

# Summary of Changes

USMEPCOM Regulation 611-1  
Personnel Selection and Classification  
Enlistment Qualification Tests

**This major revision dated, July 24, 2009 contains policy and administrative changes. Specifically, this revision:**

- Adds guidance for military entrance processing station (MEPS) commander to designate authorized personnel to testing common areas (par. 1-4c).
- Adds requirements for test administrator (TA) to score enlistment and student test sessions (par. 1-4g).
- Adds requirements for additional duty appointment memorandum (par. 1-5).
- Adds Office of Personnel Management (OPM) responsibilities and structure (par. 1-6).
- Clarifies training requirements (par. 1-7).
- Adds Computerized Defense Language Aptitude Battery (C-DLAB) to accountable test material requirements and removed Basic Attribute Test (BAT) and Armed Services Vocational Aptitude Battery (ASVAB) 10 requirements (par. 2-1).
- Adds testing common area as being a restricted area (par. 2-2).
- Adds mechanical cipher lock as the standard lock for the secured storage room entrance door (par. 2-3).
- Changes timeframe for changing one level of lock combination from 15 days to 7 days (par. 2-3).
- Adds Army Personnel Testing (APT) inventory requirements (par. 2-5).
- Changes to Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery (CAT-ASVAB) compact disc (CD) replacements from J-6/MIT (par. 2-7g).
- Adds guidance reference TA identification (umbers (par. 3-2).
- Adds requirements for prior service National Guard and Reserve personnel (par. 3-3).
- Updates and relocates dimensions of tables and chairs requirements (par. 3-6).
- Clarifies cheating versus MEPS policy violation (par. 3-8).
- Clarifies excusing applicant from a test session during CAT-ASVAB (par. 3-8).

- Adds requirement for making corrections on USMEPCOM Form 680-3A-E (Request for Examination), (par. 3-9).
- Adds guidance for incomplete tests (par. 3-11f).
- Updates sample of oral and written CAT-ASVAB briefings (figs. 3-1 and 3-2).
- Add guidance for providing ASVAB test scores utilizing Remote Centralized Test Scoring (par. 4-4).
- Updates guidance for Privacy Act Statement during Web-based or computerized special purpose tests (par. 5-8d).
- Adds Post-confirmation test actions (par. 6-6).

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 611-1

July 24, 2009

**Effective : August 31, 2009**

**Personnel Selection and Classification  
ENLISTMENT QUALIFICATION TESTS**

FOR THE COMMANDER:

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**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/MOP-TD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Suggested improvements.** The proponent agency for this regulation is HQ USMEPCOM, J-3 (Operations), J-3/MOP-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/MOP-TD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Management 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 regulation supersedes USMEPCOM Regulation 611-1, June 6, 2006.

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**Glossary**

## **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.

### **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 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) Implement quality assurance procedures to ensure enlistment test battery accuracy.
- (3) When approved by the Under Secretary of Defense for Personnel and Readiness, administer additional tests to determine qualifications for military occupations or assignments.
- (4) Print and distribute supplies of test materials, counseling materials, and training aids for use in the DoD enlistment and overseas testing programs.
- (5) Maintain sufficient stock of test and career guidance support materials.
- (6) Monitor operational test and item data.
- (7) Provide testing data to the recruiting Services.
- (8) Establish procedures to investigate prohibited actions and situations in the DoD Enlistment Program.
- (9) Endorse written investigative reports of test loss or compromise to Headquarters, Department of Army, when required.

#### **b. Sector commanders will:**

- (1) Monitor the day-to-day tactical operation of testing programs in the MEPS.
- (2) Refer Office of Personnel Management (OPM)-related matters that cannot be resolved at sector/OPM National Program Office level to J-3/Operations Directorate/Testing Division (J-3/MOP-TD).

#### **c. MEPS commanders will:**

- (1) Appoint test administrators (TAs) in writing within 30 days of assuming command.

(2) Designate personnel authorized access to the testing secure storage room, accountable test material, and testing common areas 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 or OPM service centers.

(8) Ensure Computerized Adaptive Testing Armed Forces 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/MOP-TD) prior to purchasing furniture (see par. 3-6).

(9) Ensure all test losses or compromises are reported to sector testing personnel immediately.

(10) Ensure initial training is completed by personnel assigned to testing duties (see par. 1-6).

**d. MEPS test control officers (TCOs) will:**

(1) Manage and operate the testing section.

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

(3) Exercise close supervision and accountability over accountable test material receipt, storage, protection, issue, 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 with OPM personnel.

(8) Develop, publish, and annually update standing operating procedures (SOP), including detailed OPM and optical mark reader (OMR) contingency plan for testing to include, but not limited to, MEPS Testing Section contact numbers. Maintain the Testing SOP separate from the MEPS Operations SOP.

(9) Develop, publish, and annually update SOP (to be kept in the MEPS) for testing.

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

(11) Provide a consolidated MET site list in a memorandum through sector testing section to J-3/MOP-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>.

(12) Conduct semiannual Air Force Testing Material Inventories (TMI) using the inventory provided by Air Force Publications Distribution Center. Forward results as directed with a courtesy copy to sector testing section and J-3/MOP-TD.

(13) Conduct semi-annual Army Personnel Testing (APT) Material Inventories using the inventory provided by Human Resources Command. Forward results as directed with a courtesy copy to sector testing section.

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

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

**e. The 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 liaisons for test score report.

(5) Assist test control officer (TCO) with duties related to accountable and controlled test materials as defined in regulatory guidance.

**f. The MEPS lead test clerk will:**

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

(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 site facilities and evaluate the performance of the OPM TAs.

**g. TAs will:**

(1) Prepare test materials prior to a test session.

(2) Distribute test materials to applicants.

(3) Ensure balanced usage of all test versions.

(4) Ensure no two adjacent testers have the same test versions.

(5) Ensure the social security number (SSN) on USMEPCOM Form 680-3A-E (Request for Examination) 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.

#### **1-5. Additional duty appointment memorandum**

MEPS commanders will use an additional duty appointment memorandum to appoint TAs. Include in the memorandum the effective date, the name(s) of the individual(s), SSN, 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 VI. MEPS commanders will appoint the TCO and TST as the responsible parties for the oversight of the APT account. Appointment orders must include appointee's SSN and AKO ID, test site address, test account ID, telephone number (commercial and/or DSN), e-mail address, and fax number (see fig. 1-1 and par. 2-7e). Appointment orders will be updated within 30 days of assumption of command.

#### **1-6. Office of Personnel Management (OPM)**

a. OPM provides test administrators for enlistment ASVAB testing at MET sites for ASVAB Career Exploration Program testing administered at high schools and colleges. A memorandum of agreement (MOA) between USMEPCOM and OPM, which covers the administration of Department of Defense (DoD) enlistment and student qualification examinations by OPM TAs nationwide, is updated every fiscal year.

b. OPM Responsibilities:

(1) Provides a national program manager for program coordination and ensure support of this program.

(2) Ensures all OPM local programs are supportive of USMEPCOM staff member's visits to OPM Military Entrance Test (MET) sites.

(3) Provides initial training and orientation and annual testing and security procedures training for all OPM examining personnel and all annual refresher training will be coordinated with the MEPS.

(4) Administers enlistment and student tests at mutually agreed upon locations.

(5) Provides a level of Service (test sessions) not to exceed the existing staff resources (exact level to be determined by the OPM National Program Office as based upon individual MEPS workload).

(6) Uses OPM/USMEPCOM agreed-upon prescribed test security procedures when handling all DoD testing materials.

(7) Reports all test loss/compromises, in writing, to the MEPS.

c. OPM structure.

(1) DoD Testing Program Manager – Overall coordinator for all DoD testing services.

(2) Testing Services Manager (TSM) – Manager of OPMs testing program for a designated section of the country.

(3) Area Coordinator (AC) – Person in charge of a particular testing area.

(4) Test Administrator (TA) – One who conducts the ASVAB examinations.

### **1-7. Training**

New MEPS personnel have training requirements that must be completed within 30, 60, and 90 days of arrival. MEPS commanders will ensure training is completed and quarterly refresher training is conducted in ASVAB security, accountability, and administration. MEPS TAs 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 TAs conduct at least 5 percent of testing, balanced between Student and MET site testing, for the purpose of training. The number of test sessions conducted is not meant to be exact. Some TAs abilities may require more and others less to maintain proficiency. Additionally, MEPS may have to conduct more sessions when OPM is unable to support the testing schedule. Maintain MEPS personnel training records under record number 1w; disposition instructions are in appendix A, section VI. In addition, ensure annual refresher training is conducted for OPM TAs per USMEPCOM/OPM MOA.

[Use Appropriate Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Test Control Officer (TCO) for the Army Personnel Testing (APT) Program (Test Account ID #)

1. Effective immediately, (FULL NAME),(RANK), (LAST 4 SSN), (AKO ID), (DSN & COM PHONE), (E-MAIL ADDRESS) is assigned the additional duty of TCO for APT replacing (NAME), (RANK), (SSN).
2. Effective immediately, (FULL NAME), (RANK), (LAST 4 SSN), (AKO ID), (DSN & COM PHONE), (E-MAIL ADDRESS) is assigned the additional duty of Alternate Test Control Officer (ATCO) for APT replacing (NAME), (RANK), (SSN).
3. Authority: AR 611-5, Army Personnel Selection and Classification Testing.
4. Purpose: To administer the APT program IAW AR 611-5; AR 611-6, Army Linguist Management; test administration manuals; and directives from the APT Program Office.
5. Period: Until officially relieved or released from appointment or assignment.
6. Special instructions: To secure, properly safeguard, and correctly administer all APT tests IAW AR 611-5, and in particular:
  - a. Conduct an immediate physical inventory upon assumption of duties. Once a quarter ensure all items on the previous inventory are present or documented as destroyed, and all tests are current. Submit inventory to the APT Program Office for reconciliation when directed.
  - b. Keep all APT material properly secured when not in use; and when out for inventory, scoring, or testing; ensure that it is never left unattended.
  - c. Mail all APT test material, including completed answer sheets, double-wrapped and properly addressed and marked IAW AR 611-5, and establish proper organizational mail-handling procedures to ensure APT test material is promptly hand delivered to the TCO or ATCO.
  - d. Ensure all examinees are eligible for the given test, have proper authorization documentation, and are tested in a suitable environment and condition.
  - e. Maintain a current APT standing operating procedures.

COMMANDER'S SIGNATURE

DISTRIBUTION:

- 1 – Education Division (AHRC-PDE/APT), U.S. Army Human Resources Command, 200 Stovall ST, Suite 3N17, Alexandria, VA 22332-0472
- 1 - Individual Concerned
- 1 - Personnel File

**Figure 1-1. Sample memorandum for appointment of TCO for Army Personnel Testing Program**

## Chapter 2 Security and Accountability

### 2-1. Accountable test material

Accountable items include test booklets, cassettes, CAT-ASVAB and C-DLAB compact diskettes (CDs), partially or completed answer sheets, scoring keys, personal digital assistants (PDAs), any associated scoring modules and scratch paper with annotations used for ASVAB or special purpose test administration. All special purpose test administration manuals in the Army Human Resources Command Army Personnel Testing (APT) inventory are controlled test material. The accountable special purpose tests are AFAST, AFOQT, AIM, AP, DLAB, DLPT, ECLT/ALCPT, and EDPT. Any special purpose test administration or scoring manuals received and marked "Controlled Item (Test Material)" and/or have a serial number assigned, must be added to USMEPCOM Form 611-1-8-R-E (Inventory of MEPS Accountable Test Material) and USMEPCOM Form 611-1-9-R-E (Daily Inventory Log) when test is administered. **Note:** Nonaccountable test materials include administration manuals for ASVAB, AFOQT, AIM, ECLT, ALCPT, EDPT and blank answer sheets (maintain the sheets in a secured storage room to prevent unauthorized use), and manuals for scoring. Do not add these items to USMEPCOM Form 611-1-8-R-E or USMEPCOM Form 611-1-9-R-E.

### 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 automated testing equipment are restricted areas during test administration only. The CAT-ASVAB/C-DLAB 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. 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 secured storage room will be limited to testing section personnel only (see par. c. below).

b. A "RESTRICTED AREA, AUTHORIZED PERSONNEL ONLY" sign will be posted at main 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 (fig. 2-1), secured storage room (fig. 2-2), and accountable test materials by memorandum. The secure storage room access roster will be limited to testing personnel only. 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 working 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. 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. Do not release or show accountable test material designated for use by MEPS to any outside agency or to any persons other than authorized USMEPCOM and OPM personnel.

### **2-3. Control and storage procedures**

a. Secure all accountable test material in locked security containers in a locked room. Equip the 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/MOP-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 days of departure from the testing section.

c. Record the combination 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 on the back of the door. 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 VI. Forms involved in an investigation will be kept until the investigation is completed.

d. A 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 VI. 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, cassettes, or CDs in the same safe as the scoring keys for same corresponding test.

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

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

(2) Store CAT-ASVAB/C-DLAB disks/CDs in disk/CD binder sheets, inside a 3-ring binder. Remove CAT-ASVAB/C-DLAB disks/CDs from the secure storage room using a zippered binder.

