adaptive Personality Assessment System (TAPAS)

(1) Used by Air Force and Army to assess several personality characteristics important in military occupations and to evaluate an applicant's suitability for military life and the likelihood of successful adjustment.

(2) TAPAS can be taken at any time after the CAT-ASVAB, but does not have to be taken at the same time as CAT-ASVAB.

(3) The Air Force version of TAPAS is designated TAPAS and will be selected from the test delivery screen of the ET (Examinee Test) station. When the SPF for an Air Force applicant is entered, TAPAS will be administered when selected. If an Air Force SPF is selected and TAPAS is selected for delivery, the message "To administer the TAPAS test, please select a Service other than Air Force" appears. If another service SPF other than an Air Force is selected and TAPAS is selected for delivery, the message "To administer the Air Force TAPAS test, please select an Air Force Service" will appear, and regular TAPAS must be selected. The Air Force will project applicants for TAPAS, but hard copy score reports cannot be printed and therefore, not be provided to Air Force liaison personnel.

(4) TAPAS is administered to all Army non-prior service (NPS) applicants who test in the MEPS regardless of component (RA, USAR, ARNG) or Tier after the ASVAB. Additionally, all Army applicants who test in MET sites or use their Student ASVAB results for enlistment will also take TAPAS. TAPAS will be selected from the test delivery screen of the ET station. TAPAS test results cannot be transferred from

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CAT-ASVAB to USMIRS, so a TAPAS Report for Army applicants will be printed from the CAT-ASVAB system and placed in the applicant's packet. The printed report will include the three numeric results labeled "Can Do", "Will Do", and "Adaptation". No manual score entries will be made in USMIRS.

(a) TAPAS will also be administered to all prior service members whose separation was for misconduct or other adverse actions.

(b) Minimum passing score for Tier 1 testers of (74 Will Do (WD) and 74 Adaptation (AD) and for Tier 2 of (90 Will Do (WD)). The Can Do (CD) score will not be considering during this screening.

(c) Tier 1 high school graduates CAT IV A/B (16-30 AFQT) who fail the TAPAS test are not eligible for enlistment.

(d) Tier 2 applicants who fail the TAPAS test are ineligible for enlistment.

(e) Army applicants who receive an incomplete result on the TAPAS at the first administration are authorized to retest immediately.

(f) Retest interval for the TAPAS test is the same as the ASVAB.

(5) Services will project applicants for TAPAS test. Scores will be valid for 2 years.

h. Test of Basic Aviation Skills (TBAS)

(1.) Used for Air Force applicants to test basic aviation skills for the selection of Air Force Pilot and RPA pilot candidates.

(2.) TBAS consists of subtests that measure psychomotor skills, spatial ability, and multi-tasking Aptitude. Test scores will send raw data to a central scoring facility where the applicant can check the PCSM score via the internet within 1-2 days.

(3.) Candidates who fail to obtain a qualifying score are allowed 2 attempts and must have a minimum of 180 days apart.

i. Cyber Test (CT) (formerly Information and Communication Technology Literacy Test-ICTL)

(1.) The CT is a cognitive measure designed as an ASVAB technical subtest to predict training performance in an entry-level cyber-related military occupation.

(a.) All AF and Navy components will be administered the CT after taking the ASVAB and Army applicants qualifying for MOS 35Q/17C.

(b.) No retests are authorized for AF and Navy, Army applicants may retest after one calendar month and every six months thereafter.

### 5-9. General Special Purpose Testing Direction

a. The TA administering the test will remain physically in the test room at all times when applicants are present.

b. Recruiters/liaison personnel (military or civilian) will not be allowed in testing rooms at any time

during administration.

- c. TAs will not score tests or perform any nonrelated testing activities during the session.
- d. Web-based and computerized delivery methods provide the Privacy Act Statement during the on-screen instructions and it is not read aloud by the TA. It is not required to have the applicant sign a hard-copy Privacy Act Statement for web-based or computerized special purpose tests.
- e. Deviations from specific instructions in test administration manuals are prohibited. Read directions for paper and pencil tests verbatim, in English, while standing. TAs must ensure applicants ask and respond to questions in English.
- f. Applicants who abandon a test after answering a least one question are considered to have been tested. The TA must collect test material, to include scratch paper, and note the time and reason of departure on MFR. The MEPS testing section personnel will notify the Recruiting Service of the action taken. Follow the normal retest policy for test eligibility.
- g. Scoring information for special purpose tests is summarized in Table [5-2](#).

**5-10. Test Administration**

a. The TA will have enough test booklets, for paper and pencil tests, in his or her possession and copies of the Privacy Act Statement (see Appendix [C](#)), as well as materials required per the applicable manual for administration.

b. Applicants will provide the TA administering the test with a completed [UMF 680-3A-E](#). The TA will have the applicant sign block 23 in his or her presence. In an attempt to prevent a ringer activity, the TA will then verify the signature against the signatures in block 25f. The TA will have the applicant review and verify all personal information and update USMIRS if required.

