

Summary of Changes

USMEPCOM Regulation 611-1, 21 May 2003
Personnel Selection and Classification
Enlistment Qualification Tests

This revision has administrative changes throughout. It also—

- Updates Web procedures for ordering test material (par. 2-6b).
- Updates address for requisitioning AAAT, AFAST, AP, DLAB, and DLPT test material (par. 2-6d).
- Updates sample memorandum for checking out a test material kit (fig. 2-2).
- Updates file number disposition (pars. 4-2f(1) and 4-5a(1)(a) and (b)).
- Clarifies requirements concerning USMEPCOM Form 714-A-E (par. 5-4a).
- Updates references in appendix A.
- Updates prescribed USMEPCOM Form 611-1-1-R-E (Annual/Joint/Other Inventory of Accountable Test Material) for use with the automated inventory software (instructions updated in pars. 2-4, 2-5, and 2-9).
- Updates prescribed USMEPCOM Form 611-1-8-R-E (Inventory of MEPS Accountable Test Material) for use with the automated inventory software.

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

USMEPCOM Regulation
No. 611-1

21 May 2003

**Personnel Selection and Classification
ENLISTMENT QUALIFICATION TESTS**

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Summary. This regulation establishes policies and procedures for test material accountability, test administration, management of mobile examining team (MET) sites, special purpose testing, retest policies for special purpose tests, confirmation 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: MOP-TD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency for this regulation is HQ USMEPCOM, Operations Directorate, Testing Division (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: 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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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 (USD)(P&R), 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) Upon request, provide periodic 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 (HQDA).

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 MOP-TD.

c. MEPS commanders will—

- (1) Appoint test administrators (TAs) in writing.
- (2) Designate personnel authorized access to the testing restricted areas and accountable test material.

- (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 light on or next to the door. Windows already in existence must be blocked at all times.

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.
- (6) Ensure initial training for MEPS personnel assigned testing duties.
- (7) Coordinate testing at mobile examining team (MET) sites and schools with OPM personnel.
- (8) Prepare and annually review contingency plans.
- (9) Develop, publish, and annually update standing operating procedures (SOP) (to be kept in the MEPS) for testing.
- (10) Inspect MET sites and evaluating OPM TAs as prescribed in chapter 4.
- (11) Provide a consolidated MET site list in a memorandum through sector to MOP-TD not later than 30 September of each year. The list will contain the MET site code, name, and location, and frequency of testing (days and times).

e. MEPS alternate test control officers (ATCOs) will—

- (1) Assist the MEPS TCO in all phases of management of testing.
- (2) Perform the functions of the TCO when the incumbent is absent or when operational commitments so require.

f. Test coordinators (TCs) will—

- (1) Resolve problems with test scheduling, administration, and scoring.
- (2) Prepare and maintain school records and student testing reports relating to student testing including hard-copy paper files and the database on the MEPS computer system and in the STP software.
- (3) Administer tests as needed.
- (4) Include Student Testing Program information pertaining to emergency contingency plans for the MEPS and OPM in the MEPS testing SOP.
- (5) Track and report proctor no-shows.
- (6) Participate in (?) the editing, scoring, printing, packaging and mailing of testing products.

g. TAs will—

- (1) Prepare test materials before 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 714A-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 recorded accurately.
- (8) Ensure test errors are corrected.

1-5. Penalties

This regulation is punitive in nature. Penalties for violation of this regulation include the full range of statutory and regulatory sanctions for military and civilian personnel.

1-6. Additional duty appointment memorandum/spreadsheet

MEPS commanders will use an additional duty appointment memorandum/spreadsheet to appoint TAs (see USMEPCOM Reg 600-8 for additional duties guidance). MEPS commanders will send a copy of the memorandum/spreadsheet to the sector testing section and MOP-TD. Include in the memorandum/spreadsheet the effective date, the name(s) of the individual(s), the authority line, period of the appointment, distribution line, and any other special instructions. File the original memorandum/spreadsheet under file number 1e and destroy when superseded or obsolete.

1-7. Training

MEPS commanders will ensure initial training for MEPS personnel assigned testing duties is conducted within 30 days of arrival and a quarterly refresher training is conducted in security, accountability, and ASVAB administration. (See USMEPCOM Reg 600-8, appendix C, for a general description of duties, job training requirements, and specific tasks.) Maintain MEPS personnel training records under file number 1w and destroy after 1 year. In addition, ensure annual refresher training is conducted for OPM

TAs per USMEPCOM/OPM MOU, subject: Administration of Department of Defense (DOD) Armed Services Vocational Aptitude Battery (ASVAB) by the Office of Personnel Management (OPM) – FY 2000, 9 December 1999).

1-8. Management control evaluation

DA Form 11-1-R (Management Control Evaluation Certification Statement) will be used to document management control evaluations, see appendix B. For additional information on management controls, see USMEPCOM Reg 11-4 (Management Control).

Chapter 2

Security and Accountability

2-1. Accountable test material

Accountable items include test booklets, cassettes, CAT-ASVAB computer disks, Basic Attribute Test (BAT) software, BAT CPU key, partially or completed answer sheets, scoring keys, and scratch paper with annotations used for ASVAB or special purpose test administration.

Note: Non-accountable materials include blank answer sheets (maintain the sheets in a secure storage room to prevent unauthorized use) and manuals for administration and scoring. Do not add these items to the USMEPCOM Form 611-1-8-R-E (Inventory of MEPS Accountable Test Material) or log these items on USMEPCOM Form 611-1-9-R-E (Daily Inventory Log).

2-2. Test security

a. The MEPS commander will designate a restricted area within the MEPS for storing/using accountable material. Testing rooms are restricted areas during test administration only except for the CAT-ASVAB and BAT testing rooms. These two test rooms, as well as the secure storage room 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.

b. A “RESTRICTED AREA, AUTHORIZED PERSONNEL ONLY” sign will be posted at entrances to the restricted area(s). Test rooms not permanently restricted must have a sign posted during test administration only.

c. The MEPS commander will designate personnel authorized unescorted access to testing section restricted areas and accountable test materials by memorandum (fig. 2-1). A copy of the memorandum will be posted at entrances 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 TCO/ATCO can orally grant unescorted access to the testing section. 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.

e. As needed, TCOs, ATCOs, or education services specialists can grant escorted access to testing sections, 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.

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 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, or a bar and hasp secured with a changeable combination lock.

b. Change one level of lock combinations (i.e., security container lock or room door lock) within 12 months of previous change and upon departure of any individual authorized access, at a minimum.

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 the original SF 700 in the top drawer of each container and a copy on the back of cipher-locked doors. Place SF 700 envelopes in one plain

envelope and sign across the flap once sealed. The envelope with the SFs 700 inside will be stored in the MEPS' security container under file number 1v. Destroy upon completion of first entry on new form (except 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. Blocks 1 and 2 are completed upon opening and closing the container. Block 3 is initialed at the close of every business day, no matter if the container is opened. Destroy upon completion of first entry on new form (except forms involved in an investigation will be kept until the investigation is completed).

e. Do not maintain booklets/cassettes and scoring keys for the same test in the same drawer.

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

(1) Do not transfer CAT-ASVAB disks between MEPSs.

(2) Store CAT-ASVAB disks in diskette binder sheets, inside a 3-ring binder. Remove CAT-ASVAB disks from the secure storage room using a zippered binder.

(3) Never leave the CAT-ASVAB system on after a test session.

(4) The file server password will be limited to the computer specialist (CS), assistant computer specialist (ACS), TCO, and ATCO.

(5) The CAT-ASVAB pass code will be limited to the CS, ACS, and testing section personnel.

(6) Do not install any software on the system other than Headquarters United States Military Entrance Processing Command (HQ USMEPCOM) approved CAT-ASVAB software. Report receipt or discovery of unauthorized disks to MOP-TD through sector.

(7) Do not substitute any other ADP equipment for CAT-ASVAB equipment.

(8) MEPS personnel are not authorized to use any software to backup hard drives of the CAT-ASVAB file server, TA's station, or examinee test station.

g. The TCO/ATCO 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/ATCO must conduct a page-by-page check on test material before sealing the envelope/box. Once sealed, ensure the envelope/box reflect the exact contents, quantity, and serial numbers of the accountable test material inside, and the envelope/box must be stored 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.

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 at the regional office and service center, 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).

2-4. Inventory procedures for accountable test material

a. There are two types of inventories: annual and joint. Document the annual and joint inventories, plus receipt, destruction, and transfer by using the automated inventory software program provided by HQ USMEPCOM (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, and D-disk.

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

d. Inventory documentation is considered as USMEPCOM Form 611-1-1-R-E (Annual or Joint Inventory of Accountable Test Material), USMEPCOM Form 611-1-8-R-E, USMEPCOM Form 611-1-9-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.

e. MEPS inventory procedures.

(1) Annual inventory.

(a) The TCO/ATCO and one disinterested witness (MEPS personnel outside of the testing section) 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/ATCO 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/ATCO 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 in the COMMENTS section 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.

(b) Maintain the USMEPCOM Forms 611-1-1-R-E and 611-1-8-R under file number 601-222f. Keep until next inventory is approved, then destroy when no longer needed for conducting business, but not longer than 6 years.

(2) Joint inventory (change of TCO).

(a) Incoming and outgoing TCOs will conduct a joint inventory of accountable test material at the MEPS, within 7 calendar days of appointment 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 ATCO.

(b) Joint inventories satisfy the annual inventory requirement described in (1) above as long as no more than 12 months pass between inventories.

(c) 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 the USMEPCOM Form 611-1-1-R-E and initial each page of the USMEPCOM Form 611-1-8-R-E.

(d) Maintain the USMEPCOM Forms 611-1-1-R-E and 611-1-8-R-E under file number 601-222f. Keep until next inventory is approved, then destroy when no longer needed for conducting business, but not longer than 6 years.

(3) Receipt of accountable test material.