(3) Unless otherwise directed, never leave the CAT-ASVAB/C-DLAB system on after a test session.

(4) The CAT-ASVAB pass code will be limited to the information technology specialist (ITS), assistant ITS, testing section personnel, and appropriate CAT-ASVAB MET site OPM TAs.

(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/MOP-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, TAs station, or examinee test 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 on 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 TAs to temporarily store material in locked containers in their homes overnight.

i. OPM TAs may store accountable test material within the OPM testing region, following the same security procedures in “a” above. When an OPM TA stores accountable test material at home, he or she must store it in a lockable container. OPM TAs will monitor and secure accountable test material according to guidance in OPM Career Entry (CE) 611-1 (Handbook for Administering the Armed Services Aptitude Battery (ASVAB)).

#### **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-3/MOP-TD). 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, C-cassette, D-disk, CD-compact disk.

c. Track accountable test material by name and serial number on USMEPCOM Form 611-1-8-R-E.

d. Inventory documentation is considered as USMEPCOM Form 611-1-1-R-E (Annual, Joint, Other Inventory of Accountable Test Material), USMEPCOM Form 611-1-8-R-E, USMEPCOM Form 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 most recent USMEPCOM Form 611-1-8-R-E will be sent to J-3/MOP-TD annually on December 31.

#### **2-5. MEPS inventory procedures**

##### **a. Annual inventory.**

(1) The TCO/TST and one disinterested witness (MEPS personnel not in the testing section and who have not been designated as a TA) will annually inventory accountable test material. This page-by-page review must be conducted within 12 months from the previous annual inventory date. The TCO/TST will record the inventory using the automated inventory software and print new USMEPCOM Forms 611-1-1-R-E and 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 USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 611-1-8-R-E. The disinterested witness must sign USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 611-1-8-R-E.

In addition, the MEPS commander will initial USMEPCOM Form 611-1-1-R-E in the “comments” section verifying the requirement was met.

(2) Maintain USMEPCOM Forms 611-1-1-R-E and 611-1-8-R-E for 2 years under record number 601-222f; disposition instructions are in appendix A, section VI.

**b. Joint inventory.**

(1) Incoming and outgoing TCOs will conduct a joint inventory of accountable test material at the MEPS, within 7 calendar days after the arrival date of the incoming TCO. If a replacement TCO has not been assigned before departure of the incumbent TCO, the incoming TCO will conduct a joint inventory with the TST. In addition, the MEPS commander will initial USMEPCOM Form 611-1-1-R-E in the “comments” section verifying the requirement was met.

**Note:** Joint inventories satisfy the annual inventory requirement as long as no more than 12 months pass between inventories.

(2) Both TCOs will conduct this page-by-page review, and record the inventory using the automated inventory software. New USMEPCOM Forms 611-1-1-R-E and 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 USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 611-1-8-R-E.

(3) Maintain USMEPCOM Forms 611-1-1-R-E and 611-1-8-R-E for 2 years under record number 601-222f; disposition instructions are in appendix A, section VI.

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

**Note:** Each testing section will always have on file for 2 years under record number 601-222f an annual or a joint inventory. Any other inventories (destructions and additions of accountable test material) will be maintained with annual and joint inventories for 2 years.

**(1) Receipt of accountable test material.**

(a) The TCO/TST and a disinterested witness will inventory (page-by-page check of the accountable test materials received at the MEPS).

(b) The TCO/TST must immediately add permanent accountable test material received to their inventory using the automated inventory software, and print new USMEPCOM Forms 611-1-1-R-E and 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 USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 611-1-8-R-E. The disinterested witness must sign USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 611-1-8-R-E. 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 VI.

(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, quantity, and serial numbers (if available). If accountable material is received and it does not contain a serial number, notify J-3/MOP-TD through your sector testing section. J-3/MOP-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. Contact sector testing section to resolve the discrepancy.

(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 MCO-WSK). Materials with previous office symbol do not need to be stamped again.

**(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 CAT-ASVAB disks by breaking open the outer case and shredding the inner film. 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 VI.

(b) The TCO/TST and a disinterested witness will destroy accountable test material. Document the destruction of accountable test material, except answer sheets and scratch paper, on USMEPCOM Form 611-1-11-R-E. The TCO/TST and a disinterested witness must sign this form upon destruction of the material.

(c) The TCO/TST must immediately remove destroyed accountable test material from the inventory using the automated inventory software, and print new USMEPCOM Forms 611-1-1-R-E and 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 will sign USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 611-1-8-R-E. The disinterested witness must sign USMEPCOM Form 611-1-1-R-E and initial each page (when applicable) of USMEPCOM Form 611-1-8-R-E. Attach USMEPCOM Form 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 Air Force special purpose test material is destroyed, a copy of USMEPCOM Form 611-1-11-R-E must be provided to the Air Force Publications Distribution Office (AFPDO) (see par. 2-7h(2)). If Army special purpose test material is destroyed, a copy of USMEPCOM Form 611-1-11-R-E must be provided to the Human Resources Command (see par. 2-7h(1)).

(e) MEPS will receive an inventory of Air Force special purpose test material maintained at their MEPS from the AFPDO twice per year. The TCO/TST will ensure the inventory is accurate and resolve discrepancies with AFPDO if necessary. Maintain one copy of the inventory under record number 601-222f; disposition instructions are in appendix A, section VI.

**NOTE: Destruction of serviceable books is not authorized for the purpose of obtaining sequential serial numbers.**

**(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 USMEPCOM Form 611-1-9-R-E. No entry is required for material being destroyed or permanently transferred. The MEPS testing section personnel will maintain one log for all material; whiteout will not be used. The log will be maintained in a binder. Place record label 601-222f on the binder (see app. A, sec. VI 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 USMEPCOM Form 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, 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 TCO/TST at the start of the next workday.

(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.

(e) If a 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 now assumes responsibility for the material and for returning it to the secure storage room appropriately.

(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 USMEPCOM Form 611-1-9-R-E (sample memo at fig. 2-4). 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 TCO/TST at the start of the next workday. Attach the memorandum to USMEPCOM Form 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 USMEPCOM Form 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 USMEPCOM Form 611-1-9-R-E under record number 601-222f; disposition instructions are in appendix A, section VI.

d. Army Personnel Testing (APT) inventory.

(1) TCOs shall refer to the ACES Extranet for a current list of test material by accessing <https://www.hrc.army.mil/site/protect/Active/Education/Extranet/APT.htm>.

(2) Inventories will be conducted as follows:

(a) The APT Distribution Center will automatically send TCOs an inventory for each quarterly inventory due for reconciliation on or just prior to the first day of the quarter.

(b) After the APT Distribution Center receives the signed packing slip acknowledging receipt of ordered test material, the APT Distribution Center will automatically send an updated inventory to the TCO.

(c) TCOs who need inventories at other times shall request one from the APT Distribution Center, [aptdistro@conus.army.mil](mailto:aptdistro@conus.army.mil), (703) 325-2529, DSN 221-8872.

(3) TCOs shall use DA Form 3964 (Classified Document Accountability Record) to document destruction of their controlled test material as explained in reference (d).

**e. Relocation.** In the event that a MEPS test storage room must relocate to a different facility/building, an annual inventory will be conducted both before and immediately after the relocation.

## **2-6. Transfer of accountable test material**

a. Accountable test material at a MEPS may only be transferred to another MEPS, sector testing section, J-3/MOP-TD, and the OPM service center supervisor, unless otherwise directed by sector testing section or J-3/MOP-TD.

b. Use a memorandum to transfer accountable test material (see fig. 2-5).

(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 fig. 2-5); 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 (fig. 2-5) 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. Once the originating MEPS receives the signed memorandum, the TCO/TST will remove the material from the inventory immediately and print new USMEPCOM Forms 611-1-1-R-E and 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 USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 611-1-8-R-E. The disinterested witness must sign USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 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 app. A, sec. VI 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) must be used to transfer accountable test material. If FedEx is not available, use the least expensive means while maintaining security parameters established in this regulation.

e. Nonaccountable test material, such as conversion tables and blank answer sheets, will be sent in the least expensive manner.

## 2-7. Ordering test material

a. J-3/MOP-TD activities automatically distribute newly developed and related material to the MEPS. Replenishment of these materials is the MEPS responsibility.

b. Use the following steps to requisition ASVAB and Assessment of Individual Motivation (AIM) material, excluding the AIM administration manual or CAT-ASVAB disks.

(1) Using a Web browser, navigate to <http://www.apd.army.mil>.

(2) Click on "Ordering" which will automatically link you to the Army Director of Logistics, "OAA" at <https://dol.hqda.pentagon.mil/ptclick/index.aspx>. The website now requires Common Access Card (CAC) authentication.

(3) Click on "Login," but DO NOT login - Scroll down to the 4th line below the "Login" button and click on "Re-Supply."

(4) Enter appropriate account number, ZIP Code, nomenclature, unit of issue, change number (always "000") and quantity.

(5) Print copy of screen before ordering.

(6) Submit order.

c. To requisition Air Force Officer Qualifying Test (AFOQT) or EDPT material, send a memorandum (see fig. 2-6) to:

Air Force Publications Distribution Center (AFPDC)  
8410 B Kelso Drive  
Baltimore, MD 21221-3118  
(E-mail: [AFDPO-AFPDC-Service@pentagon.af.mil](mailto:AFDPO-AFPDC-Service@pentagon.af.mil))

d. To requisition Alternate Flight Aptitude Selection Test (AFAST), Defense Language Aptitude Battery (DLAB), and Defense Language Proficiency Test (DLPT), send a memorandum/e-mail to:

Education Division (AHRC-PDE/APT)  
U.S. Army Human Resources Command  
200 Stovall Street, Suite 3N17  
Alexandria, VA 22332-0472  
(E-mail: [apt@conus.army.mil](mailto:apt@conus.army.mil))

e. To requisition AP test send a memorandum to:

Education Division (AHRC-PDE/APT Distribution Center)  
U.S. Army Human Resources Command  
2461 Eisenhower Avenue, Suite 803

Alexandria, VA 22331-0472  
(E-mail: [aptdistro@conus.army.mil](mailto:aptdistro@conus.army.mil))

f. Repository MEPS and MEPS designated by J-3/MOP-TD are the only MEPS authorized to order English Comprehension Level Test (ECLT) material. To order ECLT, send a memorandum to:

DLIELC/LECT  
2230 Andrews Avenue  
Lackland AFB, TX 78236-5207

g. Use a memorandum via e-mail to order CAT-ASVAB disk/CD replacements from the J-6/Information Technology Directorate (J-6/MIT). 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/MOP-TD. For a sample format, see figure. 2-7.

h. Immediately upon assumption of duties, and when any information on the memorandum changes, MEPS commanders will provide the following agencies a copy of the TCO/TST test account verification memorandum (see fig. 2-8):

(1) Education Division (AHRC-PDE/APT), U.S. Army Human Resources Command, 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472.

(2) Air Force Publications Distribution Center, 8410 B Kelso Drive, Baltimore, MD 21221-3118.

(3) DLIELC/LECT, 2230 Andrews Avenue, Lackland AFB, TX 78236-5207.

## **2-8. Stock level tracking**

The testing section must maintain a 180-day stock of enlistment and special purpose test answer sheets, excluding DLAB answer sheets. Use a separate Department of the Army (DA) Form 479 (Publication and Blank Form Stock Record Card) (see fig. 2-9 for form instructions) for each form to determine the minimum required stock levels. File card under record number 25-30jj; disposition instructions are in appendix A, section VI.

## **2-9. Reproduction of accountable test material**

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

## **2-10. 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 or OPM 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 or OPM 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.

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**. 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. The form is available on the MEPNET Homepage, Dashboard, Index of Forms.

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/MOP-TD.

d. TLCs are either attributed to MEPS or OPM failure to maintain control. Depending upon where the responsibility lies, the investigation will be completed differently.

- (1) MEPS TLC.

(a) 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.

(b) In case of loss of test booklets, conduct an immediate inventory of accountable test material.

(c) 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/MOP-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/MOP-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 VI. 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 USMEPCOM Forms 611-1-1-R-E and 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 USMEPCOM Form 611-1-1-R-E and initial each page of USMEPCOM Form 611-1-8-R-E. Attach a copy of the closure memorandum to the back of the new inventory.

(2) OPM TLC.

(a) OPM will investigate the TLC(s) involving their personnel. J-3/MOP-TD or sector testing section will determine if an investigation is not needed, but this does not preclude OPM from conducting its own review.

(b) The OPM TA will telephonically notify their OPM area coordinator (AC) within 24 hours of an incident. The OPM supervisor will provide immediate telephonic notification of the TLC to the respective MEPS, who in turn, will report the incident to their sector testing section immediately, as stated in paragraph 2-10(b). When the MEPS receives a package from an OPM TA and discovers material missing, the MEPS TCO/TST will immediately contact sector testing section personnel and their OPM AC. Once sector testing section personnel are informed and a case number has been assigned, sector will notify the OPM National Program Office and J-3/MOP-TD.