**Note:** A new [UMF 680-3A-E](#) is not required for an applicant to take a special purpose test. If an applicant provides a [UMF 680-3A-E](#) in which the applicant has already signed in the prescribed places, signature verification by the TA is required. For those MEPS who do not have e-Security, have the applicant sign on the back of the [UMF 680-3A-E](#) and compare that signature with the initial signature on the front of the form. Any new [UMF 680-3A-E](#) signed and submitted by an applicant for a special test will be filed in the applicant's packet.

c. The TA must maintain visual control of applicants once checked in for testing. If an applicant departs the area for any reason before the start of the session, the TA will again verify the individual's status via photographic identification card or obtain a right thumbprint.

d. A records check using USMIRS will be accomplished before the applicant tests. Review the applicant's eligibility to test and the previous versions used, if any. Checking [UMF 680-3A-E](#) or asking the applicant whether he or she was previously tested is not adequate for this purpose.

e. Seat applicants in an orderly fashion so they cannot readily observe another applicant's answer sheet. When testing AFOQT, personnel seated side by side, behind, or in front of other personnel, will have alternate versions of the test.

f. The TA will read the following statement to the applicants:

“HAS ANYONE HERE TAKEN THE (TEST NAME) AT ANY TIME IN THE PAST, EITHER AT THIS MEPS OR AT ANOTHER MEPS, AND HAVE NOT IDENTIFIED THIS TO ME. IT IS EXTREMELY IMPORTANT THAT YOU TELL ME NOW IF YOU HAVE TESTED PREVIOUSLY. IF IT IS DISCOVERED THAT YOU HAVE TESTED PREVIOUSLY, AND YOU CHOOSE NOT TO TELL ME NOW, THE RESULTS OF THIS TEST COULD POSSIBLY BE INVALID FOR PLACEMENT IN ANY SPECIAL CAREER OPTION. IF SO, YOU WILL NOT BE ALLOWED TO TEST AGAIN UNTIL (STATE RETEST INTERVAL). THE USE OF ANY AIDS (ELECTRONIC OR MECHANICAL), OTHER THAN THOSE ALREADY GIVEN TO YOU, SUCH AS CALCULATORS, SMART PHONES, OR ELECTRONIC DEVICES ARE PROHIBITED, AND WILL RESULT IN YOUR TEST BEING TERMINATED”.

g. The TA will read the Privacy Act Statement (see Appendix [C](#)) for paper and pencil tests and provide the applicants a copy if requested. For the Web-based DLPT, C-DLAB, and Web-based DLAB, the Privacy Act Statement appears on screen and will not be read aloud. Provide a printed copy of the Privacy Act Statement to applicants who request it.

h. Conduct the test session according to the appropriate manual for administration.

i. Upon completion of the test, the TA will:

- (1) Instruct applicants to remain quietly in their seats.
- (2) Collect materials, including scratch paper, directly from each applicant. NOTE: For the web-based DLPT, collect the applicant's user ID and password when the test is completed.
- (3) Inventory test booklets and answer sheets, to include a quick page check by inspecting the overlapping black lines on the edge of the pages.
- (4) Release applicants from the test room only after the test material has been accounted for.
- (5) Conduct a page-by-page check of the test booklets once the TA returns to the secure storage room.
- (6) Review test booklets for serviceability. Erase stray marks from test booklets. Destroy booklets IAW Paragraph [2-5\(c\)\(2\)](#) of this regulation that are worn or contain marks that cannot be completely erased. Test booklets will not be repaired in any fashion (e.g., stapling, taping, etc.).
- (7) Secure accountable test material according to Paragraph [2-3](#) of this regulation.
- (8) Review answer sheets to ensure personal information (i.e., applicant's name and SSN) is entered correctly. If appropriate, test scorers can make minor administrative changes to the answer sheet, but will not make changes to the applicant's subtest item responses, to include darkening in responses.
- (9) Score the test, with the exception of AFOQT, DLPT, C-DLAB, and web-based DLAB. The C-DLAB is scored automatically when the test is ended.
  - j. DLPT score reports will be printed from DLPT Authorization and Reporting, used to manually enter scores into USMIRS, and filed in the applicant's packet as a source document. C-DLAB scores are electronically submitted for Centralized Test Validation (CTV) from the CAT-ASVAB TA Station. C-DLAB scores will automatically post in USMIRS from CTV, but this does not happen instantaneously.
  - k. Add/update personal data as required.
    - (1) Enter test type, test date, and results, if scored at MEPS, into USMIRS.
    - (2) Build applicant's packet, or add to applicant's packet if one already exists, with the following documents:
      - (a) [UMF 680-3A-E](#) used for testing. [UMF 680-3A-E](#) presented for testing must be retained in the applicant's packet.
      - (b) USMEPCOM PCN 680-3ADP printed after the personal and/or test data has been merged. The most recent USMEPCOM PCN 680-3ADP must be retained in the applicant's packet.
    - (3) Deliver the applicant's packet to the MEPS files room. Handle any further activity concerning the packet according to guidance in [USMEPCOM Regulation 601-23](#).

**5-11. Test Results**

a. See Paragraph [5-8](#) for details on scoring each test. Results for all special purpose tests administered by the MEPS are recorded in USMIRS. Those scores that do not post automatically to USMIRS must be entered manually by the MEPS testing section. Results from special purpose tests administered by the Services or other agencies will not be entered into USMIRS.

b. Do not release special purpose test results directly to applicants.

c. Prior to manual or automated scoring of paper and pencil tests, review answer sheets to ensure personal information (i.e., applicant's name and SSN) are entered correctly on each page of the answer form. Correct errors between the answer sheets. If appropriate, test scorers can make minor administrative changes to the answer sheet, to ensure the SSN, date of test, date of birth, and test version are accurate and match the forms listed above. Do not make changes to the applicant's subtest item responses, to include darkening in responses. Do not write test scores on answer sheets.

d. Limitations in USMIRS prevent special test scores from being invalidated.

**5-12. Answer Sheet Storage and Shipment**

a. Answer sheets not forwarded outside the MEPS will be filed under record number 601-222d (disposition in Appendix [A](#), Section IV). Answer sheets may be destroyed after 30 days.

b. The TCO / TST will oversee shipping of answer sheets/automated results via FedEx to outside agencies for scoring or recording purposes. Answer sheets will not be folded, creased, pinned, clipped, or altered in any manner. Package and mail them according to Paragraph [2-5](#). The MEPS testing section personnel will enclose a [DA Form 200, Transmittal Record](#) listing each answer sheet/disk by number and each applicant's name and SSN. File a copy of the [DA Form 200](#) under record number 1n1 (Appendix [A](#), Section IV).

c. Answer sheet shipments must be tracked to ensure receipt at the appropriate destination. A signed [DA Form 200](#) from the receiving agency, annotation of a confirmed telephonic receipt, or electronic results on a Web site will suffice.