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

(b) If a shipping document is not received, the shipping document does not contain serial numbers of the items, or the items do not reflect serial numbers assigned, prepare a memorandum for record (MFR) listing the material received, quantity, and serial numbers (if available). The TCO/ATCO and a disinterested witness will sign the MFR. Contact sector to resolve the discrepancy.

(c) The TCO/ATCO 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/ATCO 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 in the COMMENTS section and initial each page of USMEPCOM Form 611-1-8-R-E. Attach the receipt document and MFR, if applicable, to the back of the new inventory. Maintain the forms under file number 601-222f. Keep until next inventory is approved, then destroy when no longer needed for conducting business, but not longer than 6 years.

(d) If not done before receipt, the TCO/ATCO will mark accountable test material "CONTROLLED ITEM (TEST MATERIAL)" except for scratch paper and answer sheets.

(e) The TCO/ATCO 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 need not be stamped again.

(4) 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 scratch paper immediately. Maintain completed answer sheets under file number 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded according to guidance in AR 601-270.)

(b) The TCO/ATCO 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/ATCO and a disinterested witness must sign this form upon destruction of the material.

(c) The TCO/ATCO 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/ATCO will sign the USMEPCOM Form 611-1-1-R-E and initial each page of the USMEPCOM Form 611-1-8-R-E. The disinterested witness must sign USMEPCOM Form 611-1-1-R-E in the COMMENTS section and initial each page (when applicable) of USMEPCOM Form 611-1-8-R-E. Attach USMEPCOM Form 611-1-1-R-E to the back of

the new inventory. Maintain the forms under file number 601-222f. Keep until next inventory is approved, then destroy when no longer needed for conducting business, but not longer than 6 years.

(d) If Air Force special purpose test material is destroyed, a copy of the USMEPCOM Form 611-1-11-R-E must be provided to the U.S. Air Force Publications Distribution Office (AFPDO) (see par. 2-6g(2)). If Army special purpose test material is destroyed, a copy of the USMEPCOM Form 611-1-11-R-E must be provided to Personnel Command (PERSCOM) (see par. 2-6g(1)).

(5) MEPS will receive an inventory of Air Force special purpose test material maintained at their MEPS from the AFPDO twice per year. The TCO/ATCO will ensure the inventory is accurate and resolve discrepancies with AFPDO if necessary. Maintain one copy of the inventory under file number 601-222f. Keep until next inventory is approved, then destroy when no longer needed for conducting business, but not longer than 6 years.

f. Removal of material from the secure storage room.

(1) Each time accountable test material is removed from or returned to the MEPS' storage room, an entry must be recorded on USMEPCOM Form 611-1-9-R. 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.

(2) 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.

(3) 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/ATCO at the start of the next workday.

(4) 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.

(5) 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. Once finished, the incoming TA must annotate the required entries described in (2) above. The incoming TA now assumes responsibility for the material and for returning it to the secure storage room appropriately.

(6) An option to the single line entry for each item is to use test kits. Test kits include many items specifically identified by a memorandum. As reflected in figure 2-2, 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 page-by-page check material listed, sign the memorandum, and attach the original copy of the memorandum to the USMEPCOM Form 611-1-9-R-E. In addition, the TA must annotate the date and test kit title on the form, plus initial in the "Removed By" block. The quantity and serial number blocks are left blank, as they are indicated on the memorandum. A copy of the memorandum must be maintained in the test kit for on-site inventory and control. Upon return to the 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. 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/ATCO at the start of the next workday. Attach the memorandum to the USMEPCOM Form 611-1-9-R-E. An approved alternate method to using the memorandum upon each occasion is to reproduce a copy onto the reverse side of the form, insert several signature blocks for separate dates, and complete as removed.

(7) After the last entry is made on each sheet, the TCO/ATCO will review the completed form for accuracy. When a discrepancy is identified, the TCO/ATCO 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 the USMEPCOM Form 611-1-9-R-E. Upon ensuring the form is accurate, the TCO/ATCO will initial in the “Reviewed By” block in the upper right-hand corner.

(8) Maintain the USMEPCOM Form 611-1-9-R-E under file number 601-222f. Keep until next inventory is approved, then destroy when no longer needed for conducting business, but not longer than 6 years.

2-5. Transfer of accountable test material

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

b. Use a memorandum to transfer accountable test material (see fig. 2-3).

(1) When material is temporarily transferred outside the MEPS, the TCO/ATCO 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/ATCO 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, 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/ATCO 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/ATCO 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/ATCO 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/ATCO must sign the USMEPCOM Form 611-1-1-R-E and initial each page of the USMEPCOM Form 611-1-8-R-E. The disinterested witness must sign USMEPCOM Form 611-1-1-R-E in the COMMENTS section and initial each page of the USMEPCOM Form 611-1-8-R-E. Attach the memorandum to the back of the new inventory. File under file number 601-222f. Keep until next inventory is approved, then destroy when no longer needed for conducting business, but not longer than 6 years.

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 mailed 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 within the security and time parameters established in this regulation.

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

2-6. Ordering test material

a. MOP-TD activities automatically distribute newly developed and related material to the MEPS.

b. To requisition Assessment of Individual Motivation (AIM) and ASVAB material, not including CAT-ASVAB disks, use the following steps:

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

(2) Click on “Publications Ordering, Subscription System, and On-Line Reports.”

(3) Scroll to bottom of page to “Alternate Ordering Method” and click on “Re-Supply”.

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

(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. 2-4) to:

U.S. Air Force Publications Distribution Office (AFPDO)
2800 Eastern Boulevard
Baltimore, MD 21220-2898

E-mail: afpdo@pentagon.af.mil

d. To requisition Army Analysis Aptitude Test (AAAT), Alternate Flight Aptitude Selection Test (AFASST), auditory perception (AP), Defense Language Aptitude Battery (DLAB), and Defense Language Proficiency Test (DLPT), send a memorandum/e-mail to:

Commander, PERSCOM
ATTN: TAPC-PDE (APT Distribution Center)
2461 Eisenhower Avenue, Suite 803
Alexandria, VA 22331-0472

E-mail: aptdistro@hoffman.army.mil

e. Repositories and other MEPS with high usage designated by sector 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

f. Use a memorandum to order CAT-ASVAB disk replacements from MOP-TD. For a sample format, see figure 2-5.

g. Immediately upon assumption of duties, MEPS commanders will provide the following agencies a copy of the TCO/ATCO test account verification memorandum (see fig. 2-6), and when any information on the memorandum changes:

(1) U.S. Army Personnel Command (ATTN:TAPC-PDE), 2461 Eisenhower Avenue, Alexandria, VA 22331-0472, for ASVAB and Army Special Purpose Test Material.

(2) Air Force Publications Distribution Office, 2800 Eastern Boulevard, Baltimore, MD 21220-2898, for AF Special Purpose Test Material.

(3) Defense Language Institute (ATTN: LECT), 2230 Andrews Avenue, Lackland AFB, TX 78236-5207, for ECLT, if a MEPS has been identified as a repository for ECLT material or designated as a MEPS that may store because of frequent use.

(4) Sector testing section.

(5) MOP-TD.

2-7. Stock level tracking

The testing section must maintain a 180-day stock of enlistment, student, and special purpose answer sheets, as well as student result sheets and Department of Defense (DOD) Form 1304.12-K (Armed Services Vocational Aptitude Battery Scoring Worksheet) to satisfy the mobilization requirement. Use a separate DA Form 479 (Publication and Blank Form Stock Record Card) (see fig. 2-7 for form instructions) for each form to determine the minimum required stock levels. File card under file number 25-30jj and destroy when card is filled or on supersession, rescission, or obsolescence of form or publication, whichever is first.

2-8. Reproduction of accountable test material

Reproduction of accountable test material is prohibited without prior approval of MOP-TD, through sector.

2-9. Test loss compromise (TLC)

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

(1) Access to test material by unauthorized personnel.

(2) Discussion of test questions by DOD 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 United States Military Entrance Processing Command Integrated Resource System (MIRS) 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 immediately. The MEPS will document the information on USMEPCOM Form 611-1-R-E (ASVAB Test Loss/Compromise Telephone Report) and fax a copy to sector. The form is available in the USMEPCOM Electronic Pubs/Forms Library.
- 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).
- 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 loss/compromise.

(a) Once sector is informed and a case number has been assigned, sector will determine whether the investigating officer will be from the same MEPS (other than the TCO/ATCO) or from a different MEPS. The investigation will be conducted within 15 calendar days of initial notification. The

MEPS commander may appoint the investigating officer if within their MEPS. If not under their control, the sector commander will appoint the investigating officer. In addition, the MEPS commander will ensure involved personnel are available for interview purposes.

(b) In any case, conduct an immediate inventory of accountable test material if a TLC involves test material from the security containers.

(c) The investigation will be endorsed by the MEPS commander before forwarding to sector. Sector and MOP-TD will review the report for technical validity and ensure any recommendations are sufficiently warranted before closing. Once the investigation is closed by MOP-TD, a copy of the investigation report will be returned through sector to the MEPS. The MEPS will maintain a copy of the report under file number 601-222a and destroy 1 year after booklets or scoring keys listed thereon have been destroyed. The closure memorandum is required before removing missing material from the MEPS accountable test material inventory. The TCO/ATCO 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/ATCO must sign the USMEPCOM Form 611-1-1-R-E and initial each page of the 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) with their personnel. MOP-TD or sector can determine 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 supervisor within 24 hours that an incident occurred. OPM will provide immediate telephonic notification of the TLC to the respective MEPS, who in turn, will report the incident to their sector immediately. When the MEPS receives a package from an OPM TA and discovers material missing, the MEPS TCO/ATCO will immediately contact sector testing section personnel and their OPM supervisory TA. Once sector testing section personnel are informed and a case number has been assigned, sector will notify the OPM National Program Office.

(c) The OPM area office will investigate and forward an investigative report to the respective USMEPCOM sector within 30 working days of the incident. If the OPM area office requires additional time to complete the investigation, they will provide an interim report to sector within 15 working days of the incident. Sector will ensure the report of investigation is forwarded to MOP-TD not later than 45 working days from the date of the incident.