(c) The OPM Testing Region office will investigate and forward an investigative report to the respective USMEPCOM sector testing section within 30 working days of the incident. If the OPM Testing Region office requires additional time to complete the investigation, they will provide an interim report to sector testing section within 15 working days of the incident. Sector testing section will forward the report of investigation to J-3/MOP-TD not later than (NLT) 45 working days from the date of incident with recommendation for further action via e-mail.

(d) Once the investigation is closed by J-3/MOP-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 VI.

## **2-11. Noncompromise-related incidents**

a. J-3/MOP-TD requires information regarding any unresolved noncompromise-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 noncompromise-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/MOP-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/OPM 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/MOP-TD and recruiting Services.

#### **2-12. TA conflicts of interest**

Both MEPS and OPM TAs 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 or OPM AC. 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 or OPM AC. In either situation, the TCO/TST or OPM AC 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.

#### **2-13. Prohibited coaching practices**

MEPS and OPM personnel may not use ASVAB tests, locally developed test questions, test aids, or commercial study guides to familiarize applicants or potential applicant with the ASVAB. Applicants may be advised commercial study guides are available; however, commercial study guides will not be maintained in any MEPS or MET site facility, or in the possession of MEPS and OPM personnel for use by applicants. MEPS and OPM personnel will not participate in applicant study preparation. MEPS TCO/TST will report anyone seeking inappropriate testing assistance to the MEPS commander. OPM TAs will report to their OPM AC.

#### **2-14. 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. OPM TAs report ringer activity through OPM AC 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.

(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

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**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 Secure Storage Room

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.

Mr. John Doe	TCO
Mr. Harvey Snelling	TST
Ms. Arlinda Butler	TA
Mr. Arnt Lockwood	TA

Secure Storage Room access roster should be limited to MEPS Testing Section personnel only.

This memorandum supersedes previous memorandum, dated July 11, 2005.

Jane A. Doe  
LCDR, USN  
Commanding

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**Figure 2-2. Sample memorandum of personnel authorized access into secure storage room.**

(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 1304-25A-ETB	Test Booklet	2014001-2014005	5
DD Form 1304-25B-ETB	Test Booklet	2507001-2507005	5
DD Form 1304-26A-ETB	Test Booklet	3007001-3007005	5
DD Form 1304-26B-ETB	Test Booklet	3507001-3507005	5
Total			20

Signature of TA

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**Figure 2-3. Sample memorandum for checking out a test material kit.**

(Use Appropriate Letterhead)

OFFICE SYMBOL

Month Day, Year

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

SUBJECT: Accountable Test Material – CAT-ASVAB/C-DLAB Kit

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) while in my custody.

Material: 2 Form Load CDs  
2 Master Data Diskette  
18 ET Data Diskettes

<u>ITEMS</u>	<u>SERIAL #</u>
Form Load Disk 1(CD)	A11.420
Form Load Disk 2(CD)	A11.353
Master Data Diskette #1	A11.485
Master Data Diskette #2	A11.550
ET Data Diskettes	B63-041 (18 Total)

Total: 22 Diskettes/CDs

<b>MATERIAL OUT</b>		<b>MATERIAL IN</b>	
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

Figure 2-4. Sample alternate method of using the memorandum for checking out a test material kit.

(Use Appropriate Letterhead)

OFFICE SYMBOL

Month Day, Year

MEMORANDUM FOR COMMANDER, MILWAUKEE 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
DLPT (Spanish) Test Booklet, Listening	00010-00019	10
DLPT (Spanish) Scoring Key, Listening	00001-00001	1
DLPT (Spanish) Cassette, Listening	00020-00020	1

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, Milwaukee Military Entrance Processing Station, ATTN: TCO,  
1234 Street Ave., Somewhere, WI 12345-6789 (Date)

FOR Commander, San Antonio Military Entrance Processing Station, ATTN: (individual listed above), 5678 Avenue, San Antonio, 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 temporary/permanent transfer of accountable test material.**

(Use Appropriate Letterhead)

OFFICE SYMBOL

Month Day, Year

MEMORANDUM FOR AFPDC

SUBJECT: Requisition for Air Force Personnel Test Material

Request the following Air Force Personnel Test(s) (AFPT(s)) be sent to test control officer's account (enter your account number):

AFPT NUMBER    NOMENCLATURE    QUANTITY

(Enter information as listed in AFIND O-7)

Signature of TCO/TST

Name of TCO/TST

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**Figure 2-6. Sample AFPT material requisition memorandum.**

(Use Appropriate Letterhead)

OFFICE SYMBOL

Month Day, Year

MEMORANDUM FOR COMMANDER, HQ USMEPCOM (ATTN: J-6/MIT Help Desk)

THROUGH: COMMANDER, HQ USMEPCOM (ATTN: J-3/MOP-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
Master data disk	2000001	1
ET data disk	2000005	1
ET data disk	2000007	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

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**Figure 2-7. Sample memorandum for CAT-ASVAB disk replacement.**

(Use Appropriate Letterhead)

OFFICE SYMBOL

Month Day, Year

MEMORANDUM FOR EDUCATION DIVISION (AHRC-PDE/APT), U.S. ARMY HUMAN  
RESOURCES COMMAND

SUBJECT: Information Verification of Army Personnel Test (APT) Account # [T-account]  
Information

Test Control Officer (TCO): [Name], [Rank], [SSN]

Test score technician (TST): [Name], [Rank], [SSN]

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.]

TCO appointment orders are attached.

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

**Instructions for completing DA Form 479:**

If using manual entry method, prepare this form in pencil. An automated version can be found on the Army Electronic Publications and Forms website (<http://www.army.mil/usapa/>) and choose the Pure Edge (XF DL) format. List the form and number. Date and unit are not required.

Inventory forms on hand once per quarter. Place inventory date in "Date" block. Enter quantity counted in "Balance on Hand" block. Enter quantity used since last inventory in "Issued" block. Annotate in the "Month established" and "Quantity" blocks each quarter's usage and maintain the last 12 months running usage count. When replacement forms are ordered, annotate the requisition number in the "Requisition" block and the number of forms ordered in the "Due in" block.

When new forms are received, annotate the number in the "Received" block, and add to balance on hand.

Place an asterisk above the two quarters with highest usage within current year. To calculate the 180-day minimum stock level, add the two quarters with the highest usage together. Divide by six to determine average monthly usage. Enter these numbers in the "Editing Information" block. When peak usage quarters change, it will be necessary to reconfigure the 180-day stock level, average monthly usage, and reorder point.

Use the average monthly usage number for timing. For example, the 180-day stock level for AIM answer sheet (AIM Form 1) is 333 forms. The average monthly usage is 56 forms. When new forms are placed on order, it could take 2 months to receive them. When the balance on hand reaches 445 forms or "333+56+56" order new forms so they will arrive before the balance on hand drops below 333. To prevent from ordering forms continuously, but to make sure excess forms are not maintained, it is recommend that MEPS order enough forms to last approximately 1 year. Indicate stock level, monthly average, and reorder point computations on DA Form 479.

When the DA Form 479 card is filled on one side or on both sides, transpose the last 12 months usage and editing information to the top of a new card to identify required stock levels and average monthly usage. Destroy the old card.

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**Figure 2-9. DA Form 479 instructions.**

## **Chapter 3**

### **Enlistment ASVAB Test Administration**

#### **3-1. TA preparation**

TAs must be knowledgeable in the following areas before administering any ASVAB examination: test security and accountability, authorization to test, retest policy, scoring tests, and verifying results according to this regulation and the CAT-ASVAB User's Guide.

#### **3-2. Assigning TA identification (ID) numbers**

All TAs are required to possess a TA ID number that will be used each time a test is given. The format for creating the TA ID number is five zeros followed by the last four digits of the TAs SSN (example 000009292). All **active TA ID** numbers will be placed on Testing 2000. A listing of all TA ID numbers will be sent to J-3/MOP-TD annually on December 31.

#### **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 suspended for the 17<sup>th</sup> birthday, scanned and added to the applicant's record as invalid for enlistment purposes, and retest eligibility starts from the date of test.

(2) Whenever possible, military personnel (active duty, National Guard, and Reserve) will arrange to take the in-Service ASVAB from their Service's TCO/TST at a military installation; however, on a case-by-case basis, MEPS commanders may authorize administration of an ASVAB for in-service purposes at their MEPS. The military member must submit a memorandum from their unit commander requesting the MEPS to administer an ASVAB. The memorandum must include the reason for retest, state the member's personnel records indicate eligibility to take the ASVAB, and reflect the address to which the results will be sent. Active duty Marines must get permission in writing from the Commandant of the Marine Corps before taking the ASVAB (ATTN: HQ Marine Corps, Marsh Center, Manpower and Reserve Affairs (MPP), 3280 Russell Road, Quantico, VA 22134-5103). Marine Corps Individual Ready Reserve (IRR) members and Marine Corps reservists do not need the Commandant's permission before ASVAB testing at a MEPS. If any military personnel, not including IRR, tests at a MET site and not a MEPS, the test will be invalidated.

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

(3) 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 USMEPCOM Form 680-3A-E to the TA before taking the ASVAB. DD Form 368 (Request for Conditional Release) is required to take the ASVAB.

**Note:** Active duty marines and Marine Corps reservists see (2) above concerning prior permission to test. This paragraph does not pertain to personnel assigned to the MEPS.

(4) Prior service (PS) applicants may test according to guidance in appropriate Service directives. National Guard and Reserve PS personnel need to provide a copy of their DD Form 214 (Certificate of Release or Discharge from Active Duty), DD Form 215 (Correction to DD Form 214-if applicable) or NGB Form 22 (Report of Separation) as verification of discharge when previous test data is in the system. 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 will be 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 nonprior service applicants.

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

(5) 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. Use the CAT-ASVAB for 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/MOP-TD.

(6) USMEPCOM personnel who need to take the ASVAB will request a waiver through their chain of command to J-3/MOP-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. If a member who has been accessed takes an ASVAB, the test will be invalidated.

(3) Service recruiters (military and civilian) and liaisons 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 on 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. 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, applicant can retest on 2 February).

(6) Applicants who have taken the first retest, whether 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). Third and 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).

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 or OPM TA 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 or OPM 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 par. 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 may take place at a MET site or MEPS. The immediate retest when authorized by the commander will be the test of record.

c. Exceptions to retest policy.

(1) Each recruiting Service and HQ USMEPCOM 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 interface with J-3/MOP-TD and

make a determination. If the exception is approved, J-3/MOP-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/MOP-TD are valid for 1 year from the date of approval. Keep written approval of exceptions from J-3/MOP-TD under record number 100; disposition instructions are in appendix A, section VI.

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

a. Non-PS applicants, PS applicants, and military personnel changing components must provide a completed USMEPCOM Form 680-3A-E to the TA before examination.

b. Written authorization in memorandum format will be provided, or on file, before the examination for military personnel not changing components (excluding Marine Corps IRR) and USMEPCOM personnel authorized immediate retests by the MEPS commander or MAPWG. In addition, 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:** Dimensions for the tables: 72 inches long, 30 inches wide and 29 inches from the floor. These dimensions allows for only two ET stations per table. Dimensions for the chairs: Chair seats are 18 inches from the floor.

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 the floor or on a CPU stand located on the floor.

### **3-7. 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.

### **3-8. General enlistment testing direction**

a. OPM TAs will not conduct ASVAB tests in the MEPS.

b. The appropriate MET site code will be used for all test sessions (see App. 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 USMEPCOM Form 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 trained TAs.

d. Only authorized MEPS personnel are allowed access to the CAT-ASVAB testing room. Authorized MEPS and OPM personnel are the only members permitted access to a MET site testing room during test administration and scoring. **Recruiters/liaisons (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/MOP-TD through sector testing.

f. TAs will not score tests or 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 reason of dismissal on USMEPCOM Form 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 MEPNET and 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 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, slide rule, cellular telephone, electronic translator, or other 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 USMEPCOM Form 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 USMEPCOM Form 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, 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 USMEPCOM Form 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 and OPM test sessions in the unplanned absence of the assigned TA. Ensure recruiters are notified in advance when a session is canceled.

### **3-9. 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 app. 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 TAs 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 USMEPCOM Form 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.

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 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 (MEPS personnel), or when applicants have departed (OPM TA).

(7) Review test booklets for serviceability. Erase stray marks from test booklets. Booklets that are 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.). Upon return to the MEPS unserviceable booklets will be destroyed, removed from inventory and replacements ordered immediately.

(8) Secure accountable test material according to paragraph 2-3.

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

(1) Prior to manual or automated 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. Correct errors between the answer sheet, USMEPCOM 611-1-7-R-E, and USMEPCOM Form 680-3-A-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. Do not make changes to the applicant's subtest item responses, to include darkening in responses. 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 USMEPCOM Form 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) USMEPCOM Form 680-3A-E suspect or invalid SSN - SSN mismatch between answer sheet and USMEPCOM Form 680-3A-E (SSN on USMEPCOM Form 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 USMEPCOM Form 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) USMEPCOM Form 680-3A-E suspect or invalid SSN - SSN on USMEPCOM Form 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 USMEPCOM Form 680-3A-E.” Remove the “N” status when the SSN has been verified and correct SSN if needed.