**Table 5-2. Scoring Special Purpose Tests**

Test Title	Version	Scoring	Retest Policy
<p><b>AFOQT</b> Air Force Officer Qualifying Test  Paper and Pencil</p>	<p>Forms T1/T3 and T2/T4</p>	<p>-Answer sheets are sent to Randolph AFB for scoring, but a placeholder score of eight zeroes is entered into USMIRS to account for workload.</p>	<p>Retests are authorized.  One time only, but no sooner than 180 days after the initial test.</p>
<p><b>C-DLAB</b> Computerized Defense Language Aptitude Battery  Delivered on CAT-ASVAB system</p>	<p>Form A</p>	<p>-Automatically scored via internet connection to CTV. Standard scores automatically post to USMIRS from CTV when the test is completed. -The minimum qualifying score is determined by each service. -Score length is three digits and range is 12-164. -CTV will post scores as less than 12 for tests in violation of the following Service requirements. -Test too soon: scored as 1. -Applicant under age 17: scored as 4. -Army and Navy applicant with more than three tests: scored as 5. -Air Force applicant with more than two tests: scored as 6. -Applicant on USMIRS watch list: scored as 7.</p>	<p>Retests are authorized. Air Force: two retests. Each retest must be at least six calendar months after the last test date. The second retest requires a waiver from the Air Force Personnel Center (AFPC).  Army: three retests. Each retest must be at least six calendar months after the last test date. Applicants scoring 95 or above need approval from Army Personnel Testing (APT) to retest.  Coast Guard: Call J-3/MEOP-TD.  Marines: three retests. Each retest must be at least six calendar months after the last test date.  Navy: three retests. Each retest must be at least six calendar months after the last test date.</p>
<p><b>Web-based DLAB</b> Web-based Defense Language Aptitude Battery  Delivered on DLPT system</p>	<p>Form B</p>	<p>Automatically scored by the DLPT Authorization and Reporting software. Print score reports from the testing software and enter into USMIRS.</p>	<p>Retests are authorized as listed in C-DLAB above. Requests for retests must be made on the DLPT Authorization and Reporting website and also sent via e-mail to the DLPT Site Security Manager in J-3/MEOP-TD.</p>

<p><b>DLPT</b> Web-based Defense Language Proficiency Test</p> <p>Web-based</p>	<p>I, II, III, IV and 5, 5.1 and 5.2</p>	<p>-Automatically scored by the DLPT Authorization and Reporting website. Multiple choice test scores post immediately at the conclusion of the test. Constructed response test results can take up to two weeks to post.</p> <p>-Print score reports from the testing software and convert the reported skill levels to data codes. Manually enter the language code and the data codes scores into</p>	<p>-Retests are authorized.</p> <p>-Requests for retests must be entered into the DLPT Authorization and Reporting website and also sent via e-mail to the DLPT Site Security Manager in J-3/MEOP- TD.</p>
<p><b>ECL</b> English Comprehension Level</p> <p>Web-based</p>	<p>Forms M, N and O</p>	<p>-Automatically scored by the DLPT Authorization and Reporting website.</p> <p>-Print score reports from the testing software and manually enter scores into USMIRS The score range is 0-100.</p>	<p>Retests are authorized. Applicants may retest 30 days after initial test, 30 days after first retest, and every six months thereafter.</p>
<p><b>EDPT</b> Electronic Data Processing Test</p> <p>Paper and Pencil</p>	<p>Form C</p>	<p>-Manually scored in the MEPS testing section and manually entered into USMIRS.</p> <p>-One total raw score (the number right), score length is three digits, range is 000-121.</p>	<p>Retests are authorized.</p> <p>All Services: applicants may retest after six calendar months. There is no limit on the number of retests authorized.</p>
<p><b>SIFT</b> Selection Instrument for Flight Training</p> <p>Delivered on an Army Personnel Testing system</p>	<p>Version 1.0</p>	<p>-Automatically scored and posted on the SIFT application and manually entered into USMIRS.</p> <p>-Score length is two digits and the range is 20-80.</p> <p>-Scores are back-filled with six zeroes when entered into USMIRS. For example, a score of 55 is entered as 00000045. Pending modification of USMIRS, all SIFT scores are entered in the AFAST category.</p>	<p>-Retests are authorized in certain circumstances only.</p> <p>- All Services: Applicants may take one retest after six calendar months only if they did not achieve a qualifying score of 40. A retest is never authorized after a qualifying score is achieved.</p>



**Table 5-2. Scoring Special Purpose Tests**

<b>TAPAS</b>	N/A	<p>-Air Force: scores are not provided.</p> <p>-Army: scores are printed from the CAT-ASVAB system and added to the applicant’s file packet. Scores do not transfer to USMIRS.</p>	<p>- Air Force and Army: Retest same as the ASVAB.</p>
<b>TBAS</b>	N/A	<p>-There is no TBAS score, the TBAS is part of a number of individual scores that make up the total Pilot Candidate Selection Method (PCSM).</p>	<p>- 2 attempts 180 days apart.</p>
<b>CYBER</b>	N/A	<p>-Navy: will not receive scores. (data collection only)</p> <p>-Air Force: scores will be placed in applicant file.</p> <p>-Army applicants (MOS 35Q/17C) scores will be placed in applicant file.</p> <p><u>Note:</u> Scores do not transfer to USMIRS and no manual input.</p>	<p>-Retests not authorized.</p> <p>-Retest not authorized</p> <p>-Retest one calendar month after the initial test and every six months thereafter.</p>

## **Chapter 6**

### **Overseas Testing**

#### **6-1. Overview**

The overseas enlistment testing program is administered on a limited number of overseas bases in Europe and Asia by the military services. Enlistment ASVAB testing is web-delivered to those military installations using the Internet CAT-ASVAB (iCAT) only. Web-delivery of tests is managed by the Defense Manpower Data Center (DMDC). New York and Honolulu MEPS serve as clearinghouses for all administrative paperwork required for overseas' iCAT tests, but scores migrate electronically to USMIRS, and those records are owned by whatever MEPS initially entered applicant personal data.