(d) Once the investigation is closed by MOP-TD, a copy of the investigation report will be returned through sector to the MEPS. The MEPS will maintain a copy of the report under file number 601-222a and destroy 1 year after booklets or scoring keys listed thereon have been destroyed.

2-10. Noncompromise-related incidents

a. 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.

b. Noncompromise-related incidents are reportable when coordination, up to and including the Interservice Recruitment Committee (IRC) and Mid-Level Interservice Recruitment Committee (MIRC), has been insufficient in rectifying the immediate adverse impact of a specific incident, or to resolve underlying causative factors which may result in future negative developments. Under these circumstances, the MEPS commander will originate and forward a report through sector to 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 MOP-TD and recruiting services.

2-11. TA conflicts of interest

TAs are prohibited from administering tests to 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/ATCO. The TCO/ATCO will make the appropriate adjustment to resolve this conflict. If such a person appears for testing without the TA's prior knowledge, the TA will not administer the test to the individual and will explain the circumstances to the TCO/ATCO, who will schedule another TA to administer the test to the individual as soon as possible. MEPS will notify the appropriate service, in writing, with the details of the incident.

2-12. 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, nor recommend any type of activity that will assist applicants with improving ASVAB scores. TAs will report anyone seeking inappropriate testing assistance to the MEPS commander.

2-13. Ringers

a. A ringer is any person taking the ASVAB for another person. Report ringer activity as a serious incident report (SIR) according to guidance in USMEPCOM Reg 5-5, paragraph 5-3. MEPS TCO/ATCO 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 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.

(Use Appropriate Letterhead)

MCO-ELO

(Date)

MEMORANDUM FOR Test Control Officer, Louisville Military Entrance Processing Station,
1234 Street Ave., Somewhere, KY 12345-6789

SUBJECT: Personnel Authorized Access in Restricted Testing Area

Per USMEPCOM Regulation 611-1, paragraph 2-2, the following personnel are authorized unescorted access in restricted testing area(s). Others must be escorted by the test control officer, alternate test control officer, or the education services specialist.

MAJ Sherri. Jones
CPT John Doe
ENS Monica Somebody
1SGT. Brandi McCutchen
TSGT Harvey Snelling
Mrs. Arlinda Butler
Mr. Arnt Lockwood

Testing rooms, other than CAT-ASVAB and BAT, are designated restricted areas only when in use for actual testing. This will allow multipurpose use of the rooms.

This memorandum supersedes memorandum, subject, July 11, 2001.

JANE A. DOE
LCDR, USN
Commander

(Use Appropriate Letterhead)

MCO-WMI

(Date)

MEMORANDUM FOR Commander, Milwaukee Military Entrance Processing Station,
1234 Street Ave., Somewhere, WI 12345-6789

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 Reg 611-1, paragraph 2-4e.

| Title | Serial Number | Quantity |
|------------------------|---------------|----------|
| ASVAB 25A Test Booklet | 0001-0005 | 5 |
| ASVAB 25B Test Booklet | 0001-0005 | 5 |
| ASVAB 26A Test Booklet | 0001-0005 | 5 |
| ASVAB 26B Test Booklet | 0001-0005 | 5 |
| Total | | 20 |

Signature of TA

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

(Use Appropriate Letterhead)

MCO-WSA

(Date)

MEMORANDUM FOR Commander, Milwaukee Military Entrance Processing Station, 1234
Street Ave., Somewhere, WI 12345-6789

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/ATCO and a witness sign the endorsement below to acknowledge receipt of the above materials.

Disinterested Witness

TCO/ATCO

MCO-WMI 1st End

PO1 Jones/dnt/DSN 792-2288

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/ATCO

Figure 2-3. Sample memorandum for temporary/permanent transfer of accountable test material

(Use Appropriate Letterhead)

MCO-ECL

(Date)

MEMORANDUM FOR SAF/AFPDO, 2800 Eastern Boulevard, Baltimore, MD 21220-2898

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/ATCO

(Use Appropriate Letterhead)

MCO-ERA

(Date)

MEMORANDUM FOR Commander, Headquarters, United States Military Entrance Processing
Command, ATTN: MOP-TD, 2834 Green Bay Road,
North Chicago, IL 60064-3094

SUBJECT: Request for Replacement of CAT-ASVAB Material

The following unusable CAT-ASVAB disks have been destroyed and require replacement:

| Item | Serial Number | Quantity |
|------------------|---------------|----------|
| Master data disk | 20-00001 | 1 |
| ET data disk | 20-00005 | 1 |
| ET data disk | 20-00007 | 1 |

Our point of contact is XXXXX. He or she can be contacted at (XXX) XXX-XXXX.

Signature of TCO/ATCO

Figure 2-5. Sample of memorandum for CAT-ASVAB disk replacement

(Use Appropriate Letterhead)

MCO-WNO

(Date)

MEMORANDUM FOR Commander, PERSCOM, ATTN: TAPC-PDE, 2461 Eisenhower Avenue, Alexandria, VA 22331-0472
Air Force Publications Distribution Office, 2800 Eastern Boulevard, Baltimore, MD 21220-2898
Commander, DLIELC, ATTN: LEACT, 2235 Andrews Avenue, Lackland AFB, TX 78236-5259

SUBJECT: Information Verification of Test Account

Army Personnel Test (APT) account #:
Air Force Personnel Test (AFPT) account#:
Test control officer (TCO): (name), (rank), (SSN)
Alternate TCO: (name), (rank), (SSN)
Test account site mailing address: (include attention line)
Test account site email address:
Test account site DSN & COM telephone numbers:
Test account site DSN & COM fax numbers:
TCO orders are enclosed.

Point of contact for this memorandum is (name), (telephone number).

Commander's signature block

cc:
APT
AFPDO
DLI (if applicable)
Sector testing section

Instructions for completing DA Form 479:

Prepare this form in pencil. 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" block 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. 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 the DOD Form 1304.12-K 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 MEPSs 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.

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 Reference Guide.

3-2. Authorization to test

a. Personnel authorized to test.

(1) Nonprior 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 17th 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, servicemembers (active duty, National Guard, and Reserve) will arrange to take the in-service ASVAB from their service's TCO/ATCO 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 servicemember 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 should 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 (MA), 3280 Russell Road, Quantico, VA 22134-5103). Marine Corps IRR members and Marine Corps reservists do not need the Commandant's permission before ASVAB testing at a MEPS. If any servicemember, not including IRR, tests at a MET site and not a MEPS, the test will be invalidated.

(3) Military personnel (active duty, National Guard, and Reserve) who are changing components or services can be administered the ASVAB at either the MEPS or at a MET site. These personnel are required to present a completed USMEPCOM Form 714A-E to the TA before taking the ASVAB. Personnel do not need a DD Form 368 (Request for Conditional Release) to take the ASVAB. If the applicant receives a qualifying score for the successor component, and is otherwise qualified and accepted, the DD Form 368 is needed to complete the enlistment or appointment process. (Active duty marines and Marine Corps reservists see (2) above concerning prior permission to test.)

(4) Prior service (PS) applicants may test according to guidance in appropriate service directives. Services establish enlistment standards and no minimum Armed Forces Qualification Test (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 to take an aptitude test. When PS applicants are retested with an enlistment ASVAB, the results become the score of record.

(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 before 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 to 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) Military recruiters 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.

(3) An applicant disqualified and on a hold status due to positive drug/alcohol 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 results, the test will be invalidated.

3-3. When authorized individuals are allowed to test

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) An ASVAB test within 2 years of any previous ASVAB test is a retest (including a student test) 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. Example: 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. Example: 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. Example: 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 due to test session disruption (e.g., fire evacuation, etc.), test administration error (e.g., incorrect subtest timing), or if 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. 3-7g(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.

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 MOP-TD and make a determination. If the exception is approved, MOP-TD will notify sector and the MEPS of the required action.

d. Unless otherwise stated, exceptions to testing policy granted by MOP-TD are valid for 1 year from the date of approval. Submit a new request through sector to MOP-TD. Keep written approval of exceptions from MOP-TD under file number 100. Destroy each document when superseded or obsolete. Destroy entire file on discontinuance of organizational element to which it relates.

3-4. Request for examination

a. Non-PS applicants, PS applicants, and military personnel changing components must provide a completed USMEPCOM Form 714A-E (Request for Examination) to the TA before examination.

b. Written authorization will be provided, or on file, before the examination for servicemembers not changing components (not Marine Corps IRR), MEPS TAs, and personnel authorized immediate retests by the MEPS commander or MAPWG. In addition, Active duty marines and Marine Corps reservists, other than those applying for officer programs, will provide the memorandum from the Commandant of the Marine Corps before taking the ASVAB.

3-5. ASVAB test facility requirements

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 (enlistment test sessions).
- d. The test room must be free from noise and visual distractions and properly illuminated (enlistment test sessions).
- e. Each seat must afford the tester an appropriate writing surface for scratch paper (enlistment test sessions).
- f. An audible electronic timer will be used for timing the various subtests (paper and pencil testing).

3-6. Applicant/TA ratio

During enlistment testing at a MET site, the maximum applicant/TA ratio for paper and pencil 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. When there are more than 30 applicants, the applicant/TA ratio shall revert to 25:1 with no exceptions. During enlistment testing in a MEPS, the maximum applicant/TA ratio for CAT-ASVAB is 40:1.

3-7. General enlistment testing direction

- a. OPM TAs will not conduct ASVAB tests in the MEPS.
- b. The TA will remain in the test room when applicants are present.
- c. Only authorized MEPS personnel are allowed access to the CAT-ASVAB testing room during test administration and scoring. Authorized MEPS and OPM personnel are the only members permitted access to a MET site testing room during test administration and scoring. Recruiters/liaisons are not allowed in testing rooms at any time accountable test material is present.
- d. Personnel taking the ASVAB in a MEPS must be given the CAT-ASVAB unless:
 - (1) He or she has taken all three versions of CAT-ASVAB within 6 months from the test date.
 - (2) He or she is documented as colorblind.
 - (3) The CAT-ASVAB system is completely inoperable.
- e. TAs will not score tests or perform any nonrelated activities during the session.
- f. 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.
- g. 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 the 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 USMEPCOM Electronic Pubs/Forms Library 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 calculators, slide rules, other mechanical devices, crib sheets, or going forward or backward to other subtests is considered cheating. Excuse applicants caught cheating after collecting test material, to include scratch paper. The TA must note the time and reason of dismissal on the 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 not be allowed to retest until 6 months from the test date.

