

From: Lt Col Annette Waddelow
To: directorates, MCOE - Command Group, MCOE - Command...
Date: 6/24/98 4:54pm
Subject: IMC 1 to USMEPCOM Reg 601-4

UNCLASSIFIED UNCLASSIFIED UNCLASSIFIED

Note: Tasking Msg T-98-JUN-088 is associated with this IMC. Tasking message released to Sectors on 24 Jun 98. MEPS will receive the tasking message from their Sector.

<WP Attachment Enclosed>

Please print the attachment using WordPerfect 6.1, not from e-mail.

Sector IMC Review Suspense: 15 Jul 98

From MOP

Subj IMC 1 to USMEPCOM Reg 601-4, Student Testing Program

To HQ USMEPCOM Directorates and Special Staff
All Sector and MEPS Commanders

1. Purpose of this message: For FY 99 there will be a change in policy in USMEPCOM Regulation 601-4 regarding contracting school personnel as test administrators.
2. The attached file (601-4ri1.wpd) contains the pages with the change. Changes are indicated by an asterisk (*), on page 3-1. To review and print the pages properly, save the attached file in WordPerfect 6.1. Users will annotate the basic regulation as follows:

Remove pages	Insert pages
3-1 and 3-2	3-1 and 3-2
3. Users will file this message in front of the regulation until a permanent change, revision, or another IMC supersedes it, or when the regulation has been rescinded. After MIM-SS receives this IMC, the MIM-SS records management NCO will upload it to the USMEPCOM Electronic Pubs/Forms Library's "Regs" subdirectory. The contents of this message and the attached file will be filed under 601-4ri1.wpd.
4. This IMC is released for implementation and coordination. Coordination will be done according to the guidance prescribed in USMEPCOM Reg 25-33 (USMEPCOM Publications Program), paragraph 5-4. All comments will be submitted to the POC, Mrs. Gail Laber, (847) 688-3680, ext. 7521 or DSN 792-3680, ext. 7521, e-mail "glaber" or FAX (847) 688-4579.
5. **For HQ USMEPCOM directors and special staff officers.** This message tasks HQ USMEPCOM staff review of this IMC. All comments, suggested improvements, concurrences, and nonconcurrences should be submitted by the suspense date to the POC in paragraph 4.
6. **For Sectors:** C1 to USMEPCOM Reg 25-3, paragraph 4-5, 3d requires each sector coordinate the IMC with a minimum of seven MEPS of your choosing.
7. **For MEPS:** This message authorizes your immediate implementation of the IMC, but you will be notified by your sector if you need to formally review/coordinate on this IMC.
8. If MEPS have questions about this IMC, please contact your sector. Sectors: if you have any questions about the administrative management of IMCs, please contact Lt Col Waddelow, MXO, (847) 688-3680, extension 7572 or DSN 792-3680, extension 7572. POC for the content of this IMC is Gail Laber, MOP-TD, DSN 792-3680 or commercial (847) 688-3680, extension 7521.

CC: ES MEPS, WS MEPS, MIM - Support Services

Chapter 3
Test Administration

3-1. The test administrator (TA)

a. The MEPS commander, IAW USMEPCOM Reg 611-1 (Enlistment Qualification Tests), will appoint the MEPS TA in writing.

b. The OPM TA will be hired IAW OPM hiring policies, and properly trained per OPM CE 611-1, paragraph 1-6b.

* c. The MEPS is authorized to utilize and pay for school educational staff to act as assistant TAs when two or more rooms are required. The MEPS will provide a TA for the first room (one MEPS TA or one OPM TA), before contracting with the school for TAs needed beyond one. See paragraph 2-9 for contracting and payment instructions.

d. The test control officer (TCO)/assistant test control officer (ATCO) will thoroughly train MEPS TAs.

e. The MEPS TA functions under the supervision of the TCO. TA duties will include assembly of test session materials, supervision of proctors, proper test administration procedures, and proper test security and control IAW chapter 4 of this regulation. A checklist for conducting an ASVAB test session is in appendix G.

f. The MEPS military TAs will wear the appropriate military uniform when administering the ASVAB test. Civilian clothing can be worn if previously authorized by the MEPS commander (in coordination with the IRC). Some schools will not allow personnel in military uniform at the school. Battle dress uniforms, utility uniforms, or utility uniform combinations are not authorized for TAs or proctors.

3-2. Instructions for administering the ASVAB

The duties of OPM TAs and MEPS TAs differ slightly. Instructions for OPM TAs are provided in OPM CE 611-1. The instructions for MEPS TAs are provided in this regulation.

a. Before a scheduled student test session, the TA will:

(1) Contact the school POC 2 to 3 work days in advance to confirm the date, time, location, number of students, and any special needs or problems; and to request directions to the site if needed.

(2) Coordinate with the TC to verify that they notify the responsible recruiter/Service that proctors must arrive 30-45 minutes before the scheduled test time.

(3) Review procedures for securing test materials (see chap. 4 of this regulation).

(4) Be thoroughly familiar with and follow directives/publications that govern test administration procedures. Use the Manual for Administration, ASVAB 18/19 Armed Services Vocational Aptitude Battery to conduct the test. Review the manual prior to the test session. **Read the manual verbatim.** Refer to the ESS, prior to the test date, any request by the school for variation in administration procedure.

(5) Have names and telephone numbers (office and home) of the commander, TCO, ESS, and TC.

(6) Ensure USMEPCOM Form 601-4-3-R-E, parts A and B, have been properly completed.

(7) Ensure sufficient materials, to include test booklets, student answer forms, number 2 (medium) pencils, scratch paper are available.

b. At the test site, the TA will:

(1) Check the test site to ensure it provides an adequate testing environment.

(2) Obtain an accurate count of students in the test session.

(3) Ensure adherence to 40:1 student/proctor ratio. Refer to paragraph 2-8 of this regulation for further guidance.

(4) Ensure all available proctors are thoroughly briefed on their duties and responsibilities during the test session.