**NOTE:** For guidance on the student testing component of the overseas testing program, see [UMR 601-4, Student Testing Program](#).

#### **6-2. Enlistment Testing Program Responsibilities**

a. MAPWG representatives should:

(1) Ensure Services appoint an ASVAB Overseas Program Manager as the point of contact for the USMEPCOM (per [Army Regulation 601-222, Armed Services Military Personnel Accession Testing Programs](#), Chapter 5).

(2) Review and approve ASVAB overseas policy changes/updates and coordinate with the Services ASVAB Overseas Program Managers, USMEPCOM, and the Recruiting Services.

b. Defense Manpower Data Center (DMDC) should:

(1) Assign Site ID's to overseas locations identified by the Services' iCAT Site Security Managers (SSM) and activate those locations when requested by the Services.

(2) Web-deliver the iCAT to overseas locations set up with a MET Site Code assigned only by the New York or Honolulu MEPS.

c. J-3/MEOP-TD will:

(1) Ensure that [UMF 680-3A-E](#) is available to recruiters at the USMEPCOM Web site <http://www.mepcom.army.mil>.

(2) Coordinate with the Services' ASVAB overseas program managers for implementation of all procedural and/or policy changes for dissemination to overseas testing personnel.

(3) Report testing problems to the appropriate Service ASVAB Overseas Program Manager to identify trends and determine corrective action.

(4) Provide training materials as requested to Service ASVAB Overseas Program Managers for dissemination to overseas testing personnel.

(5) Disseminate overseas MET site codes to DMDC and the Services' ASVAB overseas program managers.

(6) Make determinations about test invalidation when testing procedures are not followed as directed. Tests administered to applicants whose [UMF 680-3A-E](#) is incomplete in the following blocks will be invalidated.

- (a) Applicant failed to sign in block 23 in the presence of the TA/TE.
- (b) Applicant failed to sign in block 25f in the presence of the recruiter.
- (c) Recruiter failed to sign in block 30.

d. Service ASVAB Overseas Program Manager should:

(1) Be familiar with ASVAB testing guidance found in [DoD Instruction 1304.12E](#), [DoD Military Personnel Accession Testing Programs](#); [Army Regulation 601-222](#), [Armed Services Military Personnel Accession Testing Programs](#); [Army Regulation 601-270](#), [Military Entrance Processing Stations](#); this regulation; and “[Administering the Internet-based Version of the CAT-ASVAB: a User’s Guide](#)” found on the “iCAT Authorization and Reporting” website (CAC required).

(2) Serve as Site Security Manager (SSM) for iCAT to activate/deactivate and train personnel for access to iCAT applications per DMDC directives as needed.

(3) Notify J-3/MEOP-TD of the following occurrences:

- (a) All test loss or compromise within one business day after occurrence.
- (b) Changes in testing locations.

(4) Identify training material requirements to J-3/MEOP-TD.

(5) Disseminate ASVAB testing regulatory and training guidance to overseas testing personnel.

(6) Disseminate policy and/or procedural changes to overseas testing personnel.

e. Military Services overseas testing personnel should:

(1) Be familiar with overseas testing program guidance found in this regulation and in “[Administering the Internet-based Version of the CAT-ASVAB: a User’s Guide](#)” found on the “[iCAT Authorization and Reporting](#)” website (CAC required).

(2) Complete the “iCAT Test Administrator Training” course found on the “[iCAT Authorization and Reporting](#)” website (CAC required).

(3) Administer the iCAT only to applicants who provide a completed original [UMF 680-3A-E](#).

(4) Review the completed [UMF 680-3A-E](#) for accuracy and deny testing to applicants with incomplete or missing data in any block on the form. Refer these applicants to their Service recruiter.

(5) Properly identify applicants by examining a photo ID. If a photo ID is unavailable, capture the applicant’s right thumbprint in box 25 of the [UMF 680-3A-E](#).

(6) Prohibit recruiters from the testing area at all times and from performing duties as a TA for the ASVAB.

(7) Print an iCAT Session Report from “iCAT Authorization and Reporting”. The procedure for printing this report is as follows:

- (a) Access “iCAT Authorization and Reporting.”
- (b) Click on "Reports."
- (c) Enter the Test Location ID and the session date in the "Account Maintenance" section.
- (d) Click "Submit" to get to the "Search Results" screen.
- (e) Check the box to the left of "Last Name" in the column header line.
- (f) Click "Print Selected Reports" and print the document.

(8) Print an iCAT Score Report for each test administered.

(9) Provide an iCAT score report to the applicant’s recruiter when present, or give it to the applicant in a sealed envelope when presented with an envelope addressed to the recruiter.

(10) Electronically send a completed transmittal document specific to the Service affiliation of the testing site accompanied by the iCAT Session Report, all individual iCAT Score Reports, and all completed [UMF 680-3A-E](#) to the MEPS servicing the region where the tests were given using one of the methods listed below. All tests given in Europe go to the New York MEPS; all tests given in the Pacific go to the Honolulu MEPS. Documents will be sent on the same day the test was administered.

(a) Scan the documents and attach them to an encrypted email sent to either the New York or Honolulu MEPS as appropriate.