(d) USMEPCOM Form 680-3A-E suspect or invalid SSN - SSNs on answer sheet and block 1 of USMEPCOM Form 680-3A-E are incomplete or out of range; however, the SSN recorded in block 25 of USMEPCOM Form 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 680-3A-E, and create an “N” status record with the reason “SSN Error on USMEPCOM Form 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) USMEPCOM Form 680-3A-E suspect or invalid SSN - SSNs on USMEPCOM Form 680-3A-E and answer sheets are either incomplete or out of range. The MEPS testing personnel will attach USMEPCOM Form 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 VI.

(2) Notify the recruiting Service of the discrepancy. MEPS testing personnel will create a valid test record if the discrepancy is resolved within 30 days from the date of test. If not resolved within 30 days, the MEPS testing section personnel will destroy USMEPCOM Form 680-3A-E and answer sheet.

(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 (other than 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 USMEPCOM Form 680-3A-E with a “RED” felt-tip marker and add the statement “Incomplete (or Unverified) Personal Data” on top of USMEPCOM Form 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 (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 (Testing2000) as the score of record.

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

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

(a) USMEPCOM Forms 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. The MEPS TCO/TST will inform the OPM service center supervisor when a TA error affects test validity. If the entire session is invalidated due to an OPM error, USMEPCOM is not responsible for payment (see USMEPCOM/OPM MOA, subject: Administration of Department of Defense (DoD) Armed Services Vocational Aptitude Battery (ASVAB) by the Office of Personnel Management (OPM)).

k. Completed answer sheets will be maintained under record number 601-222d; disposition instructions are in appendix A, section VI.

### **3-10. CAT-ASVAB test administration**

a. The TA will conduct the CAT-ASVAB session using the CAT-ASVAB User's Guide verbatim. The CAT-ASVAB/C-DLAB kit containing all form load CDs, all master data disks, and all examinee terminal data disks 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 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 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 USMEPCOM Form 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.

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 USMEPCOM Form 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 TA station and all examinee terminal stations are powered down.

**Note:** The file server will remain on at all times (excluding MET sites).

- (3) Secure accountable test material according to paragraph 2-3.

(4) Review and merge test data. Compare USMEPCOM PCN 680-3ADP and USMEPCOM Form 611-1-7-R-E to ensure accuracy of merged test results. After reviewing, initial USMEPCOM Form 611-1-7-R-E and file under record number 601-222d; disposition instructions are in appendix A, section VI. Destroy after 30 days.

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

(a) USMEPCOM Form 680-3A-E used for testing. USMEPCOM Forms 680-3A-E used for testing will be retained in the applicant's packet.

(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).

### **3-11. 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.

b. Provide results from in-house tests to the recruiting Services the first workday following the test. If local circumstances dictate a longer timeframe, notify the IRC and sector testing section.

c. Provide results from MET site 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 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 USMEPCOM Form 680-3A-E has been received from the recruiting Service. The USMEPCOM Form 680-3A-E must be signed 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).

(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. Merge student tests coded option 7 into USMIRS as invalid tests.

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

### **3-12. Manual scoring**

a. The MEPS testing section personnel will manually score a test when the OMR is inoperative, answer sheets are damaged, or during the weekly 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 (app. A, sec. VI). Destroy after 1 year.

(3) Forward the third copy to the recruiting Service liaison.

### **3-13. Weekly scoring analysis**

a. To check the accuracy of the OMR equipment and conversion software, TAs will complete a weekly scoring analysis as follows:

(1) Manually score one enlistment test once per week.

(2) Conduct the manual score, using the Manual Item Entry Screen of Testing 2000.

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

(4) Merge personal information from USMEPCOM Form 680-3A-E in USMIRS and print the results (USMEPCOM PCN 680-3ADP).

(5) Compare USMEPCOM PCN 680-3ADP with the Standard Score Verification window of Testing 2000 to ensure no scoring errors have occurred.

(6) If no errors, merge personal information from the remaining USMEPCOM Forms 680-3A-E.

(7) If the manual score differs from the OMR, manually score the answer sheets again using Testing2000.

(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.

### **3-14. Backup procedures for computer downtime**

When the USMIRS or OMR is inoperative for more than 3 consecutive days, MEPS commanders may authorize travel to a neighboring MEPS for the purpose of scoring enlistment ASVAB tests. Coordinate travel with sector testing section and the assisting MEPS. Include detailed procedures in the testing SOP for handling USMIRS and OMR downtime. File SOP under record number 100; disposition instruction are in appendix A, section VI.

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 USMEPCOM Form 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 USMEPCOM Form 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 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 me and then you are released. If you are staying at the hotel, wait at the front desk for transportation.

Does anyone have any questions?

Get them started.

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**Figure 3-1. Sample of an oral 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 USMEPCOM Form 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 him or her know 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 him or her and then you are released. If you are staying at the hotel, wait at the front desk for transportation.

Does anyone have any questions?

You may now go to a test terminal.

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**Figure 3-2. Sample of a written CAT-ASVAB briefing.**

## **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 OPM.

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. The MEPS testing section personnel will notify sector testing section personnel if any applicant is turned away due to lack of seating.

#### **4-2. Facilities**

a. Conduct MET site testing at no additional facilities 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 through sector testing section. MET sites will not be located in an educational institution or co-located within a recruiting station. MET sites must be no closer than 50 miles or one-hour driving time from the MEPS.

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. If MEPS commanders determine the purchase of desks or tables is justified, coordinate through sector testing section to HQ USMEPCOM J-3/MOP-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 sector testing section, HQ USMEPCOM, J-3/MOP-TD, and their IRC.

(2) Coordinate with the OPM Testing Region at least 45 days before the scheduled adjustment.

(3) Document the MET site opening, closing, relocation, addition, or reduction by memorandum (signed by MEPS commander) and USMEPCOM Form 611-1-18-R-E (Military Entrance Test Site Update Sheet).

(a) Establish a MET site code according to guidance in appendix D.

(b) Forward a copy of USMEPCOM Form 611-1-18-R-E through sector testing section to: HQ USMEPCOM, ATTN: J-3/MOP-TD.

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 VI. 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 USMEPCOM Form 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 VI.

g. MEPS commanders will ensure MET sites are inspected before the first test session. Subsequent inspections will be completed within 18 months from the previous date. MET site inspectors will:

(1) Use USMEPCOM Form 611-1-14-R-E (MET Site/OPM TA Review) to document the inspection/review. Retain the most recent form under record number 11-7a; disposition instructions are in appendix A, section VI. Deficiencies will be reported in writing to sector testing section and the OPM area coordinator.

(2) Document on USMEPCOM Form 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 OPM 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 USMEPCOM Form 611-1-14-R-E.

#### **4-3. General testing direction**

a. See chapter 3 for test administration guidelines.

b. Computers and/or other electronic equipment located in a MET site will be accounted for each test session. Upon completion of every test session, the TA will conduct an inventory of the material to ensure no materials are damaged or missing. USMEPCOM Form 611-1-19-R-E (MET Site Accountable Material Checklist for Test Administrators) will be initialed and faxed to the MEPS testing section and the OPM AC or shipped with an answer sheet package to the MEPS on a monthly basis. Report any broken or missing equipment to the MEPS and OPM AC immediately. The completed USMEPCOM Form 611-1-19-R-E will be maintained for one year or until the next inspection under record number 710-2c; disposition instruction are in appendix A, section VI.

c. When 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 par. 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. Guidance for providing ASVAB Test Scores utilizing Remote Centralized Test Scoring (R-CTS)**

R-CTS is a system which has been deployed to specific MET sites to provide on site verified/unverified test score results to recruiters for applicants.

##### **a. Equipment**

(1) All hardware equipment will be stored at the MET site in the cabinet provided. A laptop, printer, and portable scanner are common to all sites. Communication devices (e.g. Air Cards, modems,

and routers) vary among sites. The equipment will be secured in a lock-and-key mobile cabinet when not in use. Each MEPS TCO and Office of Personnel Management (OPM) Test Administrator (TA) servicing the selected site shall be provided a key to the cabinet. The MEPS will be the primary and sub-hand receipt holders for all equipment. OPM or MET Site facility personnel are not authorized to sign for the equipment. The OPM TA will indicate on USMEPCOM Form 611-1-19-R-E that all equipment was accounted for at the end of each session. In the event that any equipment is missing, the TA will immediately notify MEPS personnel for actions in accordance with USMEPCOM property accountability procedures.

(2) The laptop is a government computer and is provided to conduct official business. User activity on the computer is subject to monitoring and auditing. The computer will only be used for ASVAB scoring and will not be used for any purpose. No other software is to be loaded on the laptop for any reason. TAs are not authorized to browse the internet or conduct personal business. The laptop is not to be removed from the storage cabinet unless directed to do so by either the MEPS or USMEPCOM. The printer is not to be used to conduct personal business or personal printing. The printer is not to be removed from the storage cabinet unless directed to do so by either the MEPS or USMEPCOM.

#### **b. System security**

(1) OPM TAs will log on to the laptop by entering their user name and password in PointSec. After PointSec or applicable Data At Rest (DAR) software authentication, the TA will log into the USMEPCOM Domain Windows Account.

(2) TA passwords will be obtained by the MEPS or OPM management by submitting a completed DD Form 2875 (System Authorization Access Request) and signed USMEPCOM User Agreement for all OPM TAs to USMEPCOM Headquarters in accordance with USMEPCOM Information Assurance Office procedures. OPM will provide security clearance information directly to HQ USMEPCOM Testing Division. Once approved, the MEPS will receive notification of the TAs username and temporary password. The MEPS Information Technology Specialist (ITS) will then assist the TA in establishing a Virtual Private Network (VPN) connection and establishing a permanent account.

(3) Controlled item information (i.e., test material) is not stored on the CTS equipment. However, OPM TAs will generate printed products that contain sensitive personal data on applicants and therefore these products must be safeguarded according to the appropriate regulations. The Enlistment Testing Program (ETP) test booklets and completed answer sheets are test controlled material and hence must be secured IAW this regulation.

**c. Projections.** To receive verified test scores, Service Liaisons must project the applicant for testing at the R-CTS MET Site. The projection must include the following statement "MET#MMSSSS", in the remarks block, where MM is the MEPS ID and SSSS is the MET Site ID. When the applicant's personal data exists within USMIRS, the ASVAB data will be automatically inserted and committed in USMIRS. Verified Test Scores will not be available to MEPS or Liaison personnel until personnel data exists within USMIRS.

#### **d. Scoring tests**

(1) After the test session is completed, the TA will collect all answers sheets and stack them in preparation for scanning. Only after all applicants have been dismissed and have left the test room is the TA authorized to score answer sheets. Only the TA, authorized OPM personnel, MEPS TA, or authorized USMEPCOM personnel are allowed in the testing room during scanning and scoring of the answer sheets.

(2) Scoring with a functioning system.

(a) When the scanning system is functioning properly, the TA will scan the completed answer sheets. The data is sent to HQ USMEPCOM and the system provides verified/unverified AFQT and line scores to the TA via the ASVAB Test Score Report. These reports are printed and provided to the sponsoring recruiting Service. The report will contain a verified score if the recruiting Service has projected the applicant to test, otherwise the score is unverified. The TA may hand deliver the verified/unverified test scores only to the applicant's recruiter.

(b) If the applicant's recruiter is not going to be present at the end of the test session, the recruiter will provide an envelope to the applicant for use by the TA. The TA will then provide the verified/unverified score report to the applicant, only in the sealed envelope provided, for delivery to his/her recruiter. The TA will not issue verified/unverified 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.

(3) Scoring with a nonfunctioning system.

(a) If the scanning system is not functioning, the TA will compute an unverified AFQT score using the Personal Digital Assistant (PDA). The unverified AFQT score will be submitted to the sponsoring recruiting Service on USMEPCOM Form 611-1-2-R-E.

(b) The procedures for delivering an unverified test score using the PDA are exactly the same as delivering verified/unverified scores as stated above. Other arrangements to provide the applicant's recruiter with test scores are not authorized.

**e. Securing/accountability of scanning equipment**

(1) After scoring has been completed, the scanning equipment will be powered down, inventoried, locked in the cabinet provided, and stored in the designated room at the MET site. Per USMEPCOM Regulation 611-1 (Enlistment Qualification Tests), par. 2-3d, a SF 702 (Security Container Check Sheet) will be maintained in the security container. Blocks 1 and 2 are completed upon opening and closing the container. Block 3 is initialed at the close of every test day.

(2) At a minimum, USMEPCOM Form 611-1-19-R-E (MET Site Accountable Material Checklist for Test Administrators) will be forwarded to the MEPS with the testing material once a month to verify equipment accountability. The MEPS TCO can require additional inventory procedures.