(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 the 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 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.

h. Applicants who abandon a test after answering a 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 the 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.

i. Breaks will not be permitted during administration of the ASVAB. Administrative time greater than 7 minutes between subtests must be documented on the USMEPCOM Form 611-1-7-R-E. The MEPS commander will determine if the circumstances of the delay warrant invalidating the test session.

j. The TCO/ATCO 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.

3-8. Paper and pencil test administration

a. The TA will ensure he or she have enough test booklets in his or her possession for 30 applicants, copies of the Privacy Act Statement, and the materials required per the applicable manual for administration.

b. Applicants provide the TA with a completed USMEPCOM Form 714A-E. Once reviewed for accuracy, the applicant must sign block 23 in the TA's presence. In an attempt to prevent ringer activity, the TA will verify the signature against the signatures in blocks 24, 29, and 31.

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 the USMEPCOM Form 714A-E.

d. The TA will complete a USMEPCOM Form 611-1-7-R-E (fig. 3-1) as applicants arrive to test. This form is used to record information concerning test sessions. The MEPS TCO/ATCO 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.

(6) Conduct a through 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. Destroy booklets 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.).

(8) Erase stray marks from test booklets.

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

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

(1) Before hand 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 and USMEPCOM Form 714A-E according to the instructions below. 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.

(a) USMEPCOM Form 714A-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 the USMEPCOM Form 714A-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 714A-E suspect or invalid SSN -- SSN mismatch between answer sheet and USMEPCOM Form 714A-E (SSN on USMEPCOM Form 714A-E is valid). The MEPS TCO/ATCO will notify the recruiting service of the discrepancy, create a valid test record using the SSN on the USMEPCOM Form 714A-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 714A-E suspect or invalid SSN -- SSN on USMEPCOM Form 714A-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/ATCO will notify the recruiting service of the discrepancy, create a valid test record with the SSN on the answer sheet, and create a "N" status record with the reason "SSN Discrepancy on USMEPCOM Form 714A-E." Remove the "N" status when the SSN has been verified, and correct SSN if needed.

(d) USMEPCOM Form 714A-E suspect or invalid SSN -- SSNs on answer sheet and block 1 of USMEPCOM Form 714A-E are incomplete or out of range; however, the SSN recorded in the block 24 of USMEPCOM Form 714A-E is a complete valid SSN. The MEPS TCO/ATCO will notify the recruiting service of the discrepancy, create an invalid test record with the SSN in block 24 of the 714A-E, and create an "N" status record with the reason "SSN Error on 714A-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 714A-E suspect or invalid SSN -- SSNs on 714A-E and answer sheets are either incomplete or out of range. The MEPS testing personnel will attach the USMEPCOM Form 714A-E to the answer sheet, do not create a test record, and file under 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270). Notify the recruiting service of the discrepancy, and initiate a SIR. MEPS testing personnel will create a valid test record if the discrepancy is resolved within 1 month from the date of test. If not resolved within 30 days, the MEPS testing section personnel will destroy the USMEPCOM Form 714A-E and answer sheet.

(2) Conduct a records check using the MIRS (via SSN-pull) to ensure the applicant's record, if any, reflects the most recent data.

(3) 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 a "N" status record with the reason "Incomplete (or Unverified) Personal Data," circle the missing/incorrect items on the USMEPCOM Form 714A-E with a "RED" felt-tip marker and add the statement "Incomplete (or Unverified) Personal Data" on top of the USMEPCOM Form 714A-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.

(4) 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 a hand score as the score of record.

(5) Review and merge test data. Compare the USMEPCOM PCN ZHM080 and the USMEPCOM Form 611-1-7-R-E to ensure accuracy of merged test results. Provide the USMEPCOM PCN ZHM080 and USMEPCOM Form 611-1-7-R-E to the TCO/ATCO for their review.

(6) Initial and date the MIRS coding block of the USMEPCOM Form 714A-E to indicate a files check was accomplished and the scores have been verified and are ready for release to the recruiting service.

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

(a) USMEPCOM Forms 714A-E used for testing.

(b) USMEPCOM Form 714ADP printed after the personal and/or test data has been merged. Retain the most recent USMEPCOM Form 714ADP 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 Reg 601-23.

j. After each test session is scored, the TCO/ATCO will verify the USMEPCOM Form 611-1-7-R-E against the USMEPCOM PCN ZHM080 to ensure the accuracy of applicant test data. Upon reviewing, the TCO/ATCO must initial the USMEPCOM Form 611-1-7-R-E and maintain on file together under file number 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270.)

k. The MEPS TCO/ATCO 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 MOU, subject: Administration of Department of Defense (DOD) Armed Services Vocational Aptitude Battery (ASVAB) by the Office of Personnel Management (OPM) – FY 2000, 9 December 1999).

l. Completed answer sheets will be maintained for under file number 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270.)

3-9. CAT-ASVAB test administration

a. The TA will conduct the CAT-ASVAB session using the CAT-ASVAB Reference Guide verbatim. At a minimum, one Form Load 1 disk, one Form Load 2 disk, one Form Load 3 disk, one Master Data disk, and one Examinee Terminal (ET) data disk for every ET must be taken to each session.

b. Applicant will provide the TA with a completed USMEPCOM Form 714A-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 24, 29, and 31.

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 the USMEPCOM Form 714A-E.

d. The TA must maintain visual control of applicants checked in for testing. If an applicant departs the area 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.

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

f. Unless projected for testing and a records check has been conducted using MIRS, a records check (via SSN-pull) will be accomplished before the applicant test to review the applicant's eligibility to test and the previous versions used, if any. Checking the USMEPCOM Form 714A-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. As tests are completed, the TA will:

(1) Collect scratch paper directly from the applicant.

(2) Release applicant from the test room only after his or her test material has been accounted for.

(3) Generate a USMEPCOM Form 611-1-2-R-E (Unverified Test Score Report) for those applicants that provided an envelope. Seal the form in the envelope before releasing to the applicant.

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

(1) Inventory CAT-ASVAB disks removed to ensure accountability.

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

(3) Review and merge test data. Compare the USMEPCOM PCN ZHM080 against the USMEPCOM Form 611-1-7-R-E to ensure accuracy of merged test results. Provide the USMEPCOM PCN ZHM080 and USMEPCOM Form 611-1-7-R-E to the TCO/ATCO for his or her review.

(4) Initial and date the MIRS coding block of the USMEPCOM Form 714A-E to indicate a files check was accomplished and the scores have been verified and are ready for release to the recruiting service.

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

(a) USMEPCOM Form 714A-E used for testing. USMEPCOM Forms 714A-E used for testing will be retained in the applicant's packet.

(b) USMEPCOM Form 714ADP printed after the personal and/or test data has been merged. Retain the most recent USMEPCOM Form 714ADP 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 Reg 601-23 and USMEPCOM Reg 680-1.

j. After each test session is completed, the TCO/ATCO will verify the USMEPCOM Form 611-1-7-R-E against the USMEPCOM PCN ZHM080 to ensure the accuracy of applicant test data. Upon reviewing, the TCO/ATCO will initial the USMEPCOM Form 611-1-7-R-E. File the form and

USMEPCOM PCN ZHM080 printout together under file number 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270.)

3-10. Test results

- a. Do not release fully verified test results directly to applicants.
- 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.
- c. Provide results from MET site tests to the recruiting services within 72 hours from the date of test. Do not include Saturday, Sunday, or weekday holidays in determining the 72 hours. If local circumstances dictate a longer timeframe, notify the IRC and sector.
- d. When applicants are using student test results to process for enlistment, MEPS TC 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; the applicant is at least 17 years of age and the date of test is within 2 years; and after receiving a completed USMEPCOM Form 714A-E from the recruiting service. The USMEPCOM Form 714A-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 through 6).
- e. To release the scores for student tests, conduct a student test query in MIRS. If the query is unsuccessful, the MEPS testing section personnel will review the student microfiche and document the scores on DOD Form 1304.12-K (Armed Services Vocational Aptitude Battery, Scoring Worksheet). Unless the test is a local school, complete the form according to the guidelines contained in paragraph 3-11. Merge student test scores into MIRS according to USMEPCOM Reg 680-1, appendix C. Merge student tests coded option 7 into MIRS as invalid tests.

3-11. Hand scoring

- a. The MEPS testing section personnel will hand score a test when the OMR is inoperative and during the weekly scoring analysis. The process used to manually score a test is the same for both. The process is as follows.
 - (1) Use DOD Form 1304.12-K.
 - (2) Complete the DOD Form 1304.12-K in black ink and initial any corrections.
 - (3) Use two separate scorers. When hand scoring, mark items with more than one response as incorrect.
 - (4) The following information must be entered on DOD Form 1304.12-K, at a minimum, by the first scorer:
 - (a) Applicant's/student's name and SSN.

- (b) Test version administered.
- (c) Date tested.
- (d) Place tested (MET site or school code).

(5) The first scorer will separate the original copy of the DOD Form 1304.12-K from copies 2 and 3. He or she will enter the scores listed below in his or her own writing on the original copy. The first scorer will retain the original for comparison after the second scorer scores the answer sheets (second scorer is prohibited from seeing the original copy before completion of scoring). The following will be compared:

- (a) ASVAB raw scores.
- (b) ASVAB standard scores for AR, MK, VE, using conversion forms 11-22 (DOD 1304.12-L-AETP-CT3) and the conversion tables supplement forms 23-28 (DOD 1304.12-L-AETP-CT3(S)).
- (c) AFQT SSS and %ILE, using conversion forms 11-22 (DOD 1304.12-L-AETP-CT3) and the conversion tables supplement forms 23-28 (DOD 1304.12-L-AETP-CT3(S)).
- (d) Special purpose test scores (when applicable).