(b) Fax the documents to either the New York or Honolulu MEPS as appropriate.

(11) Retain all original iCAT Session Reports, all individual iCAT Score Reports, and all completed [UMF 680-3A-E](#) in secure storage for ninety days. Copies of these forms will be handled as controlled test materials until destroyed.

f. Recruiting Services should:

(1) Be familiar with ASVAB testing guidance found in [DoD Instruction 1304.12E](#), [DoD Military Personnel Accession Testing Programs](#); [Army Regulation 601-222/OPNAVIST 1100.5/MCP 1130.52E/AF JI 36-2016/COMDTINST M 1130.24A](#), [Armed Services Military Personnel Accession Testing Programs](#); [Army Regulation 601-270/ OPNAVIST 1100.4C/AFI 36-2003 \(I\)/MCO 1100.75D/COMDTINST M 1100.2E](#), [Military Entrance Processing Stations \(MEPS\)](#); and this regulation.

(2) Ensure that a [UMF 680-3A-E](#) is completed for each applicant and the original is presented to the test administrator prior to the administration of the enlistment test.

(3) Assume responsibility for all other qualification requirements that affect the direct accession of overseas applicants, i.e. fingerprinting, background screening, medical examinations, etc.

**Note:** Recruiting personnel and/or designated career recruiters are prohibited from performing duties as a TCO and/or TA for the ASVAB.

g. Honolulu and New York MEPS will:

(1) Be familiar with ASVAB testing guidance found in [DoD Instruction 1304.12E](#), [DoD Military Personnel Accession Testing Programs](#); [Army Regulation 601-222, Armed Services Military Personnel Accessions Testing Programs](#); [Army Regulation 601-270, Military Entrance Processing Stations](#); this regulation; and “[Administering the Internet-based Version of the CAT-ASVAB: a User’s Guide](#)” found on the “[iCAT Authorization and Reporting](#)” website (CAC required).

(2) New York MEPS provides official ASVAB scoring support for the European, Caribbean, Central and South America, and the Middle East areas.

(3) Honolulu MEPS provides official ASVAB scoring support for the Pacific and Far East areas.

(4) Ensure all overseas ASVAB testing sites have a valid MET Site Code entered in Testing 2000. All six-digit overseas MET Site Codes start with the two-digit MEPS ID followed by the overseas site designator of “88” and two additional digits unique to the test location. New test sites are assigned a MET Site Code by the responsible MEPS. For example, the Army test site at Ramstein AB, Germany is coded 058863 and is the responsibility of the New York MEPS. The Air Force test site at Misawa AB, Japan is coded 738841 and is the responsibility of the Honolulu MEPS.

(5) Acknowledge receipt of the iCAT Session Report, individual iCAT Score Reports, and completed [UMF 680-3A-E](#) from the test site by annotating and returning the transmittal document to the test site via email.

(6) Review each [UMF 680-3A-E](#) for completion and accuracy within 24 hours of receipt. Inform the test site and J-3/MEOP-TD of any score invalidations that will occur due to missing signatures as outlined in Paragraph [7-2c\(6\)](#). Request clarification from the test site for any other blocks on the Request for Examination that are incomplete or not clear before adding information to USMIRS or forwarding documents to another MEPS. For records that have issues not resolved after 48 hours, add the test scores to USMIRS but put the record in a hold status and explain the reason in the comments section. Accomplish this for records not owned by your MEPS by taking temporary ownership of those records.

(7) Enter the SSN of each applicant from the Request for Examination into USMIRS to check if a record exists. Scores from iCAT Authorization and Reporting automatically post to whatever MEPS owns the record as a result of having applicant personal data entered into USMIRS. For existing records, verify MEPS ownership and take one of the following actions:

(a) For existing records owned by New York or Honolulu MEPS, those MEPS will print a USMEPCOM PCN 680-3ADP (Processee / Enlistee Record) and file it in the applicant’s hard copy record along with the [UMF 680-3A-E](#) and the individual iCAT Score Report received from the overseas test site.

(b) For existing records owned by other MEPS, the New York or Honolulu MEPS will electronically forward all problem-free documents received from the test site to the appropriate MEPS testing section via encrypted email. For documents with problems, resolve the issues with the overseas test site before forwarding documents to the MEPS that owns the record.

(c) When no applicant record exists in USMIRS, resolve any document issues with the overseas test site and enter the applicant’s personal data into USMIRS. Scores from iCAT Authorization and Reporting will then post in USMIRS under the ownership of either the New York or Honolulu MEPS, depending on

which one entered the personal data into USMIRS. That MEPS will then build an applicant hard copy record and add the [UMF 680-3A-E](#), the USMEPCOM PCN 680-3ADP, and the individual iCAT Score Report.

(8) Inform overseas testing sites of confirmation test requirements via e-mail within 24 hours of receiving and reviewing documents.

### **6-3. Confirmation Testing**

a. Confirmation testing guidance in Chapter [6](#) will be adhered to with the following exceptions:

(1) Administration of confirmation tests at overseas test sites is authorized.

(2) The confirmation test should be administered by a different overseas Military Service TA from the person who administered the test that prompted the confirmation test. In addition, the TA should highlight “CONFIRMATION TEST” on the individual iCAT score report.

b. The confirmation test score will not be used as the score of record for enlistment.

c. The following confirmation test guidance is prescribed for the Honolulu MEPS and its outlining MET sites.

(1) The test administrator who administered the ‘trigger’ test may not administer the confirmation test.

(2) Applicants must present a government issued photo ID card to the test administrator (student ID is not valid for confirmation testing).

(3) Retests following the confirmation test must be administered only via iCAT

(4) For confirmation testing in American Samoa, Saipan, and Kona, confirmation testing for a paper and pencil trigger test will be conducted using a different version paper and pencil test, and the applicant must wait four calendar months before taking the confirmation test.