(3) MEPS TCOs or MEPS personnel designated by the TCO or commander will conduct a MET site visit at least every 18 months to conduct the MET site review and to personally inventory and verify the condition of the R-CTS equipment. These visits may be conducted more often if desired/required. This visit will be annotated using USMEPCOM Form 611-1-19-R-E with the inspecting persons completing blocks 6, 7, and 8. The comments block (block 8) will reflect, for example, either "1<sup>st</sup> MEPS Inspection" or "2<sup>nd</sup> MEPS Inspection", etc..

**f. Correcting USMIRS transactions.** To eliminate procedural errors within USMIRS when trying to make corrections to R-CTS scored tests, 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), the MEPS cannot change the associated WKID. MEPS should not use the "Correct Transaction Block" (AA03 Aptitude Data screen in USMIRS), as it will not affect changes to the test data. When the USERNAME in the work history is USMIRSDB, the MEPS must submit a USMEPCOM J-3/Operations Center (MOC) request to correct any data associated with the following:

(1) MET site corrections

- (2) Updating Confirmation Test completions
- (3) Confirmation Interview completions
- (4) Retest eligibility date changes
- (5) Correcting response entry errors on personal, demographic, and test administration fields of Page One of the ETP answer sheet.

**g. Next-day processing.** Applicants who have ASVAB tested at an R-CTS MET site will be allowed to process at the MEPS while awaiting receipt of the original USMEPCOM Form 680-3A-E from the MET site. The ASVAB test results from R-CTS MET sites are automatically committed to an existing record or will be committed after a record is entered into USMIRS. At morning check-in on the processing date, the applicant will present a new fully completed USMEPCOM 680-3A-E at the control desk. The MEPS will generate and print USMEPCOM Form 601-23-2-R-E (Records Flag) and attach the form to the outside of the applicant's packet. In the "Description" column, write or type "R-CTS Tester - Verify signatures on 680-3A-E from R-CTS MET site" if the MET site packet is received at your MEPS. If the MET site packet will be received at another MEPS, notify that MEPS to forward the original 680-3A-E under a DA Form 200. The Records Flag will remain attached to the record until original documents have been received and verified and the "N" status is cleared. MEPS personnel will create an "N" status in USMIRS NLT COB of the processing day with the following remarks: "CTS Tester Verify signatures on 680-3A-E from R-CTS MET site." Discrepancies between testing and medical exam and/or enlistment signatures on USMEPCOM Form 680-3A-E will be handled per signature verification discrepancy procedures. This applies to active, guard, and reserve applicants and applies to all processing, up to and including entering the Delayed Entry Program (DEP) or accessing into the National Guard or Reserves. Signatures will be checked prior to shipping.

**h. Help requests.** Each MET site will have a copy of the R-CTS User's Guide to assist the TA with equipment setup, use, breakdown/storage, and basic trouble shooting. They will also be aware of the process for submitting help tickets and have access to the associated MEPS points of contacts.

#### **4-5. MET site 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 Analysis). File form under record number 601; disposition instructions are in appendix A, section VI. Form may be obtained from the USMEPCOM MEPNET and reproduced on 8 ½- 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/MOP-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 and the local OPM Testing Services Manager. 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 OPM TA 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.

#### **4-6. OPM**

a. OPM TAs conduct ASVAB testing at MET sites and schools. Each MEPS deals directly with the appropriate OPM Testing Area Coordinator/Testing Services Manager to ensure coverage of scheduled test sessions, and to ensure each OPM TA is qualified to administer the ASVAB. The MEPS must

complete OPM TA performance reviews at intervals prescribed below. Reviews may be in conjunction with the test site inspection. Forward a copy of the OPM TA review to the respective OPM Testing Region. Annotate corrective action taken on USMEPCOM Form 611-1-14-R-E.

**(1) Newly hired permanent OPM TAs.**

(a) A MEPS representative will observe and review newly assigned OPM TAs 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 VI. Deficiencies will be reported in writing to sector testing section and the OPM area coordinator.

(b) Subsequent reviews must be completed within 18 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 VI. Deficiencies will be reported in writing to sector testing section and the OPM area coordinator.

**(2) Substitute OPM TAs.** MEPS representative will review permanent OPM TAs only; OPM will evaluate substitute TAs.

NOTE: A permanent OPM TA is an OPM TA assigned by OPM to a specific MET site or school.

**(3) Random or unannounced reviews.** MEPS representatives may conduct random or unannounced reviews of OPM TAs according to USMEPCOM/OPM MOA.

b. MEPS testing section personnel will handle problems encountered with OPM at the lowest level; however, report issues that cannot be resolved to sector testing section for coordination with the OPM National Program Office. Issues reported to sector testing section or J-3/MOP-TD will require action taken to date.

c. At the beginning of each FY, MEPS are allocated a specific number of OPM test sessions for enlistment and student testing, based on usage from the previous FY. Sector testing section personnel will monitor OPM test session usage and make session adjustments between MEPS as needed. Sector testing section personnel will send J-3/MOP-TD a monthly report identifying the number of actual OPM sessions used throughout the FY. Major differences between allocations and usage will be analyzed by J-3/MOP-TD.

**4-7. No-show sessions**

A no-show session occurs when an applicant does not appear for a test session. Despite an OPM TA arriving for the session as planned, the MEPS will not be billed for a no-show session. If no-shows are a problem, the MEPS should consider having recruiters project the number of applicants by 1400 the day previous to the scheduled test session. Before implementing this policy, review the situation with the IRC. If there are no projections, cancel the test session and notify OPM. If no-show sessions continue at a MET site, analyze the situation and take appropriate action in conjunction with the IRC and OPM.

## **Chapter 5**

### **Special Purpose Test Administration**

#### **5-1. TA preparation**

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

#### **5-2. Purpose**

a. Special purpose tests are administered when necessary to determine qualifications of applicants for specific occupational specialties.

b. Special purpose tests are delivered by paper and pencil, web-based, and computerized methods. Administration and scoring vary according to the delivery method. Specific guidance for web-based and computerized special purpose testing is given by test in paragraph 5-7 and table 5-1.

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) 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. Under no circumstances will OPM administer special purpose tests.

e. MEPS will not enter into agreements to conduct special purpose tests not authorized by J-3/MOP-TD. MEPS testing section personnel are authorized to conduct only those special purpose tests listed in paragraph 5-7 below.

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 area of responsibility. These two MEPS are required to enter scores from special purpose tests conducted by overseas TCOs into USMIRS.

g. Each sector testing section will designate no more than three MEPS to act as repositories (Atlanta, Baltimore and Boston for Eastern Sector, and Salt Lake City and San Antonio for Western Sector) for ALCPTs, ECLTs, and paper and pencil DLRPTs and DLPTs not frequently utilized. Those designated MEPS will store these tests and ship them to other MEPS on request. Sector testing sections may require MEPS who are frequent users of either of these tests to maintain their own supply.

h. All MEPS TCOs and TSTs will be registered, trained, and certified to administer Web-based DLPTs. Other personnel assigned to fulltime duties in the testing section may be registered, trained, and certified at the discretion of the TCO. Requests for Web-based DLPT registration, training, and certification will be submitted to J-3/MOP-TD with an accompanying TA appointment letter signed by the MEPS commander which includes a full name, full social security number, grade, position, phone number, and e-mail address.

#### **5-3. 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 suspended until the 17<sup>th</sup> birthday, scored, and added to the applicant's record as invalid for enlistment purposes. Retest eligibility will start from the date of test.

(2) Whenever possible, military personnel (active duty, National Guard, and Reserve) will arrange to take special purpose tests from their own Service TCO at a military installation. However, on a case-by-case basis, MEPS commanders may authorize administration of a special purpose test for in-service purposes at their MEPS (this does not apply to personnel assigned to the MEPS). Military personnel will submit a memorandum from their unit commander requesting the MEPS commander to administer the test, and the memorandum must include the reason for retest, state the member's personnel records indicate eligibility to take the particular test, and the address where the results are to be sent. Before taking a special purpose test, active duty Marines and Marine Corps reservists, other than those applying for officer programs, must get permission in writing from the Commandant of the Marine Corps (ATTN: HQ Marine Corps, Marsh Center, Manpower and Reserve Affairs (MA), 3280 Russell Road, Quantico, VA 22134-5103). Marine Corps IRR members do not need the Commandant's permission before testing in a MEPS.

(3) Military personnel (active duty, National Guard, and Reserve) who are changing components or Services can be administered a special purpose test at the MEPS. These personnel are required to present a completed USMEPCOM Form 680-3A-E to the TA before taking the test.

(4) Prior Service (PS) applicants will test according to guidance in the appropriate Service directives. 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 to take a special purpose test.

(5) 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/MOP-TD.

(6) 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/MOP-TD.

(7) 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 liaisons are not allowed to take a special purpose test in the MEPS. Refer these members to their nearest military installation.

(2) 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.

#### **5-4. 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 USMEPCOM Form 680-3A-E to the TA prior to the examination. If a previously used USMEPCOM Form 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.

c. Military personnel who are not changing components or Services will follow the procedures outlined in paragraph 5-3a(2) above.

### **5-5. 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).

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

e. Each seat must afford the tester appropriate writing surface for scratch paper (all test sessions).

f. An audible electronic timer must be used for timing the various tests (all paper and pencil test sessions).

g. 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.

### **5-6. 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 30:1 with no exceptions. During web-based and computerized testing, the maximum applicant/TA ratio is 40:1.

### **5-7. Authorized tests**

#### **a. AFAST**

(1) Used to test Army flight school applicants.

(2) Examinees will verify on the answer sheet that they have reviewed DA Pam 611-256-2 (Alternate Flight Aptitude Selection Test (AFAST) Information Pamphlet). TAs will not administer the AFAST to applicants who have not been given sufficient time to review this pamphlet.

(3) Use the ARI Form 6256E (AFAST Electronic Scoring Worksheet) for recording AFAST scores. An electronic AFAST Scoring Program is available for download from the ACES Extranet (<https://www.hrc.army.mil/site/protect/Active/Education/Extranet/APT.htm>) and may be used. Manually enter the scores into USMIRS; the scores will transfer to the Army system. Place a copy of the ARI Form 6256E in the Service side of the accession packet. Completed answer sheets are filed locally per paragraph 5-11a.

(4) Applicants who fail to qualify on the AFAST may retest one time only, but not sooner than 6 calendar months after the initial test. AFAST scores do not expire. Requests for an exception to the retest policy will be initiated by the Service liaison and forwarded directly to U.S. Army Human Resources Command, Education Division (AHRC-PDE/APT), 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472. Service liaisons 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.

(5) With permission from U.S. Army Human Resources Command Education Division, 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.

#### **b. 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 and forwarded directly to Headquarters, Air Force Reserves for Officer Training School applicants and Reserve applicants; Air Force Reserve Officer Corps (AFROTC) for AFROTC detachment applicants; and Army National Guard Reserve Center for Army National Guard applicants. Service liaisons 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 or entered into USMIRS. Forward answer sheets and a copy of the AFPT 238 (AFOQT Test Roster) via FedEx to HQ Air Force Personnel Center (AFPC/DPPPWT), 550 C Street West, Suite 9, Randolph AFB, TX 78150-4711 for scoring NLT the next working 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.

#### **c. AIM**

(1) A self-description inventory used to assess an applicant's personal characteristics. Home school graduates from all Services will take the AIM. It is also used by the regular Army, Army Reserve, and the Army National Guard to test applicants based on other education credentials categorized into three tiers. In general, Tier 1 applicants are at least high school graduates; Tier 2 consists of applicants with alternative credentials, including home school diplomas; and Tier 3 applicants are nongraduates. Only Tier 1 and 2 applicants are eligible to take the AIM.

**Note:** Home school graduates will not be qualified or disqualified based on their AIM scores.

(2) Liaisons in each MEPS will identify home school graduates and other Tier 1 and Tier 2 applicants to be tested.

(3) Home school graduates and other Tier 2 applicants have priority for seating in an AIM test session. Tier 1 applicants may fill any available seats once home school graduates and other Tier 2 applicants and have been seated.

(4) The retest policy requires that no applicant will be administered another AIM test for 12 calendar months from the date of the applicant's last AIM test. AIM retests administered within 12 calendar months will be invalidated in the test score reporting software.

(5) The AIM is scanned and scored in the MEPS using an Optical Mark Reader (OMR). Once the test has been scanned and scored, that score is the score of record. Changes to the applicant's subtest item responses, to include darkening in responses, are not authorized. Alteration of the applicant's answer sheet to improve the score or allowing applicants to change their item responses after the fact is not authorized. Rescanning an AIM answer sheet to avoid the retest policy is not allowed and is a form of test compromise that violates Army policy. If there are errors found after scoring, requests for exception to policy to retest on the AIM must be submitted through the MAPWG. Scores automatically post to USMIRS. Completed answer sheets are filed locally per paragraph 5-11a.

#### **d. ALCPT**

(1) Used by the Services to measure English language proficiency for applicants or officer candidates who are foreign born or whose primary language is not English. The ALCPT will be used for applicants enlisting in one of the following programs:

(a) Army Arab Linguist Program (09L).

(b) Foreign Language Recruiting Initiative (FLRI).

(c) Army occupation specialty 35M (formerly 97E) applicants who are foreign-born or who did not study in a United States school since the age of six.