(6) The first scorer will place the date and his or her initials in the “computed by” block of the original copy when the scoring is completed.

(7) The second scorer scores the answer sheets and enters the required results on the second copy in his or her own writing. The entries on the third copy will be a carbon of the second.

(8) The second scorer will date and initial the “Checked By” block on the second copy of the form. The “Checked By” block of the original copy of the form will remain blank.

(9) After both scores have scored the answer sheets, the two sets of results will be compared and discrepancies corrected, if any, on all copies of the form.

(10) Once both scorers concur and all copies of the form reflects the same information, the second scorer will date and initial the “Verified By” block on the original copy of the form. The “Verified By” block on copy 2 and 3 remains blank.

b. Distribution of the DOD Form 1304.12-K.

- (1) Place original in the applicant’s packet.
- (2) File the second copy under file number 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270).
- (3) Forward the third copy to the recruiting service liaison.

3-12. 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) Hand score one test (either enlistment or student) once per week.
 - (2) Conduct the hand score, using instructions in paragraph 3-11.
 - (3) Using the MIRS personal computer (PC), run answer sheets through the OMR according to instructions prescribed in USMEPCOM Reg 680-1, appendix C).
 - (4) Merge personal information from USMEPCOM Form 714A-E in the MIRS and print the results (USMEPCOM PCN 714ADP) according to USMEPCOM Reg 680-1, appendix C.
 - (5) Compare USMEPCOM PCN 714ADP with the manual DOD Form 1304.12-K (hand score) to ensure no scoring errors have occurred.
 - (6) If no errors, merge personal information from the remaining USMEPCOM Forms 714A-E.
 - (7) If the hand score differs from the OMR, manually score the answer sheets again using a manual DOD Form 1304.12-K (see paragraph 3-11).
 - (8) If an error is detected and it has been determined to be a hardware problem (i.e., MIRS personal computer (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 hand score differs from the system's MIRS 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/ATCO:
- (1) Date and time MIRS was used.
 - (2) Number of answer sheets scored in the batch used for scoring analysis, (i.e., MET site packet or school packet).
 - (3) Name and SSN of applicant/student whose answer sheets were used for scoring analysis.
 - (4) Errors found, if any, to include:
 - (a) Who or what was responsible (TA during hand score procedures, MIRS PC, or OMR).
 - (b) Corrective action taken to preclude recurrence.
- c. Once the scoring analysis is completed, distribute the forms as follows:
- (1) For enlistment testing, staple together the original copy of the DOD Form 1304.12-K, USMEPCOM PCN 714ADP printout, ASVAB answer sheet, and MFR together, and maintain under file number 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270).

(2) For student testing, staple together the original copy of the DOD Form 1304.12-K, Raw Score Roster, ASVAB answer sheet, and MFR, and file under file number 601-222d.

(3) Destroy second and third copies of the DOD Form 1304.12-K.

3-13. Backup procedures for computer downtime

When the MIRS 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 and the assisting MEPS. Include detailed procedures in the MEPS' SOP for handling the MIRS and OMR downtime. File SOP under file number 100. Destroy each document when superseded or obsolete. Destroy entire file on discontinuance of organizational element to which it relates.

| APTITUDE TESTING PROCESSING LIST | | | | | FOR OFFICIAL USE ONLY |
|----------------------------------------------|-----------------|--------------------------------|---------|-----|------------------------------------------------------------------|
| For use of this form, see USMEPCOM Reg 611-1 | | | | | |
| Test Site Somewhere | | Test Administrator Jane Doe | | | Date December 1, 2001 |
| Name (Last, First, Middle) | SSN (Last Four) | Version Number | Service | Sex | Remarks |
| Herbert, Dale | 7789 | 25A | DNR | M | |
| Webb, Henry Ddand | 6649 | 25B | DMR | M | |
| Gaynor, Daniel Levert | 5454 | 26A | DMR | M | |
| Tyson, Linda Marie | 6799 | 26B | DAV | F | |
| Smith, William Andre | 8251 | 27A | DFV | M | Caught cheating in subtest 3 during administration of subtest 5. |
| White, Karen Rosaline | 5543 | 27B | DAR | F | |
| Morris, Rita LaVerne | 0756 | 25A | DNR | F | |
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USMEPCOM Form 611-1-7-R-E, NOV 01

Replaces USMEPCOM Form 611-1-7-R-E, 1 MAR 00, which is obsolete.

- | | | |
|-----------------------------------|---------------------------------|---------------------------------|
| DAR - Army Regular | DAV - Army Reserve | DAG - Army Guard |
| DNR - Navy Regular | DNV - Navy Reserve | DFR - Air Force Regular |
| DFV - Air Force Reserve | DFG - Air Force Guard | DMR - Marine Corps Regular |
| DMV - Marine Corps Reserve | GPR - Coast Guard Regular | GPV - Coast Guard Reserve |
| DAZ - Army Nonapplicants | DFZ - Air Force Nonapplicants | DNZ - Navy Nonapplicants |
| DMZ - Marine Corps Nonapplicants | GPZ - Coast Guard Nonapplicants | CMZ - Merchant Marines |
| EXZ - Central Intelligence Agency | FDZ - FBI | FHZ - Federal Marshals |
| GEZ - FAA | KLZ - Bureau of Land Mgmt | MVZ - VISTA |
| QLZ - U.S. Custom Service | QSZ - Secret Service | SVZ - State Department |
| UKZ - Civil Service | ZPZ - Public Health Service | ZZZ - Other (USMEPCOM use only) |

Figure 3-1. Sample of a completed USMEPCOM Form 611-1-7-R-E

Welcome, 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 the USMEPCOM Form 714A-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 714A-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 714A-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 pagers must be turned off while taking the test. In addition, coats, jackets, and bags will be left in the CAT-ASVAB waiting room.

The use of calculators, 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 pencil on the side of your computer 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 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?

Escort them in CAT-ASVAB room and get them started.

On behalf of Commander XXXX and welcome to XXX Military Entrance Processing Station.

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 the USMEPCOM Form 714A-E you provided? If you have, this must be identified on the USMEPCOM Form 714A-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 me 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 pagers must be turned off while taking the test. In addition, coats, jackets, and bags will to be left in the CAT-ASVAB waiting room.

The use of calculators, 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 pencil on the side of your computer 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 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 to me and then you are released. If you are staying at the hotel, wait at the front desk for transportation.

If you have any questions, please direct them to the test administrator before proceeding to the test room.

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 provided 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, equipment, and conditions are described in paragraph 3-5 of this regulation. Coordinate deviation from the standards through sector.

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 to HQ USMEPCOM Resource Management Directorate. 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 or closing a MET site or adding/reducing sessions, the MEPS commander will:

- (1) Coordinate with the IRC.
- (2) Coordinate with the OPM service center at least 45 days before the scheduled adjustment.
- (3) Document the MET site opening, closing, or relocation by memorandum and USMEPCOM Form 611-1-18-R-E (Mobile Examining Team Site Update Sheet).

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

(b) Forward a copy of the USMEPCOM Form 611-1-18-R-E through sector to Headquarters, USMEPCOM, ATTN: 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 file number 1e and destroy when superseded or obsolete. 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 ensure MET sites are inspected before the first test session. Subsequent reviews will be completed within 18 months from the previous review date. MET site inspectors will—

(1) Use USMEPCOM Form 611-1-14-R-E (MET Site/OPM TA Review) to document the inspection. Retain the last one under file number 11-7a and destroy when no longer needed for conducting business after completion of audit recommendations to address any deficiencies.

(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 TA's home, the TA's home address will not be indicated due to the Privacy Act.

(3) Annotate corrective action for discrepancies on page 2 of the USMEPCOM Form 611-1-14-R-E.

4-3. General testing direction

a. See chapter 3 for test administration guidelines.

b. 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. 3-3b(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. 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). For instructions on how to complete USMEPCOM Form 611-1-6-R-E instructions, see appendix C. File form under file number 601, destroy when no longer needed for current operations. Form may be obtained from the USMEPCOM Electronic Pubs/Forms Library and reproduced on 8 ½- by 11-inch plain white bond paper.

b. Sector testing section personnel will review each MET site usage quarterly. If a site is earmarked 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 and develop a plan of action. Suggested adjustments include changing the time, day, and/or week of the test. MEPS must discuss the proposed plan with the IRC and the local OPM service center. Place a low usage site on probation for 6 months. If usage does not increase, take appropriate action.

4-5. OPM

a. OPM TAs are hired to conduct ASVAB testing at MET sites and schools. Each MEPS deals directly with the appropriate OPM service center to ensure coverage of required test sessions, and to ensure each OPM TA is qualified in conducting ASVAB test administration. 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 service center. 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 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 file number 11-7a and destroy when no longer needed for conducting business after completion of audit recommendations to address any deficiencies.

(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 last review under file number 11-7a and destroy when no longer needed for conducting business after completion of audit recommendations to address any deficiencies.

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

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

b. MEPS testing section personnel will handle problems encountered with OPM at the local level; however, report issues that cannot be resolved to sector for coordination with the OPM National Program Office.

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 MOP-TD a monthly report identifying the number of actual OPM sessions used throughout the FY. Major differences between allocations and usage will be explored. The monies allocated for OPM sessions are to be used for OPM TA sessions (enlistment and student) only. Session monies not used will be turned in through sector to MOP-TD.

4-6. 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 should not be billed for a no-show session. If no-shows are a problem, consider having recruiters project 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. MEPS testing section personnel will establish daily access to the most common special purpose tests, provide special testing time to the IRC, and affect the planning process so the services can schedule their applicants in advance. Special purpose testing will not interfere with ASVAB testing.

c. Special purpose testing at locations other than the MEPS is not authorized. Under no circumstances will OPM administer special purpose tests.