### **6-4. Special Purpose Tests**

Most special purpose tests used for military accessions are not available at overseas test sites, but scores from available tests may be entered into USMIRS with proper coordination between a designated overseas testing program site and either the Honolulu or New York MEPS, as appropriate. Special purpose tests conducted by Military Service testing personnel at non-overseas testing program locations will not be entered into USMIRS.

## **Appendix A References**

### ***Section I***

#### ***Required Publications***

(The publications needed to comply with this regulation.)

#### **AR 601-222**

Armed Services Military Personnel Accession Testing Programs.

#### **AR 601-270**

Military Entrance Processing Station (MEPS)

#### **CAT-ASVAB User's Guide**

(Available in hard copy from Defense Manpower Data Center, 400 Gigling Road, Seaside, CA 93955-6771.)

#### **USMEPCOM Regulation 380-1**

Security, Safety, and Special Programs.

#### **USMEPCOM Regulation 601-4**

Student Testing Program

#### **USMEPCOM Regulation 601-23**

Enlistment Processing.

### ***Section II Required Forms***

(The forms needed to comply with this regulation.)

#### **DA Form 200**

Transmittal Record

#### **DA Form 330**

Language Proficiency Questionnaire

#### **DD Form 368**

Request for Conditional Release

#### **DD Form 1304-2AM**

ASVAB Career Exploration Program, Manual for Administration Enlistment. (Form available to the test control officer on the "T" account at <http://www.apd.army.mil/>. Ordering instructions on the [SPEAR](#), J-3/MEOP page.)

#### **DD Form 1304-2AS**

Armed Services Vocational Aptitude Battery (ASVAB) Answer Sheet. (Form available to the TCO/TST on the "T" account at <http://www.apd.army.mil/>. Ordering instructions on the [SPEAR](#), J-3/MEOP page.)

#### **SF 700**

Security Container Information.

Not available on line; order by calling Federal Supply Service customer assistance on 800-525-8027 Option 3. Stock number is: 7540-01-214-5372)

**SF 702**

Security Container Check Sheet.

**USMEPCOM Form 680-3-A-E**

Request for Examination.

**USMEPCOM PCN 680-3ADP**

Processed/Enlistee Record (Computer generated form from USMIRS)

**USMEPCOM Form 727-E**

Processing List (PL).

***Section III Prescribed Forms***

(The forms prescribed by this regulation.)

**USMEPCOM Form 611-1-R-E**

ASVAB Test Loss/Compromise Telephone Report.

**USMEPCOM Form 611-1-1-R-E**

Annual, Joint, Other Inventory of Accountable Test Material.

**USMEPCOM Form 611-1-2-R-E**

Unverified Test Scores (Single Applicant). (Form available to the TCO/TST on the “T” account at <http://www.apd.army.mil/>. Ordering instructions on the [SPEAR](#), J-3/MEOP page.)

**USMEPCOM Form 611-1-6-R-E**

MET Site Cost Analysis.

**USMEPCOM Form 611-1-7-R-E**

Aptitude Testing Processing List. (Form available to the TCO/TST on the “T” account at <http://www.apd.army.mil/>. Ordering instructions on the [SPEAR](#), J-3/MEOP page.)

**USMEPCOM Form 611-1-8-R-E**

Inventory of MEPS Accountable Test Material. (Form available to the TCO/TST on the “T” account at <http://www.apd.army.mil/>. Ordering instructions on the [SPEAR](#), J-3/MEOP page.)

**USMEPCOM Form 611-1-9-R-E**

Daily Inventory Log.

**USMEPCOM Form 611-1-11-R-E**

Statement of Destruction of Test Materials.

**USMEPCOM Form 611-1-14-I-R-E**

MET Site/~~OPM~~ ITA Review.

**USMEPCOM Form 611-1-14-P-R-E**

MET Site/~~OPM~~ ITA Review.

**USMEPCOM Form 611-1-18-R-E**

Military Entrance Test Site Update Sheet.



**USMEPCOM Form 611-1-19-R-E**

## MET Site Accountable Material Checklist for Test Administrators

**Section IV****Required Record Numbers**

(The record numbers this regulation prescribes for the user to file specific documents.)

**1e**

Housekeeping instructions. Cited in Paragraph [1-5](#).

Disposition: KE6. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**1n1**

Office mail controls – Accountable mail receipts. Cited in Paragraph [5-12](#). Disposition: K2. Keep in CFA until record is 2 years old, and then destroy.

**1oo**

Policies and precedents. Cited in Paragraph [3-4d](#).

Disposition: KE6. Event is when superseded or obsolete for individual documents or upon discontinuance of organizational element to which it relates for entire file; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**1v1**

Access controls – Appointment documents, access rosters, and local control procedures. Cited in Paragraph [2-3c](#).

Disposition: KE6. Event is upon completion of first entry on new form. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event except forms involved in an investigation will be kept until the investigation is completed, then destroy.

**1v3**

Access controls – forms used to record entry in vaults or containers. Cited in Paragraph [2-3d](#).

Disposition: KE6. Event is upon completion of first entry on new form. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event except forms involved in an investigation will be kept until the investigation is completed, then destroy.

**1w**

Office general personnel files. Cited in Paragraph [1-6](#).

Disposition: K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**11-7a**

Internal review and audit files. Cited in Paragraph [4-2f](#).

Disposition: KE6. Event is after completion of audit recommendations to address any deficiencies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**25-30jj**

Publication stock record cards. Cited in Paragraph [2-7](#).

Disposition: KE6. Event is when card is filled or on supersession, rescission, or obsolescence of form or publication; whichever is first. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**601**

General personnel procurement correspondence files. Cited in Paragraph [4-6\(a\)](#).