(2) Two varieties of the ALCPT are used. San Juan MEPS uses only the regular series ALCPT while all other MEPS use ALCPT series US-1 through US-5. The administration manuals and answer sheets for both varieties are the same except that chapter 5 of the administration guide does not apply to the US series. High volume users of the ALCPT will alternate the versions they administer as often as possible.

(3) Applicants may continue retesting as long as it has been 30 calendar days from the last test date.

(4) ALCPT answer sheets are manually scored in the MEPS but are not forwarded to Defense Language Institute English Language Center (DLIELC). Completed answer sheets are filed locally per paragraph 5-11a. MEPS testing sections will manually enter scores in USMIRS.

#### **e. AP test**

(1) Used for Army and Marine Corps applicants to measure ability to recognize Morse Code signals.

(2) Applicants may continue retesting as long as it has been 6 calendar 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) AP tests are manually scored in the MEPS according to DA PAM 611-70 (Auditory Perception Administration and Scoring Manual). Standard scores are manually entered into USMIRS. Completed answer sheets are filed locally per paragraph 5-11a.

#### **f. DLAB/C-DLAB/Web-based DLAB**

(1) Used by the Services for identifying individuals who have potential to study a foreign language.

(2) C-DLAB is administered on the CAT-ASVAB system and is web-based on the DLPT system. The C-DLAB is the primary version used in the MEPS, but the web-based DLAB may be used at the discretion of the MEPS. Paper and pencil DLABs will be administered only with the approval of J-3/MOP-TD.

(3) C-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/C-DLAB/Web-based DLAB may be retested, but not sooner than 6 calendar months from the last test date. See Table 5-1 for Service-specific details. DLAB/C-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. USMEPCOM Form 611-1-20-R-E (Special Purpose Test Examination) is not needed when using C-DLAB

(6) Web-based DLABs are automatically scored by the DLPT system. Score reports will be printed and filed in applicant packets. Scores will be manually entered into USMIRS.

(7) DLAB paper and pencil answer sheets are scored at the MEPS, and then forwarded via FedEx for recording purposes. Mail answer sheets to the Defense Language Institute Foreign Language Center (DLIFLC), ATTN: ATFL-ESD-TM, 659 Rifle Range Road, Bldg. 630, Room 3, Monterey, CA 93944-3213, NLT the first week of each month. In addition, if the applicant has been caught cheating, the TCO/TST will attach a note to the answer sheets describing the circumstances of the incident.

#### **g. DLPT/Web-based DLPT and DLRPT**

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

(2) If a DLPT is available as a web-based test then it must be administered in that format.

(a) Certification by J-3/MOP-TD is required before TA access to web-delivery is granted. MEPS TCOs and TSTs must be certified to administer web-based tests. TCOs may request certification for TAs at their discretion. Forward requests for certification, accompanied by a TA appointment letter signed by the MEPS commander, to J-3/MOP-TD. Information required is as follows: full name, grade/rank, position, full social security number, phone number, and e-mail address. An updated DLPT TA list must be provided to J-3/MOP-TD NLT January 31.

(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/MOP-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) Web-based tests are automatically scored by the testing software.

(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. All web-based DLPTs are entered into USMIRS as DLPT IVs regardless of their actual version. There is no field for the DLPT 5 in USMIRS. The two-character language code will precede the listening and reading scores in that order. A complete list of DLPT language codes and a DLPT data entry training package are posted on the J-3/Operations section of the MEPNET.

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

(c) Recruiting Services will access USMIRS to retrieve scores, so a copy of the DLPT score report does not need to be distributed. USMEPCOM Form 611-1-20-R-E (Special Purpose Test Examination) is not needed when using C-DLAB.

(4) The listening and reading portions of the test can 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) When authorized for use, DLPT paper and pencil answer sheets are scored at the MEPS and then forwarded for recording purposes. Mail answer sheets via FedEx to DLIFLC, ATTN: ATFL-ESD-TM, 659 Rifle Range Road, Bldg. 630, Room 3, Monterey, CA 93944-3213, NLT the first week of each month. In addition, if the applicant has been caught cheating, the TCO/TST will attach a note to the answer sheets describing the circumstances of the incident. Completion of the USMEPCOM Form 611-1-20-R-E is required for all paper and pencil DLPTs.

(7) MEPS will complete a DA Form 330 (Language Proficiency Questionnaire) for each Army applicant who is administered a DLPT at the MEPS, regardless of the test delivery method, and place it in the applicant packet.

(8) MEPS do not administer upper range DLPTs or conduct language Oral Proficiency Interviews (OPI).

**h. ECLT**

(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. The ECLT is administered infrequently at MEPS. If not specifically requested by the Services, the ALCPT will be used to test English proficiency.

(2) Applicants may continue retesting as long as it has been 30 calendar days from the last test date.

(3) ECLT answer sheets are manually scored at the MEPS and forwarded for recording purposes via FedEx to DLIELC/LEAT, 2230 Andrews Avenue, Lackland AFB, TX 78236-5207, NLT the first week of each month. Scores are manually entered into USMIRS by the MEPS testing section.

(4) ECLTs are maintained by all repository MEPS and a few other MEPS where it is regularly requested. All other MEPS will need to request the ECLT from their nearest repository MEPS well in advance of the projected test date. The Test Site Control Number (TCN) issued by DLIELC to MEPS with ECLT accounts will be written in the header of the answer sheets before they are sent to DLIELC. MEPS that borrow ECLT materials will enter the TCN of the MEPS that owns the materials.

(5) ECLT versions are updated every fiscal year. In the June/July timeframe, DLIELC sends an annual ordering form to MEPS with ECLT accounts. MEPS TCOs in these MEPS will complete this ordering form and return it annually to DLIELC/LEAT not later than the last day of July.

**i. EDPT**

(1) Used for Air Force and Marine Corps 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 5-11a.

**5-8. 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/liaisons (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 USMEPCOM Form 611-1-20-R-E and/or 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 5-1.

### **5-9. 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 app. C), as well as materials required per the applicable manual for administration.

b. Applicants will provide the TA administering the test with a completed USMEPCOM Form 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 USMEPCOM Form 680-3A-E is not required for an applicant to take a special purpose test. If an applicant provides a USMEPCOM Form 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 USMEPCOM Form 680-3A-E and compare that signature with the initial signature on the front of the form. Any new USMEPCOM 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 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 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.

e. 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 USMEPCOM Form 680-3A-E or asking the applicant whether he or she was previously tested is not adequate for this purpose.

f. The TA will complete USMEPCOM Form 611-1-20-R-E as applicants arrive to test, with the exception of AFOQT, AIM, Web-based DLPT, C-DLAB, and Web-based DLAB. The following information will be entered on the form, at a minimum, by the TA:

- (1) Applicant's name and SSN.
- (2) Test administered and version, if applicable.
- (3) Date tested.
- (4) Place tested (MEPS).

g. 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.

h. 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, OTHER THAN THOSE ALREADY GIVEN TO YOU, SUCH AS CALCULATORS, SLIDE RULES, OR ELECTRONIC DEVICES ARE PROHIBITED, AND WILL RESULT IN YOUR TEST BEING TERMINATED.”

i. 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.

j. The TA will instruct the applicants to sign USMEPCOM Form 611-1-20-R-E, when used.

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

l. 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. Do not write test scores on answer sheets.

(9) Score the test, with the exception of AFOQT, AIM, web-based DLPT, C-DLAB, and Web-based DLAB. Print score reports for the web-based DLPT. The C-DLAB is scored automatically when the test is ended.

(a) Use USMEPCOM Form 611-1-20-R-E except for the AFOQT, AIM, Web-based DLPT, C-DLAB, and Web-based DLAB.

(b) Complete the form in black ink, line out, and initial any corrections. Whiteout will not be used.

(c) Two separate scorers must be used.

(d) The first scorer will enter the raw or converted scores on USMEPCOM Form 611-1-20-R-E, as prescribed in the applicable manual for administration, in his or her own writing. The first scorer will retain the original for comparison after the second scorer scores the answer sheets (second scorer will not see the original copy prior to completion of scoring).

(e) The second scorer scores the test.

(f) After both individuals have scored the answer sheets, the two sets of results will be compared and discrepancies corrected, if any.

(g) When the scoring is completed, the first scorer will place the date and his or her initials in the "Computed By" block of the original copy.

(h) The second scorer will place the date and his or her initials in the "Verified By" block of the original copy.

(i) Once both individuals have initialed and dated USMEPCOM Form 611-1-20-R-E in the appropriate blocks, make two additional copies of the original form.

(j) Distribute USMEPCOM Form 611-1-20-R-E as follows:

(1) Place the original in the applicant's packet.

(2) File the second copy under record number 601-222d (disposition in app. A, sec. VI).

(3) Provide the third copy to the recruiting Service liaison.

(k) Web-based DLPT score reports will be printed and filed in the applicant's packet after scores are entered into USMIRS.

(l) C-DLAB score reports will be printed and filed in the applicant's packet after 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.

(10) Add/update personal data as required.

(11) Enter test type, test date, and results, if scored at MEPS, into USMIRS.

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

(a) USMEPCOM Form 680-3A-E used for testing. USMEPCOM Forms 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.

(c) Original copy of USMEPCOM Form 611-1-20-R-E.

(13) 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.

#### **5-10. Test results**

a. Results for all special purpose tests administered by the MEPS, with the exception of the AFOQT, 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. Print score reports for Web-based DLPTs, C-DLAB and Web-based DLABs and file them in the applicant packet. C-DLAB scores automatically post in USMIRS after the TA sends them electronically to CTV, but web-based DLPT and DLAB scores must be manually entered. Recruiting Services will access USMIRS to retrieve scores.

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

#### **5-11. 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 VI). Answer sheets may be destroyed after 30 days.

b. The TCO/TST will oversee mailing of answer sheets/automated results via FedEx to outside agencies for scoring or recording purposes. Do not fold, crease, pin, clip, or alter answer sheets 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 (app. A, sec. VI).

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.

<b>Table 5-1 Scoring Special Purpose Tests</b>			
<b>Test Title</b>	<b>Version</b>	<b>Scoring</b>	<b>Retest Policy</b>
<b>AFAST</b> Alternate Flight Aptitude Selection Test  Paper and Pencil	Forms A& B	- Manually scored in the MEPS testing section. Recommend use of the electronic AFAST Scoring Worksheet found on the ACES Extranet.  -Seven subtests. Test is graded using the number of right answers and a correction factor based on the number of wrong answers. -Seven standard scores T1, T2, T3, T4, T5, T6 and T7. -Score length is two digits. For T1, T5, and T7, number right is converted directly to a standard score. For T2, T3, T4, and T6, the number of right answers minus 1/4 of the number wrong is converted to a standard score. -The Reported Equated Score is three digits, range 0-160.	Retests are authorized.  Army applicants who fail to qualify with a score of 90 or above may retest one time only, but not sooner than 6 calendar months after the initial test. Once an applicant has achieved a qualifying score of 90 or above they are not allowed to retest.
<b>AFOQT</b> Air Force Officer Qualifying Test  Paper and Pencil	Forms S-1 and S-2	-Not scored at the MEPS or entered into USMIRS. Answer sheets are sent to Randolph AFB for scoring.	Retests are authorized.  One time only, but no sooner than 180 days after the initial test.
<b>AIM</b> Assessment of Individual Motivation  Paper and Pencil	Form 01A	-Machine scored in the MEPS testing section using CTS. Two digit score.	Retests are authorized.  Applicants may retest as long as it has been 12 calendar months since the last test taken.
<b>ALCPT</b> American Language Course Placement Test  Paper and Pencil	Forms US1 thru US5  Forms 1 thru 85 (San Juan MEPS only)	- Manually scored in the MEPS testing section.  - Raw scores are entered into USMIRS. Score range is 0-100.	Retests are authorized.  Applicants may continue retesting as long as it has been 30 calendar days from the last test date.