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

e. 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 the MIRS, with the exception of those tests administered at overseas test sites. Special purpose tests conducted by overseas TCOs are processed through New York MEPS and Honolulu MEPS for their assigned area of responsibility. Those two MEPS are required to enter scores from those special purpose tests conducted by overseas TCOs in the MIRS.

f. Sectors will designate no more than three MEPS to act as repositories for the DLPTs not frequently utilized, and the ECLT. Those designated MEPS will store the various DLPTs and ECLT, and ship to other MEPS on request. Sectors may require MEPS who are frequent users of either of these tests to maintain their own supply.

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 17th birthday, scored and added to the applicant's record as invalid for enlistment purposes, and retest eligibility starts from the date of test.

(2) Whenever possible, servicemembers (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. The servicemember 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 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 Individual Ready Reserve (IRR) members do not need the Commandant's permission before testing in a MEPS. If any servicemember, not including IRR, tests in a MET site and not in a MEPS, the test will be invalidated.

(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 714A-E to the TA before taking the test. Personnel do not need a DD Form 368 (Request for Conditional Release) to take the test. If the applicant receives a qualifying score for the successor component, and is otherwise qualified and accepted, the DD Form 368 is needed to complete the enlistment or appointment process. (Active duty marines and Marine Corps reservists see (2) above concerning prior permission to 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 before 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 to MOP-TD.

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

b. Personnel not authorized to test.

(1) Service recruiters 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 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 results, the test will be invalidated.

5-4. Request for examination

a. Personnel should be projected by the services using USMEPCOM Form 727-E (Processing List). The applicant must present a completed USMEPCOM Form 714A-E to the TA before examination.

b. Military personnel who are not changing components will present a memorandum, signed by their unit commander, which requests the MEPS to administer a special purpose test. The MEPS commander will endorse the memorandum before the individual takes the test.

Note: Active-duty marines must provide memorandum from the Commandant of the Marine Corps before taking the special purpose test.

5-5. Test facility requirements

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

b. A sign stating "Subtest (number) will end at (time)" must 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 (all 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 subtests (paper and pencil testing)

5-6. Applicant/TA ratio

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

5-7. Authorized tests

- a. AAAT.

- (1) Used for Army applicants to measure special analytic abilities required in the radio communication analysis career field.

- (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 before the test session because the applicant was informed not to take the test if ill.

- b. AFAST.

- (1) Used to test Army flight school applicants.

- (2) Examinees will verify they have reviewed DA Pam 611-256-2 on the answer sheet. TAs will not administer the AFAST to applicants who have not been given sufficient time for review pamphlet.

- (3) Applicants who fail to qualify on the AFAST may retest one time only, but not sooner than 6 months after the initial test. Requests for an exception to the retest policy will be initiated by the individual concerned and forwarded by the MEPS testing section personnel directly to Commander, U.S. Army Personnel Command, ATTN: TAPC-PDE (APT), 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472. AFAST qualification is as follows:

- (a) Army applicants: score of 90 or above.

- (b) Other applicants: no qualification score.

- (4) 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 before the test session because the applicant was informed not to take the test if ill.

- c. 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.

(3) Requests for an exception to the retest policy will be initiated by the individual concerned, and forwarded by MEPS testing section personnel directly to Headquarters, Air Force Reserves for Officer Training School (OTS) applicants and Reserve applicants, Air Force Reserve Officer Corps (AFROTC) for AFROTC detachment applicants, and Army National Guard Reserve Center (ANGRC) for Army National Guard (ANG) applicants. 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. Forward answer sheets to HQ Air Force Personnel Center (AFPC/DPPPWE), 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 for scoring not later than the next working day after the test date. In addition, the TCO/ATCO will attach a note to the answer sheets when an applicant has been caught cheating, which indicates the circumstances of the incident.

d. AIM.

(1) A self-description inventory used by the Army to assess an applicant's personal characteristics.

(2) Applicants may retest without meeting a mandatory waiting period.

e. AP.

(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 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 before the test session because the applicant was informed not to take the test if ill.

f. BAT.

(1) Used for Air Force applicants to measure psychomotor, cognitive, and personality attributes that are highly correlated with pilot training performance.

(2) Retesting is not authorized. 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 before the test session because the applicant was informed not to take the test if ill.

(3) The BAT is not scored at the MEPS. Forward the automated results to PCSM.ADMIN@RANDOLPH.AF.MIL (via e-mail) or HQ AFPC/DPPPWE, 550 C Street West, Suite 10, Randolph AFB, TX 78150-4712 (via disk) for scoring not later than the next working day after the test date. In addition, the TCO/ATCO will attach a note to the e-mail/disk shipment when an applicant has been caught cheating, which indicates the circumstances of the incident.

g. DLAB.

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

(2) Applicants who fail to obtain a qualifying score on the DLAB may be given two retests, but not sooner than 6 months from each test date. DLAB qualifications are as follows:

- (a) Army applicants: score of 85 or above.
- (b) Air Force applicants: score of 95 or above.
- (c) Other applicants: no qualification score.

(3) DLAB answer sheets are scored at the MEPS, and then forwarded for recording purposes. Mail answer sheets to the Commandant, Defense Language Institute (DLI) Foreign Language Center, ATTN: ATFL-EST-M, Presidio of Monterey, CA 93944-5006 not later than the first week of each month. In addition, the TCO/ATCO will attach a note to the answer sheets when an applicant has been caught cheating, which indicates the circumstances of the incident.

h. DLPT.

- (1) Used by the services to measure knowledge of a particular foreign language.
- (2) The listening and reading portions of the test can be administered during the same test session. The speaking portion is not conducted in a MEPS.
- (3) Applicants who fail to obtain a qualifying score on the DLPT may retest, but not sooner than 6 months from each 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 before the test session because the applicant was informed not to take the test if ill.

(4) DLPT answer sheets are scored at the MEPS, and then forwarded for recording purposes. Mail answer sheets to Commandant, Defense Language Institute (DLI) Foreign Language Center, ATTN: ATFL-EST-M, Presidio of Monterey, CA 93944-5006 not later than the first week of each month. In addition, the TCO/ATCO will attach a note to the answer sheets when an applicant has been caught cheating, which indicates the circumstances of the incident.

i. 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.
- (2) Applicants may continue retesting as long as it has been 30 days 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 before the test session because the applicant was informed not to take the test if ill.

(3) ECLT answer sheets are scored at the MEPS, and then forwarded for recording purposes. Mail answer sheets to Defense Language Institute (DLI) English Language Center, ATTN: LECT, 2230 Andrews Avenue, Lackland AFB, TX 78236-5207 not later than the first week of each month.

j. 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 before the test session because the applicant was informed not to take the test if ill.

5-8. General special purpose testing direction

- a. The TA will remain in the test room at all times when applicants are present.
- b. Recruiters/liaisons will not be allowed in testing rooms at any time during administration.
- c. TAs will not score tests or perform any nonrelated activities during the session.
- d. 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.
- e. 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 the DOD Form 1304-12.K 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.

5-9. Test administration

- a. The TA will have enough test booklets in his or her possession for 30 applicants, as well as materials required per the applicable manual for administration.
- b. If appropriate, applicants should provide the TA with a completed USMEPCOM Form 714A-E. The TA will review for accuracy and have the applicant sign block 23 in his or her presence. In an attempt to prevent ringer, the TA will verify the signature against the signatures in blocks 24, 29, and 31.
- 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 the USMEPCOM Form 714A-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 session starting, the TA will again verify the individual's status via photographic identification card or obtain a right thumbprint.
- e. Unless projected for testing and a records check has been conducted using MIRS, a records check (by SSN-pull) will be accomplished before the applicant test. Review the applicant's eligibility to test and the previous versions used, if any. Checking the USMEPCOM Form 714A-E or asking the applicant whether he or she was previously tested is not adequate for this purpose.
- f. The TA will complete DOD Form 1304.12-K as applicants arrive to test, with the exception of AFOQT, AIM, and BAT. 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 MINIATURE COMPUTERS IS PROHIBITED, AND WILL RESULT IN YOUR TEST BEING TERMINATED.”

i. The TA will read the Privacy Act statement in appendix E and provide the applicants a copy if requested.

j. The TA will instruct the applicants to sign the DOD Form 1304.12-K.

k. Conduct the test session in accordance with 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.
- (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 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. Destroy booklets 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) Erase stray marks from test booklets.
- (8) Secure accountable test material according to paragraph 2-3.
- (9) Review answer sheets to ensure personal information (i.e., applicant's name and SSN) are 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.
- (10) Hand score the test, with the exception of AFOQT and BAT, which are not scored before shipment of answer sheets, and AIM.

(a) Use DOD Form 1304.12-K (Armed Services Vocational Aptitude Battery for Computing Scores).

(b) Complete the form in black ink and initial any corrections.

(c) Two separate scorers must be used.

(d) The first scorer will separate the original copy of the DOD Form 1304.12-K from copies 2 and 3. He or she will enter the raw or converted scores, as prescribed in the applicable manual for administration, in his or her own writing on the original copy. The first scorer will retain the original for comparison after the second scorer scores the answer sheets (second scorer should not see the original copy before completion of scoring).

(e) 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.

(f) The second scorer scores the answer sheets and enters the required results on the second copy in his or her own writing. The entries on the third copy will be a carbon of the second.

(g) The second scorer will date and initial the "Checked By" block on the second copy of the form. The "Checked By" block of the original copy of the form will remain blank.

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

(i) Once both individuals concur and all copies of the worksheet reflect the same information, the second scorer will date and initial the "Verified By" block on the original copy of the worksheet. The "Verified By" block on copies 2 and 3 will remain blank.

(j) Distribute the DOD Form 1304.12-K as follows:

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

2. File the second copy file under file number 601-222d.

3. Provide the third copy to the recruiting service liaison.

(11) Add/update personal data as required.

(12) Enter test type and date, and results if scored at MEPS, into the MIRS.

(13) Initial and date the MIRS coding block of the new USMEPCOM Form 714A-E, if applicable, to indicate a files check was accomplished and the scores have been verified and are ready for release to the appropriate recruiting service.

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

(a) USMEPCOM Form 714A-E used for testing. USMEPCOM Forms 714A-E presented for testing must be retained in the applicant's packet.