Disposition: KE6. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**601-222a**

Test material accountability. Cited in Paragraph [2-9f](#).

Disposition: KE6. Event is after all booklets or scoring keys listed thereon have been destroyed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**601-222d**

Qualification test answers. Cited in Paragraph [2-5c\(2\)\(a\)](#).

Disposition: K6. Keep in CFA until no longer needed for conducting business, but not longer than 2 years, then destroy. Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270.

**601-222f**

Test material inventories. U.S. Military Entrance Processing Command. Cited in Paragraph [2-5a\(3\)](#).

Disposition: KE6. Event is when next inventory is approved. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**710-2c**

Hand Receipts. Cited in Paragraph [4-3b](#).

Disposition: KE6. Event is on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. Note: Individuals may request and receive the canceled hand receipt for their own retention. In such case, the canceled hand receipt becomes the individual's personal property and ceases to be an official Army record.

## **Appendix B**

### **Management Control Evaluation Checklist - Testing Operations**

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

The functions covered by this checklist are security/accountability of test materials, test administration, test scoring, military entrance test (MET) sites, and special purpose testing.

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

This purpose of this checklist is to assist Commanders and Test Control Officers (TCOs) in evaluating 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 (e.g., document analysis, direct observation, sampling simulation, other). Answers that indicate deficiencies must be explained and corrective actions indicated in the supporting documentation. These controls must be evaluated at least once every 2 years. Certification that the evaluation has been conducted will be done on [DA Form 11-2-R, Management Control Evaluation Certification Statement](#).

#### **B-4. Test questions**

a. Security/accountability. The objective is to ensure test materials are handled and secured by the military entrance processing station (MEPS) according to procedures outlined in this regulation.

(1) Has an access roster been published listing personnel authorized unescorted access to accountable test material and restricted area(s), and is it posted at each entrance to testing restricted area(s)? (USMEPCOM Regulation 611-1, Paragraph [2-2c](#))

(2) Did the TCO/TST and the disinterested witness conduct an annual inventory of accountable test material in the MEPS within 12 months of the previous annual/joint inventory? Did the TCO/TST and the disinterested witness sign USMEPCOM Form 611-1-1-R-E (Annual, Joint, Other Inventory of Accountable Test Material) and initial USMEPCOM Form 611-1-8-R-E (Inventory of MEPS ASVAB Test Material)? (USMEPCOM Regulation 611-1, Paragraph [2-5a\(1\)](#))

b. Test administration. The objective is to ensure testing personnel are knowledgeable in the areas of ASVAB test administration.

(1) Is a completed USMEPCOM Form 680-3A-E (Request for Examination) submitted by each applicant? (CAT-ASVAB or paper and pencil session) (USMEPCOM Regulation 611-1, Paragraph [3-5a](#))

(2) Is the test room furnished with a clock (visible to applicants) and a sign stating the subtest (number) will end at (time) posted near the clock? (USMEPCOM Regulation 611-1, Paragraph [3-6a](#) and [b](#)) (Paper and pencil session)

(3) Are recruiters/liaisons not allowed to enter test rooms when testing material is present? (USMEPCOM Regulation 611-1, Paragraph [3-8d](#)) (CAT-ASVAB or paper and pencil session)

(4) Does the TA remain in the test room when applicants are present? (USMEPCOM Regulation 611-1, Paragraph [3-8c](#)) (CAT-ASVAB or paper and pencil session)

c. Test scoring. The objective is to ensure testing personnel are knowledgeable in the area of ASVAB test scoring.

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(1) Does the TA conduct monthly scoring analyses to ensure accuracy of the OMR? (USMEPCOM Regulation 611-1, Paragraph [3-17a](#))

d. MET sites. The objective is to ensure MEPS personnel are knowledgeable in the establishment and administration of MET sites.

(1) Are MET sites being inspected at intervals not to exceed 12 months? (USMEPCOM Regulation 611-1, Paragraph [4-2g](#))

e. Special purpose testing. The objective is to ensure testing personnel are knowledgeable in the administration of special purpose tests to determine qualifications of applicants for specific occupational specialties.

(1) Are MEPS testing personnel requiring a completed USMEPCOM Form 680-3A-E for a special test if one is not already on file? (USMEPCOM Regulation 611-1, Paragraph [5-5b](#))

(2) Are special purpose tests conducted only at the MEPS? (USMEPCOM Regulation 611-1, Paragraph [5-1d](#))

(3) Did the TA(s) remain in the test room at all times during test administration? (USMEPCOM Regulation 611-1, Paragraph [3-8d](#))

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

This management control evaluation checklist replaces the previously published version in USMEPCOM Regulation 611-1 (June 6, 2006).

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

Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, J-3/MEOP-TD.

#### **B-7. Use of DA Form 11-2-R**

[DA Form 11-2-R, Management Control Evaluation Certification Statement](#) is designed to document any management control evaluation. Certification that a management control evaluation has been conducted will be certified on this form.

**Appendix C**

**Privacy Act Statement from the Enlistment Answer Sheet (DD Form 1304-2AS) \***

**PRIVACY ACT STATEMENT**

**Armed Services Vocational Aptitude Battery**

**AUTHORITY:** 10 USC 136 and 3013; E.O. 9397, as amended by E.O. 13478.

**PRINCIPAL PURPOSE(S):** To establish eligibility for enlistment and verify enlistment and placement scores and retest eligibility; to compute and furnish test score products for career/vocational guidance and group assessment of aptitude test performance; for marketing evaluation, assessment of manpower trends and characteristics; and for related statistical studies and reports.

**ROUTINE USE(S):** None

**DISCLOSURE:** Voluntary. If you fail to answer any or all of these personal questions, you will not be allowed to take the test and will not be allowed to enlist in the Armed Services.

\* **Note:** AUTHORITY: as updated.