<b>Table 5-1 Scoring Special Purpose Tests - Continued</b>			
<p><b>AP</b> Auditory Perception Test</p> <p>CDROM with Paper and Pencil Answer Sheet</p>	<p>DA Form 6175-d (CDROM)</p>	<ul style="list-style-type: none"> <li>- Manually scored in the MEPS testing section.</li> <li>-Raw score is converted to a standard score based on the number of right and wrong answers.</li> <li>-One total standard score, score length is three digits, range is 0-160.</li> </ul>	<p>Retests are authorized.</p> <p>Applicants may continue retesting as long as it has been 6 calendar months from the last test date.</p>
<p><b>DLAB</b> Defense Language Aptitude Battery</p> <p>Paper and Pencil</p>	<p>Forms A&amp;B</p>	<ul style="list-style-type: none"> <li>- Manually scored in the MEPS testing section.</li> <li>-Raw score is converted to a standard score.</li> <li>-Score length is three digits and range is 12-164.</li> <li>-Conversion table is in the DLAB Administration and Scoring Manual.</li> <li>-The minimum qualifying score for all Services is 95.</li> </ul>	<p>-Retests are authorized.</p> <p>-Air Force: two retests, but not sooner than 6 calendar months from the last test date. The second retest requires a waiver from the Air Force Personnel Center (AFPC).</p> <p>-Army: three retests, but not sooner than 6 calendar months from the last test date. Applicants scoring 95 and above need approval from Army Personnel Testing (APT) to retest.</p> <p>-Coast Guard: Call J-3/MOP-TD.</p> <p>-Marines: three retests, but not sooner than 6 calendar months from the last test date.</p> <p>-Navy: three retests, but not sooner than 6 calendar months from the last test date.</p>
<p><b>C-DLAB</b> Computerized Defense Language Aptitude Battery</p> <p>Delivered on CAT-ASVAB system</p>	<p>Form A</p>	<ul style="list-style-type: none"> <li>-Automatically scored via internet connection to CTV. Standard scores automatically post to USMIRS from CTV when the test is completed.</li> <li>-The minimum qualifying score for all Services is 95.</li> <li>-Score length is three digits and range is 12-164.</li> <li>-CTV will post scores as less than 12 for tests in violation of the following Service requirements.                             <ul style="list-style-type: none"> <li>-Test too soon: scored as 1.</li> <li>-Applicant under age 17: scored as 4.</li> </ul> </li> </ul>	<p>-Retests are authorized. Retest policy is the same as for the Paper and Pencil DLAB.</p>

<b>Table 5-1 Scoring Special Purpose Tests - Continued</b>			
		<ul style="list-style-type: none"> <li>-Army and Navy applicant with more than three tests: scored as 5.</li> <li>-Air Force applicant with more than two tests: scored as 6.</li> <li>-Applicant on USMIRS watch list: scored as 7.</li> </ul>	
<b>Web-based DLAB</b> Web-based Defense Language Aptitude Battery  Delivered on DLPT system	Form B	Automatically scored by the DLPT Authorization and Reporting software. Print score reports from the testing software and enter into USMIRS the same way paper and pencil MEPS are entered.	Retests are authorized. Retest policy is the same as for the Paper and Pencil DLAB, except 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/MOP-TD.
<b>DLPT</b> Defense Language Proficiency Test  Paper and Pencil	I, II, III and IV	<ul style="list-style-type: none"> <li>-Manually scored in the MEPS testing section.</li> <li>-Use the conversion table on the back of the DLPT answer key to convert raw scores for both the listening and reading tests. Change converted scores to data codes using the chart on the back of the administration and scoring manual.</li> <li>-Enter listening and reading test data codes, both backfilled with a zero, into USMIRS preceded by the two-letter language code for the test given. For example, Spanish DLPT data codes of 16 for listening and 20 for reading are entered into USMIRS as QB016020. Listening test scores are always entered first.</li> <li>- A DA Form 330 (Language Proficiency Questionnaire) will be completed for all Army, Army Reserve, and Army National Guard applicants.</li> </ul>	<ul style="list-style-type: none"> <li>-Retests are authorized.</li> <li>-All Services: Applicants may retest as long as it has been 6 calendar months from the last test date.</li> <li>-For Army, retests within six months must be approved by Army Personnel Testing (APT).</li> </ul>

<b>Table 5-1 Scoring Special Purpose Tests - Continued</b>			
<b>Web-based DLPT</b> Web-based Defense Language Proficiency Test  Web-based	I, II, III, IV and 5	-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.  -Print score reports from the testing software and convert the reported skill levels to data codes. Enter the language code and the data codes scores into USMIRS in the same way paper and pencil results are entered.	-Retests are authorized.  - Same as for Paper and Pencil DLPT, except 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/MOP-TD.
<b>ECLT</b> English Comprehension Level Test  Paper and Pencil	(Repository MEPS Only)  Forms M, N and O  Updated every FY	-Manually scored in the testing section of the MEPS that administers the test.  - Raw scores are entered into USMIRS. The score range is 0-100.	Retests are authorized. Applicants who fail this test may continue retesting as long as it has been 30 calendar days from the last test date.
<b>EDPT</b> Electronic Data Processing Test  Paper and Pencil	Form C	-Manually scored in the MEPS testing section.  -One total raw score (the number right), score length is three digits, range is 000-121.	Retests are authorized. Applicants may continue retesting as long as it has been 6 calendar months from the last test date.

## **Chapter 6**

### **Confirmation Testing**

#### **6-1. Confirmation testing**

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. 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.

#### **6-2. Critical gain**

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).

#### **6-3. Confirmation test administration**

a. Each Service liaison 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 retest, at which time the applicant may voluntarily retest or use his or her current score of record (the first of the two tests that caused the confirmation test).

b. Each Service liaison 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 USMEPCOM Form 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 USMEPCOM Form 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 for at least 6 months.

#### **6-4. 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), a confirmation interview is required. This interview will determine the cause of the anomaly and scores associated with the confirmation test are held from further processing pending results of that interview.

**6-5. Confirmation interview administration**

a. The following procedures apply to applicants who meet criteria for failure on a confirmation test:

(1) The TCO/TST will coordinate with the Service liaison to ensure applicants exhibiting gain reversals are scheduled for a confirmation interview.

(2) Confirmation interviews will be conducted by the MEPS TCO/TST, operations officer, or commander. The typical interview (see MEPNET for example) will be structured with a uniform set of questions, presented in a neutral format, with the goal of obtaining an explanation for the applicant's critical gain on the retest followed by the gain reversal. The examples of the questions on the MEPNET are not all inclusive and can be tailored to the MEPS' specific needs.

b. Processing may continue if the applicant's responses during the interview reveal a reasonable explanation for the gain reversal obtained on the confirmation test. The scores from the test that prompted the confirmation test are now valid for enlistment.

c. Prohibit further processing for 6 months from the date of the confirmation test if, during the course of the interview, physical, mental, or environmental factors are insufficient explanation for the gain reversal obtained on the confirmation test, and it becomes evident that the critical gain score resulted from ASVAB testing improprieties.

(1) Categories of testing impropriety may include, but are not limited to:

(a) Release of accountable test materials to any person other than to those personnel authorized access.

(b) Unauthorized use of testing aids (e.g., crib sheets, cellular telephones, calculators, etc.).

(c) Deviations from specific instructions contained in the applicable manual for administration (e.g., excess time allotted), or failure to comply with TA instructions (e.g., moving forward or backward to other parts of the test).

(d) Recruiter or TA impropriety (e.g., coaching, ringer, etc.).

(e) Copying answers from other applicants.

(2) Report the incident according to paragraphs 2-10 and/or 2-14 of this regulation.

d. Maintain documentation used for and generated from the confirmation interview for 1 calendar year under record number 601-222d; disposition instructions are in appendix A, section VI.

**6-6. 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 three conditions listed below.

(1) All subsequent retests following a C-Test failure **AND** interview failure.

(2) All subsequent retests following a C-Test failure **AND** interview no-show.

(3) 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 refusing to return for the confirmation interview must wait 6 months for further processing from the date of the confirmation test. At this time, they 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.

## **Chapter 7 Overseas Testing**

### **7-1. Overview**

The overseas testing program is administered on overseas bases and in DoD high schools for both the enlistment and student testing programs. The military Service of the base or school conducting the tests is responsible for testing. Administration and inventory is managed through individual Service program managers. This chapter pertains to the two MEPS that support overseas sites: New York and Honolulu.

### **7-2. Enlistment testing program responsibilities**

#### **a. MAPWG representatives will:**

(1) Ensure Services appoint an ASVAB Overseas Program Manager as the point of contact for the USMEPCOM ASVAB Overseas Program Manager (per AR 601-222, ch. 5).

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

#### **b. J-3/MOP-TD will:**

(1) Ensure USMEPCOM forms used to support the Services ASVAB overseas program are available at 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 procedural and documenting problems to appropriate Service ASVAB Overseas Program Manager to identify trends and determine corrective action.

(4) Maintain ample test materials at United States Army Publishing Distribution and Operations Facility to support the Services ASVAB overseas program manager.

(5) Provide training materials as needed to overseas Services test administration personnel and recruiters to support this regulatory guidance.

(6) Assign all overseas test site codes and disseminate this information to the New York and Honolulu MEPS and the Services ASVAB overseas program managers.

(7) Make determinations about test invalidation when testing procedures are not followed as directed.

#### **c. Services ASVAB Overseas Program Manager will:**

(1) Maintain appointment orders and provide rosters of authorized Enlistment ASVAB testing personnel to include full name, social security number (SSN) last four digits, assignment location, phone number, and e-mail address to J-3/Operations Directorate/MOP-TD.

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

(a) All test loss or compromise within one working day after occurrence.

(b) Change of ASVAB overseas testing personnel. Provide updated appointment letters and rosters upon the departure and/or arrival of new personnel and prior to assuming testing duties.

(c) Changes in testing locations.

(3) Identify training requirements to J-3/MOP-TD.

(4) Disseminate ASVAB testing regulatory guidance, including the DoD Overseas Testing Program Student and Enlistment ASVAB Overseas Desktop Reference to overseas testing personnel.

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

(6) Establish acquisition procedures for testing personnel to obtain all required ASVAB testing materials.

(7) Ensure testing personnel conduct inventories of ASVAB materials annually and upon departure and arrival of testing personnel.

(8) Disseminate and ensure all testing locations use their unique test site ID assigned by J-3/MOP-TD. Test Site IDs are used by the Honolulu and New York MEPS to properly score ASVAB answer sheets.

**d. Military Services overseas testing personnel will:**

(1) Be familiar with ASVAB testing guidance found in the DoD Overseas Testing Program Student and Enlistment ASVAB Overseas Desktop Reference.

(2) Administer the enlistment test to applicants who provide a completed original USMEPCOM Form 680-3A-E.

(3) Administer the enlistment test using Test Forms 25a, 25b, 26a & 26b according to DD Form 1304-2AM (Manual for Administration – Enlisted (ASVAB)) on a DD Form 1304-2AS (Enlistment Answer Sheet).

(4) Deny enlistment testing to applicants with incomplete or missing data in any block on the USMEPCOM Form 680-3A-E. Refer these applicants to their Service recruiter.

(5) Prohibit recruiters from the testing area at all times.

(6) Recruiting personnel, and/or designated career recruiters, are prohibited from performing duties as a TCO and/or TA for the ASVAB.

(7) Calculate only the unverified AFQT score for applicants using the PDA AFQT calculator (refer to PDA User's Guide for instructions).

(8) Document the unverified AFQT score on USMEPCOM Form 611-1-2-R-E (Unverified Test Scores). Provide the form to the applicant's recruiter when present. If the recruiter is not at the test site, give the unverified score to the applicant in a sealed envelope addressed to the recruiter only if an envelope is provided by the applicant/recruiter. Any other delivery method will require recruiter-initiated coordination with the TA.

(9) Retain copies of completed enlistment answer sheets in secure storage for ninety days. Copies of answer sheets are to be handled as controlled test materials until destroyed.

(10) Ship the following documents via FedEx, or certified or registered mail if FedEx services are unavailable, to the overseas supporting MEPS within two working days after administering the test:

- (a) A completed USMEPCOM Form 680-3A-E.
- (b) DD Form 1304-2AS (Enlistment Answer Sheet).
- (c) A completed USMEPCOM Form 611-1-7-R-E (Aptitude Testing Processing List).
- (d) Transmittal document specific to the Service affiliation of the testing site.

(11) USMEPCOM forms are available via the internet at <http://www.mepcom.army.mil>.

**e. Recruiting Services should:**

(1) Be familiar with ASVAB testing guidance found in the DoD Overseas Testing Program Student and Enlistment ASVAB Overseas Desktop Reference.

(2) Ensure that a USMEPCOM Form 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.

**f. New York and Honolulu MEPS will:**

(1) Be familiar with ASVAB testing guidance found in the DoD Overseas Testing Program Student and Enlistment ASVAB Overseas Desktop Reference.

(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 ID entered in Testing2000. All four-digit overseas MET Site IDs start with "88" and are assigned by HQ USMEPCOM Testing Division.

(5) Ensure that overseas Military Service TAs use the correct MET site ID on answer sheets submitted for scoring.

(6) Ensure all overseas Military Service TAs who administer the enlistment ASVAB have the last four digits of their SSN entered in the Testing2000 scoring software as their TA identification.

(7) Annotate the transmittal document accompanying test material shipments to acknowledge receipt and return the appropriate copy to the testing site per Service directives.

(8) Score the enlistment ASVAB answer sheets and process through USMIRS within three working days of receipt.

(9) Invalidate results of test answer sheets not signed by the applicant in the Privacy Act Statement block. Contact the HQ USMEPCOM Overseas Program Manager, ATTN: J-3/MOP/TD, via sector testing section, within one working day of invalidating test results.

(10) Invalidate results of test answer sheets accompanied by a USMEPCOM Form 680-3A-E with incomplete or missing data in block 23 (applicant signature in the presence of the TA and/or documentation of a photo ID), block 24 (applicant thumbprint if a photo ID was not documented), block 25 (applicant signature in the presence of recruiting personnel), and block 30 (recruiter signature). Contact the HQ USMEPCOM Overseas Program Manager, ATTN: J-3/MOP-TD, via sector testing section, within one working day of invalidating test results.