(b) USMEPCOM Form 714ADP printed after the personal and/or test data has been merged. The most recent USMEPCOM Form 714ADP must be retained in the applicant's packet.

(c) Original copy of the DOD Form 1304.12K.

(15) Deliver the applicant's packet to the MEPS files room. Handle any further activity concerning the packet according to guidance in USMEPCOM Reg 601-23.

5-10. Test results

a. Do not release fully verified test results directly to applicant.

b. Provide results from special purpose tests, if scored at the MEPS, to the appropriate recruiting services the first workday following the test. If local circumstances dictate a longer timeframe, notify the IRC and sector.

5-11. Answer sheet storage and shipment

a. Answer sheets not forwarded outside the MEPS will be filed under file number 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270).

b. The TCO/ATCO will oversee mailing answer sheets/automated results 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 file number 1n and destroy after 3 months.

c. Answer sheet shipments must be tracked to ensure receipt at 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.

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. Tests associated with the confirmation retest process will be entered in MIRS.

6-2. Critical gain

If an applicant's most recent test is 20 AFQT points or more than their previous test (critical gain), and the two tests are within 6 months of each other, the applicant is required to complete a confirmation test. The MEPS testing section personnel will ensure the test record is created in the MIRS that 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 714A-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 the USMEPCOM Form 714A-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

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

(1) 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 test that prompted the confirmation test becomes the score of record, not the confirmation test scores.

(2) 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. 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 or process on their last valid test score.

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

(1) The TCO/ATCO 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/ATCO, operations officer, or commander. The typical interview (see fig. 6-1) will be structured with a uniform set of questions, presented in a neutral format, and predetermined to obtain an explanation for the applicant's critical gain on the retest followed by the gain reversal.

c. 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.

d. 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, 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 malpractice (e.g., coaching, ringer, etc.).

(e) Copying answers from other applicants.

(2) Report the incident according to paragraphs 2-9 and/or 2-13.

e. Maintain documentation used for and generated from the confirmation interview under file number 601-222d. Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded in accordance with AR 601-270).

1. Please state your name
2. What is your social security number?
3. Where were you born?
4. What is your birth date?
5. Have you ever taken an ASVAB test before?
6. If a prior ASVAB was taken, when was it taken? Where was it taken? What did you score on the test?
7. Do you know what would have caused your test score to jump so high? Have you been studying since you took your initial test?
8. Who administered the test?
9. Describe your test administrator?
10. Describe your test room?
11. How many applicants were tested?
12. Who is your recruiter?
13. Where is your recruiting station located?
14. Were you given a screening test by your recruiter?
15. Did your recruiter tell you the purpose of the test?
16. Did your recruiter discuss the results of your test?
17. Did your recruiter coach you by providing information about the test?
18. Did your recruiter give you a book that you could take home and study?
19. Did your recruiter recommend any study material to help you prepare for this test?
20. How did you get to the test site?
21. If your recruiter took you to the test session, did he or she provide you with any additional material or suggest ways in which to take the test?
22. Did anyone take the test in your place? If so, was this done with the recruiter's knowledge?
23. Did you pay money or did someone pay you money to take the ASVAB?

Figure 6-1. Sample confirmation test interview

Appendix A References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.usapa.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://www.neds.nebt.daps.mil>)

Air Force (<http://afpubs.hq.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

GSA and Standard Forms

http://www.gsa.gov/Portal/content/offerings_content.jsp?contentOID=116369&contentType=1004

Section I (The publication(s) needed to comply with this regulation.)
Required Publications

AR 601-270

Military Entrance Processing Station (MEPS). Cited in paragraphs 2-4e(4)(a); 3-8i(1)(e); 3-8j, l, and j; 3-9j; 3-11b(2); 3-12c(1); 4-2b; 5-11a; and 6-5e.

CAT-ASVAB Reference Guide

Cited in paragraph 3-1. (Available in hard copy from Defense Manpower Data Center, 400 Gigling Road, Seaside, CA 93955-6771.)

OPM CE-611-1

Handbook for Administering the Armed Services Vocational Aptitude Battery (ASVAB). Cited in paragraph 2-3i. (Available by contacting chicago@opm.gov.)

DA Pam 611-256-2

Alternate Flight Aptitude Selection Test (AFAST) Information Pamphlet. Cited in paragraph 5-7b(2). (Available by contacting chicago@opm.gov.)

DOD 1304.12-L-AETP-CT3

Conversion Tables Armed Services Vocational Aptitude Battery (ASVAB) Forms 11-22. Cited in paragraphs 3-11a(5)b and (c). (Order using testing account on Army publications site.)

DOD 1304.12-L-AETP-CT3(S)

Conversion Tables Armed Services Vocational Aptitude Battery (ASVAB) Forms 23-28. Cited in paragraphs 3-11a(5)(b) and (c). (Order using testing account on Army publications site.)

USMEPCOM/OPM MOU

United States Military Entrance Processing Command/Office of Personnel Management Memorandum of Understanding, subject: Administration of Department of Defense (DOD) Armed Services Vocational Aptitude Battery (ASVAB) by the Office of Personnel Management (OPM) – FY 2000, 9 December 1999. Cited in paragraphs 1-7, 3-8k, and 4-5a(3). (Available from HQ USMEPCOM MOP-TD.)

USMEPCOM Reg 5-5

Security, Safety, and Special Programs. Cited in paragraph 2-13.

USMEPCOM Reg 601-23

Enlistment Processing. Cited in paragraph 3-8i(8), 3-9i(6), and 5-9l(15).

USMEPCOM Reg 600-8

Additional Duty Appointments/Position Descriptions. Cited in paragraphs 1-6 and 1-7.

USMEPCOM Reg 680-1

Military Entrance Processing Reporting System (MEPRS). Cited in paragraphs 3-9i(6), 3-10e, and 3-12a(3).

Section II

Required Form(s)

(Form(s) required by this regulation. Users must use these forms to comply with this regulation.)

DA Form 200

Transmittal Record. Cited in paragraph 5-11b.

DA Form 479

Publication and Blank Form Stock Record Card. Cited in paragraph 2-7.

DD Form 368

Request for Additional Release. Cited in paragraph 3-2a(3).

DOD Form 1304.12-K³

Armed Services Vocational Aptitude Battery, Scoring Worksheet. Cited in paragraph 2-7.

SF 700

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

SF 702

Security Container Check Sheet. Cited in paragraph 2-3d.

USMEPCOM Form 714A-E

Request for Examination. Cited in paragraph 3-4a.

USMEPCOM Form 727-E

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

Section III

Prescribed Form(s)

(Form(s) prescribed by this regulation. Users must use the form(s) to comply with this regulation.)

USMEPCOM Form 611-1-R-E

ASVAB Test Loss/Compromise Telephone Report. Cited in paragraph 2-9b.

USMEPCOM Form 611-1-1-R-E

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

USMEPCOM Form 611-1-2-R-E

Unverified Test Scores (Single Applicant). Cited in paragraph 3-8h(5).

USMEPCOM Form 611-1-6-R-E

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

USMEPCOM Form 611-1-7-R-E

Aptitude Testing Processing List. Cited in paragraph 3-7g(1).

USMEPCOM Form 611-1-8-R-E

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

USMEPCOM Form 611-1-9-R-E

Daily Inventory Log. Cited in paragraph 2-1.

USMEPCOM Form 611-1-11-R-E

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

USMEPCOM Form 611-1-14-R-E

MET Site/OPM TA Review. Cited in paragraphs 4-2f(1).

USMEPCOM Form 611-1-18-R-E

Mobile Examining Team Site Update Sheet. Cited in paragraph 4-2d(3).

Section IV (File number(s) this regulation prescribes the user to file specific documents
Prescribed File Number(s) under.)

1e

Housekeeping instructions. Cited in paragraphs 1-6 and 4-2e.

1n

Office mail controls. Cited in paragraph 5-11b.

1oo

Policies and precedents. Cited in paragraphs 3-3d and 3-13.

1v

Access controls. Cited in paragraph 2-3c.

1w

Office general personnel files. Cited in paragraph 1-7.

11-7a

Internal review and audit files. Cited in paragraphs 4-2f(1) and 4-5a(1)(a) and (b).

25-30jj

Publication stock record cards. Cited in paragraph 2-7.

601-222a

Test material accountability. Cited in paragraph 2-9d(1)(c).

601-222b

Test score transmittals. Cited in paragraphs 5-11a and 5-11b.

601-222d

Qualification test answers. Cited in paragraphs 2-4e(4)(c), 3-8l, 3-9j, 3-11b(2), 3-12c(1), 5-9l(10)(j))2., and 6-5e.

601-222f

Test material inventories. U.S. Military Entrance Processing Command. Cited in paragraph 2-4e(1)(b), 2-4e(2)(d), 2-4e(3)(c), 2-4e(4)(c), and 2-4f(8).

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, MET sites, and special purpose testing.

B-2. Purpose

This purpose of this checklist is to assist commanders and 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, and 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) in accordance with procedures outlined in this regulation.