## **Appendix D**

### **Instructions for Creating MET Site Codes**

#### **D-1. MET Site Codes Within the Continental United States**

Each code in the table will consist of six positions as follows:

Position 1 & 2: Will always be the two-digit MEPS ID.

Position 3:

1 = MEPS TA

2 = ITA

Positions 4 & 5: A unique two-digit number assigned by the MEPS Commander. This number must be unique within the MEPS and must not change for a given physical MET site. Use “99” for in-house testing (testing within the physical confines of the MEPS).

**Note:** These numbers are re-used only when a site relocates within the same city.

Position 6:

1 = Day test session (a test session that starts between the hours of 0600 and 1359)

2 = Night test session (a test session that starts between the hours of 1400 and 0559)

3 = Saturday test session (day or night)

4 = Sunday test session (day or night)

5 = Second day session

6 = Second Saturday session

7 = PiCAT verification session (day or night)

Examples of Chicago MEPS MET site codes:

542011 = A test session given by an ITA at site “01” during the day.

541022 = A test session given by a MEPS TA at site “02” during the night.

542013 = A test session given by an ITA at site “01” during a Saturday session (day or night).

541994 = A test session given by a MEPS TA in-house “99” during a Sunday session (day or night).

541995 = A second day session given by a MEPS TA in-house “99” between 0600 and 1359.

541046 = A second Saturday test session given by a MEPS TA at site “04”.

Note: For iCAT sites, the DMDC system will only accept one MET Site code per location. Create a “day” or “night” test session code for the most frequent test session for that site. For example, if the MET site tests three times a week with one session being a day test and the remaining two being a night test, code the MET site as a “night” test.

#### **D-2. MET site codes for overseas testing**

All codes will be coordinated with J-3/MEOP-TD who will inform DMDC and the Service responsible for the test site.

Each code in the table will consist of four positions as follows:

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Position 1 & 2: Will always be the MEPS ID for either the New York (05) or Honolulu (73) MEPS.

Positions 3 & 4: Use the two digit code “88” for overseas MET sites.

Positions 5 & 6: A unique number assigned by the MEPS Commander. This number must be unique within the MEPS and must not change for a given physical overseas MET site.

**Glossary**

***Section I Abbreviations***

**ACES**

Army Continuing Education Center

**AFPC**

Air Force Personnel Center

**AFPDO**

Air Force Publications Distribution Office

**AFOQT**

Air Force Officer Qualifying Test

**AFPT**

Air Force Personnel Test

**AFQT**

Armed Forces Qualification Test

**AFROTC**

Air Force Reserve Officer Training Corps

**ALCPT**

American Language Course Placement Test

**APT**

Army Personnel Testing

**ASVAB**

Armed Services Vocational Aptitude Battery

**CAC**

Common Access Card

**CAT-ASVAB**

Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery

**C-DLAB**

Computerized Defense Language Aptitude Battery

**CE**

Career Entry

**CT**

Cyber Test

**CTV**

Centralized Test Validation



**DA**

Department of the Army

**DEP**

Delayed Entry Program

**DLIELC**

Defense Language Institute English Language Center

**DLIFLC**

Defense Language Institute Foreign Language Center

**DLPT**

Defense Language Proficiency Test

**DoD**

Department of Defense

**DoDEA**

Department of Defense Education Activity

**ECLT**

English Comprehension Level Test

**EDPT**

Electronic Data Processing Test

**FedEx**

Federal Express

**ETP**

Enlisted Testing Program

**ET**

Examinee Test

**FY**

Fiscal Year

**HIV**

Human Immunodeficiency Virus

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**IAW**

In Accordance With

**iCAT**

Internet Based Computerized Adaptive Testing

**IRC**

Interservice Recruitment Committee

**IRR**

Individual Ready Reserve

**ITA**

Intermittent Test Administrator

**ITS**

Information Technology Specialist

**MAPWG**

Manpower Accession Policy Working Group

**MEPS**

Military Entrance Processing Station

**\*MET**

Military Entrance Test

**MFR**

Memorandum for Record

**\*MOC**

USMEPCOM Operations Center

**NLT**

Not Later Than

**NPS**

Non-Prior Service

**OMR**

Optical Mark Reader

**PC**

Personal Computer

**PDA**

Personal Digital Assistant

**PiCAT**

Prescreen Internet Based Computerized Adaptive Testing

**PS**

Prior Service

**SF**

Standard Form

**SPEAR**

Sharing Policy Experience and Resources (USMEPCOM Intranet)

**SPF**

Service Processing For

**SOP**

Standing Operating Procedures

**SSN**

Social Security Number

**STARNET**

Station Advisory Report Net

**TA**

Test Administrator

**TBAS**

Test of Basic Aviation Skills

**TCO**

Test Control Officer

**TCN**

Test Site Control Number

**TLC**

Test Loss Compromise

**TMI**

Testing Material Inventories

**TST**

Test Score Technician

**USMEPCOM**

United States Military Entrance Processing Command

**\*USMIRS**

United States Military Entrance Processing Command Integrated Resource System

**WKID**

Workload Identification Codes

## ***Section II Terms***

### **Day Test Session**

Test session that starts between the hours of 0600 and 1359.

### **In-House Testing**

Testing within the MEPS.

### **Invalid Test**

An ASVAB test/retest where the scores are nullified for enlistment.

### **Military Entrance Test (MET) site**

A military entrance test location outside the MEPS used for the administration of the ASVAB, staffed by either Intermittent Test Administrators or MEPS personnel.

### **Night Test Session**

Test session that starts between the hours of 1400 and 0559.

### **Special Purpose Test**

Tests used to determine qualifications of applicants for specific occupational specialties.

### **Web-Based DLPT**

Defense Language Proficiency Test delivered over the Internet.

\*USMEPCOM established term or abbreviation