(11) Test answer sheets accompanied by a USMEPCOM Form 680-3A-E with incomplete or missing data in any blocks other than those listed immediately above will be scored and validated with the records placed in a hold status in USMIRS pending completion of the form. Contact the overseas testing site to get this information before removing the hold status. Contact the HQ USMEPCOM Overseas Program Manager, ATTN: J-3/MOP-TD, via sector testing section, if the information requested from the overseas test site is not received within two work days.

(12) Hold test answer sheets for scoring when the MET Site ID, the TA ID number, or applicant administrative information is unknown. Contact the overseas testing site within one working day to get this information before scoring the answer sheets. Contact the HQ USMEPCOM Overseas Program Manager, ATTN: J-3/MOP-TD, via sector testing section, if the information requested from the overseas test site is not received within 2 work days.

(13) Attempt to resolve all other minor procedural and/or policy violations with the responsible overseas test personnel when tests are forwarded with discrepancies. Report trends, via sector testing section, to the USMEPCOM Overseas Program Manager.

(14) Inform testing sites of confirmation test requirements via e-mail within one working day of making that determination.

### **7-3. Confirmation testing**

a. Confirmation testing guidance in Chapter 6 will be adhered to with the following exceptions.

(1) Non-MEPS confirmation testing is allowed at overseas testing sites. When a confirmation test is required overseas, the ideal situation is to have the applicant take the test at a different site from where the test prompting the confirmation test was administered. In the event that the confirmation test must be taken at the original site, all reasonable efforts must be made to ensure test integrity.

(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. To ensure proper scoring procedures, the overseas Military Service TA should ensure that block 12 on page 1 of the answer sheet is correctly filled in prior to forwarding to the servicing MEPS. In addition, the TA should annotate "CONFIRMATION TEST" with a red felt tip pen along the left crease of the answer sheet.

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

### **7-4. Confirmation interview administration**

a. Confirmation interview administration guidance in Chapter 6 will be adhered to with the following exceptions.

(1) Overseas Military Services testing personnel will coordinate with the Service recruiter to ensure applicants exhibiting gain reversals are scheduled for a confirmation interview.

(2) Confirmation interviews should be conducted by the most senior overseas Military Services testing personnel (TCO, ESO, etc.). It is highly recommended that they contact their servicing MEPS TCO and refer to Chapter 6 for additional guidance on conducting confirmation interviews.

(3) Results of the confirmation interview should be summarized in writing by the person conducting the confirmation test interview and forwarded to the servicing MEPS TCO.

b. ASVAB testing improprieties discovered during the confirmation test interview should be documented in writing by the person conducting the confirmation test interview and forwarded to the servicing MEPS TCO.

**7-5. Special purpose tests**

Special purpose tests conducted by overseas Military Services testing personnel are processed through New York MEPS and Honolulu MEPS for their assigned areas of responsibility. Those two MEPS are required to enter scores in USMIRS from special purpose tests conducted by Military Service testing personnel assigned to overseas testing locations. Special purpose tests conducted by Military Service testing personnel at non-overseas testing 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. Cited in paragraph 7-2a(1).  
([http://www.apd.army.mil/pdf/r601\\_222.pdf](http://www.apd.army.mil/pdf/r601_222.pdf))

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

Military Entrance Processing Station (MEPS)  
([http://www.apd.army.mil/pdf/r601\\_270.pdf](http://www.apd.army.mil/pdf/r601_270.pdf))

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

Cited in paragraph 3-1.

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

#### **DA Pam 611-256-2**

Alternate Flight Aptitude Selection Test (AFAST) Information Pamphlet. Cited in paragraph 5-7a(2).  
([http://www.apd.army.mil/pdf/p611\\_256\\_2.pdf](http://www.apd.army.mil/pdf/p611_256_2.pdf))

#### **OPM CE 611-1**

Handbook for Administering the Armed Services Vocational Aptitude Battery (ASVAB). Cited in paragraph 2-3i.

(MEPNET users: <https://mepnet.mepcom.army.mil>)

(Available by contacting [chicago@opm.gov](mailto:chicago@opm.gov).)

#### **USMEPCOM/OPM MOA**

United States Military Entrance Processing Command/Office of Personnel Management Memorandum of Agreement, subject: Administration of Department of Defense (DoD) Armed Services Vocational Aptitude Battery (ASVAB) by the Office of Personnel Management (OPM). Cited in paragraph 1-6.  
(Available from HQ USMEPCOM J-3/MOP-TD.)

#### **USMEPCOM Reg 380-1**

Security, Safety, and Special Programs. Cited in paragraph 2-14.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

#### **USMEPCOM Reg 601-23**

Enlistment Processing. Cited in paragraph 3-9i(8).

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

### ***Section II***

#### ***Related Publications***

(These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

None

**Section III**

**Prescribed Publications**

(Publications prescribed by this regulation.)

None

**Section IV**

**Required Forms**

(The forms needed to comply with this regulation.)

**ARI Form 6256E**

AFAST Scoring Worksheet. Cited in paragraph 5-7a(3).

(Controlled form available to the test control officer on the "T" account at <http://www.apd.army.mil/>. Ordering instructions are on the MEPNET, J-3/MOP page.)

**DA Form 11-2-R**

Management Control Evaluation Certification Statement. Cited in appendix B-3.

(<http://www.apd.army.mil/>)

**DA Form 200**

Transmittal Record. Cited in paragraph 5-11b.

(<http://www.apd.army.mil/>)

**DD Form 215**

Correction to DD Form 214. Cited in paragraph 3-3a(4)

(<http://www.apd.army.mil/>)

**DA Form 330**

Language Proficiency Questionnaire. Cited in paragraph 5-7g(7).

(<http://www.apd.army.mil/>)

**DA Form 479**

Publication and Blank Form Stock Record Card. Cited in paragraph 2-8.

(<http://www.apd.army.mil/>)

**DD Form 368**

Request for Conditional Release. Cited in paragraph 3-3a(3).

(<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo83.html>)

**DD Form 1304-2AM**

ASVAB Career Exploration Program, Manual for Administration Enlisted. Cited in paragraph 7-2d(3).

(Form available to the test control officer on the "T" account at <http://www.apd.army.mil/>. Ordering instructions on the MEPNET, J-3/MOP page.)

**DD Form 1304-2AS**

Armed Services Vocational Aptitude Battery (ASVAB) Answer Sheet. Cited in paragraph 7-2d(3).

(Form available to the test control officer on the "T" account at <http://www.apd.army.mil/>. Ordering instructions on the MEPNET, J-3/MOP page.)

**DD Form 3964**

Classified Document Accountability Record. Cited in paragraph 2-5c(3)d(3)

**SF 700**

Security Container Information. Cited in paragraph 2-3c.

(<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=9FAD818A86CC7DA685256B9D00493AAA>. 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. Cited in paragraph 2-3d.

(<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=C7B7883A27F66B6D85256B9D0049AF37>)

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

Request for Examination. Cited in paragraph 1-4g(5).

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

**USMEPCOM PCN 680-3ADP**

Processee/Enlistee Record Cited in paragraph 3-8i(6).

(Computer generated form from USMIRS)

**USMEPCOM Form 727-E**

Processing List (PL). Cited in paragraph 5-4a.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

**Section V****Prescribed Forms**

(The forms prescribed by this regulation.)

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

ASVAB Test Loss/Compromise Telephone Report. Cited in paragraph 2-10b.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

Annual, Joint, Other Inventory of Accountable Test Material. Cited in paragraph 2-4d.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

Unverified Test Scores (Single Applicant). Cited in paragraph 3-9h(5).

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

MET Site Cost Analysis. Cited in paragraph 4-5a.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

Aptitude Testing Processing List. Cited in paragraph 3-8h(1).

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

Inventory of MEPS Accountable Test Material. Cited in paragraph 2-1.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

Daily Inventory Log. Cited in paragraph 2-1.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

Statement of Destruction of Test Materials. Cited in paragraph 2-4d.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

MET Site/OPM TA Review. Cited in paragraph 4-2g(1).

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

Military Entrance Test Site Update Sheet. Cited in paragraph 4-2d(3).

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

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

MET Site Accountable Material Checklist for Test Administrators. Cited in paragraph 4-2f.

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

**USMEPCOM Form 611-1-20-R-E**

Special Purpose Test Examination. Cited in paragraph 5-7g(3)(c).

(MEPNET users: <https://mepnet.mepcom.army.mil/>)

(Internet users: <http://www.mepcom.army.mil/>)

***Section VI***

***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 5-11b.

Disposition: K2. Keep in CFA until record is 2 years old, then destroy.

**1oo**

Policies and precedents. Cited in paragraphs 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 1-7.

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 paragraphs 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 2-8.

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 4-5(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 2-10d(1)(c).

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 paragraphs 2-5c(2)(a).

Disposition: K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 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(2).

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, par. 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, par. 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, par. 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, pars. 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, par. 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, par. 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.

(1) Is a scorer and verifier used when manually scoring tests, and is the minimum information annotated on USMEPCOM Form 611-1-20-R-E? (USMEPCOM Regulation 611-1, pars. 3-12a (2))

(2) Does the TA conduct weekly scoring analyses to ensure accuracy of the OMR? (USMEPCOM Regulation 611-1, par. 3-13a)

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

(1) Is an approval memorandum signed by the MEPS commander on file for those MET sites where accountable test material is stored? (USMEPCOM Regulation 611-1, par. 4-2e)

(2) Are MET sites being inspected at intervals not to exceed 18 months? (USMEPCOM Regulation 611-1, par. 4-2f)

**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, par. 5-4b)

(2) Are special purpose tests conducted only at the MEPS? (USMEPCOM Regulation 611-1, par. 5-2d)

(3) Did the TA(s) remain in the test room at all times during test administration? (USMEPCOM Regulation 611-1, par. 5-8a)

#### **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/MOP-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 four positions as follows:

Position 1: 1 = MEPS TA  
2 = OPM TA

Positions 2 & 3: 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.

**Note:** Use “99” for in-house testing (testing within the physical confines of the MEPS).

Position 4: 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

Examples of MET site codes:

1011 = A test session given at site “01” by a MEPS TA during the day.

1022 = A test session given at site “02” by a MEPS TA during the night.

2013 = A test session given at site “01” by an OPM TA during a Saturday session (day or night).

1994 = A test session given in-house “99” by a MEPS TA during a Sunday session (day or night).

1995 = A second day session given in-house “99” by a MEPS TA between 0600 and 1359.

1046 = A second Saturday test session given at site “04” by a MEPS TA.

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

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

Positions 1 & 2: Use the two digit code “88” for overseas MET sites.

Positions 3 & 4: 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.

8801 = An overseas MET site designated as the number (01) overseas MET site for a particular MEPS.  
The second overseas MET site for that particular MEPS would be given an 8802 code and so on.

**Glossary**

***Section I***  
***Abbreviations***

**AC**  
Area Coordinator

**ACES**  
Army Continuing Education Center

**AFAST**  
Alternate Flight Aptitude Selection Test

**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

**AIM**  
Assessment of Individual Motivation

**ALCPT**  
American Language Course Placement Test

**AP**  
Auditory Perception

**APT**  
Army Personnel Testing

**ASVAB**  
Armed Services Vocational Aptitude Battery

**BAT**  
Basic Attribute Test

**CAC**  
Common Access Card

**CAT-ASVAB**

Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery

**C-DLAB**

Computerized Defense Language Aptitude Battery

**CE**

Career Entry

**CTV**

Centralized Test Validation

**DA**

Department of the Army

**DEP**

Delayed Entry Program

**DLAB**

Defense Language Aptitude Battery

**DLIELC**

Defense Language Institute English Language Center

**DLIFLC**

Defense Language Institute Foreign Language Center

**DLPT**

Defense Language Proficiency Test

**DLRPT**

Defense Language Reading Proficiency Test

**DoD**

Department of Defense

**DoDDS**

Department of Defense Dependent Schools

**ECLT**

English Comprehension Level Test

**EDPT**

Electronic Data Processing Test

**FedEx**

Federal Express

**ETP**

Enlisted Testing Program

**FY**

Fiscal Year

**HIV**

Human Immunodeficiency Virus

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**IAW**

in accordance with

**IRC**

Interservice Recruitment Committee

**IRR**

Individual Ready Reserve

**ITS**

Information Technology Specialist

**MAPWG**

Manpower Accession Policy Working Group

**MEPS**

Military Entrance Processing Station

**\*MET**

Military Entrance Test

**MFR**

Memorandum for Record

**MOA**

Memorandum of Agreement

**\*MOC**

USMEPCOM Operations Center

**NLT**

not later than

**OPM**

Office of Personnel Management

**OMR**

Optical Mark Reader

**PC**

Personal Computer

**PDA**

Personal Digital Assistant

**PS**

Prior Service

**R-CTS**

Remote-Centralized Test Scoring

**SF**

Standard Form

**SOP**

Standing Operating Procedures

**SSN**

Social Security Number

**STARNET**

Station Advisory Report Net

**TA**

Test Administrator

**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 MEPS or OPM 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