(1) Has the MEPS commander appointed, in writing, test administrator(s) (TAs)? (USMEPCOM Reg 611-1, par. 1-4c(1))

(2) Are records of training generated for initial and quarterly training in the areas of security, accountability, and administration of the ASVAB for MEPS personnel assigned testing duties? Are the records maintained in the testing section under file number 1w for 1 year? (USMEPCOM Reg 611-1, par. 1-7)

(3) Has a testing section SOP been developed to include contingency plans for OMR/MIRS downtime? Is the SOP updated annually? (USMEPCOM Reg 611-1, pars. 1-4d(4) and 3-13)

(4) 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 Reg 611-1, par. 2-2c)

(5) Are restricted area(s) within the testing section identified with a sign stating so, and is a sign posted at each entrance? (USMEPCOM Reg 611-1, par. 2-2b)

(6) Is accountable test material secured under double lock? (USMEPCOM Reg 611-1, par. 2-3a)

(7) Is one level of lock combinations changed within 12 months of previous change and upon departure of any individual? (USMEPCOM Reg 611-1, par. 2-3b)

(8) Are the combinations to the security containers kept in the MEPS headquarters security safe? (USMEPCOM Reg 611-1, par. 2-3c)

(9) Is a Standard Form (SF) 702 (Security Container Check Sheet) posted on each safe/container that is used to store accountable test material? (USMEPCOM 611-1, par. 2-3d)

(10) Is the CAT-ASVAB system powered-down after the test session? (USMEPCOM Reg 611-1, par. 2-3f(3))

(11) Is there any unauthorized software used or loaded on the CAT-ASVAB system? (USMEPCOM Reg 611-1, par. 2-3f(6))

(12) Is the system administrator's password for the CAT-ASVAB file server limited to the CS, assistant CS (ACS), TCO, and ATCO? (USMEPCOM Reg 611-1, par. 2-3f(4))

(13) Is the CAT-ASVAB password and pass code limited to the testing session personnel, CS and ACS? (USMEPCOM Reg 611-1, par. 2-3f(5))

(14) Are permanently stored accountable test material containers (boxes or envelopes) annotated with exact contents, quantity and inclusive serial numbers, and signed and dated across the seal by the TCO/ATCO? (USMEPCOM Reg 611-1, par. 2-3g)

(15) Is an inventory updated when material has been received, destroyed, or permanently transferred by using the inventory software and printing new USMEPCOM Forms 611-1-1-R-E and 611-1-8-R-E? (USMEPCOM Reg 611-1, par. 2-5b(2))

(16) Did the TCO/ATCO 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/ATCO and the disinterested witness sign the USMEPCOM Form 611-1-1-R-E (Annual or Joint Inventory of Accountable Test Material) and initial the USMEPCOM Form 611-1-8-R-E (Inventory of MEPS ASVAB Test Material)? (USMEPCOM Reg 611-1, par. 2-4e(1)(a))

(17) Do accountable test material receipt documents contain the signature of the TCO/ATCO and a disinterested witness? (611-1, par. 2-4e(3)(c))

(18) Is an MFR generated for accountable test material received without a shipping document, when the shipping document contains error, or shipping document does not contain serial numbers of material received? (USMEPCOM Reg 611-1, par. 2-4e(3)(b))

(19) Upon receipt, is accountable test material immediately added to the inventory? Did the TCO/ATCO and disinterested witness sign and initial the USMEPCOM Forms 611-1-1-R-E and 611-1-8-R-E as prescribed? (USMEPCOM Reg 611-1, par. 2-4e(3)(c)).

(20) Is accountable test material marked with "CONTROLLED ITEM (TEST MATERIAL)" and stamped with the MEPS' office symbol? (USMEPCOM Reg 611-1, par. 2-4e(3)(d) and 2-4e(3)(e))

(21) Was accountable test material destroyed by the TCO/ATCO and disinterested witness? Was the destruction immediately documented on USMEPCOM Form 611-1-11-R-E (Statement of Destruction of Test Materials) as prescribed? (USMEPCOM Reg 611-1, par. 2-4e(4)(b))

(22) Was destroyed accountable test material immediately removed from the inventory? Did the TCO/ATCO and disinterested witness sign and initial USMEPCOM Forms 611-1-1-R-E and 611-1-8-R-E as prescribed? (USMEPCOM Reg 611-1, par. 2-4e(4)(b))

(23) Was the joint inventory conducted within 7 calendar days of appointment by the incoming and outgoing TCOs. (Not applicable if annual inventory has been conducted since and is more than 1 month old)? (USMEPCOM Reg 611-1, par. 2-4e(2)(a))

(24) Is permanently stored test material inventoried when there is a TCO change? (USMEPCOM Reg 611-1, par. 2-3g).

(25) Is accountable test material inventory documentation retained as directed? (USMEPCOM Reg 611-1, par. 2-4d)

(26) Is a memorandum generated when transferring accountable test material? (USMEPCOM Reg 611-1, par. 2-5b)

(27) Is FedEx used to transfer accountable test material? (USMEPCOM Reg 611-1, par. 2-5d)

(28) Is material permanently transferred removed from the inventory upon confirmation of receipt? Did the TCO/ATCO and disinterested witness sign and initial the new USMEPCOM Forms 611-1-1-R-E and 611-1-8-R-E as prescribed? (USMEPCOM Reg 611-1, par. 2-5b(2))

(29) Is a copy of the temporarily transferred accountable test material memorandum attached to the most recent inventory? (USMEPCOM Reg 611-1, par. 2-5b(1))

(30) Is USMEPCOM Form 611-1-9-R-E (Daily Inventory Log) used each time accountable test material is removed or returned to the MEPS storage area? (USMEPCOM Reg 611-1, par. 2-4f(1))

(31) Are kits, if used, signed out properly on the USMEPCOM Form 611-1-9-R-E? Is the memorandum attached to the form? (USMEPCOM Reg 611-1, par. 2-4f(6))

(32) Are USMEPCOM Forms 611-1-9-R-E reviewed by the TCO/ATCO when the last entry is made on the form? (USMEPCOM Reg 611-1, par. 2-4f(7))

(33) Are accurate 180-day stock levels of required forms maintained and documented on DA Form 479 (Publication and Blank Form Stock Record Card)? (USMEPCOM Reg 611-1, par. 2-7)

(34) Are instances of actual loss or possible compromise of accountable test material reported immediately to the MEPS commander and sector testing section personnel, and documented on USMEPCOM Form 611-1-R-E? (USMEPCOM Reg 611-1, par. 2-9b)

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 714A-E (Request for Examination) submitted by each applicant? (CAT-ASVAB or paper and pencil session) (USMEPCOM Reg 611-1, par. 3-4a)

(2) Does the TA require applicants to provide a signature and photographic identification card (or right thumbprint) on the USMEPCOM Form 714A-E? (CAT-ASVAB or paper and pencil session) (USMEPCOM Reg 611-1, pars. 3-8, 3-9c, and 5-9c)

(3) Have retesting policies been complied with? (CAT-ASVAB or paper and pencil session) (USMEPCOM Reg 611-1, par. 3-3)

(4) Are applicants caught cheating prevented from retesting for 6 months? (CAT-ASVAB or paper and pencil session) (USMEPCOM Reg 611-1, par. 3-3b(2))

(5) Are immediate retests, authorized by the MEPS commander, recorded on an MFR? Is the MFR maintained in the applicant's packet? (USMEPCOM Reg 611-1, par. 3-3b(6))

(6) Is an alternate version of the ASVAB given when an applicant is retested less than 6 months after any enlistment test was given? (CAT-ASVAB or paper and pencil session) (USMEPCOM Reg 611-1, par. 3-3b(1))

(7) Is a records check (by SSN-pull) completed before scoring a paper and pencil ASVAB and before testing an applicant on CAT-ASVAB? (USMEPCOM Reg 611-1, pars. 3-8i(2) and 3-9f)

(8) Is the CAT-ASVAB system started according to CAT-ASVAB Reference Guide, lesson 2 (CAT-ASVAB Testing in Networking Mode)? (USMEPCOM Reg 611-1, par. 3-9a)

(9) Was the correct MET site code used when administering the CAT-ASVAB or paper and pencil session (day, night, Sat, and Sun test session)? (USMEPCOM Reg 611-1, app. D)

(10) Is an audible electronic timer used to time each subtest? (USMEPCOM Reg 611-1, par. 3-5f) (Paper and pencil session)

(11) 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 Reg 611-1, pars. 3-5a and b) (Paper and pencil session)

(12) Is a sign showing that the test is in session and the time it will end posted at each entrance of the test room? (USMEPCOM Reg 611-1, par. 3-5c) (CAT-ASVAB or paper and pencil session)

(13) Is each applicant briefed before taking the CAT-ASVAB? (USMEPCOM Reg 611-1, par. 3-9e)

(14) Is the applicant to TA ratio strictly adhered to? (USMEPCOM Reg 611-1, par. 3-6) (CAT-ASVAB or paper and pencil session)

(15) Are authorized versions of the ASVAB test used equally at each test session if the number of applicants allows? Are tests distributed so that no adjacent testers have the same test version? (USMEPCOM Reg 611-1, par. 3-8e) (Paper and pencil session)

(16) Does the TA read specific instructions in the administration manual verbatim in English, while standing? (USMEPCOM Reg 611-1, par. 3-7f) (Paper and pencil session)

(17) Are recruiters/liaisons not allowed to enter test rooms when testing material is present? (USMEPCOM Reg 611-1, par. 3-7c) (CAT-ASVAB or paper and pencil session)

(18) Is USMEPCOM Form 611-1-7-R-E annotated with the names of applicants who: (a) were excused from the test session, (b) abandoned the test session, or (c) were caught cheating during the test session. (USMEPCOM Reg 611-1, pars. 3-7g(1), (2), and (3), and 3-7h) (CAT-ASVAB or paper and pencil session)

(19) Does the TA permit breaks during test administration? (USMEPCOM Reg 611-1, par. 3-7i) (paper and pencil session)

(20) Is the test room free of distractions? (USMEPCOM Reg 611-1, par. 3-5d)

(21) Does the TA remain in the test room when applicants are present? (USMEPCOM Reg 611-1, par. 3-7b) (CAT-ASVAB or paper and pencil session)

(22) Is the item number of the last question answered circled with a "RED" felt-tip marker for those applicants who leave the test session during a subtest? (USMEPCOM Reg 611-1, par. 3-7g(4)) (Paper and pencil session)

(23) Are stray marks in test booklets erased? Are test booklets with marks that cannot be completely erased destroyed? (USMEPCOM Reg 611-1, pars. 3-8h(7) and (8)) (paper and pencil session)

(24) Are testing discrepancies noted during OPM test sessions brought to the attention of the OPM supervisor and/or sector testing section personnel? (USMEPCOM Reg 611-1, par. 3-8k). (CAT-ASVAB or paper and pencil session)

(25) Are the correct procedures followed for applicants that do not return for the confirmation test or interview, or there appears insufficient reasoning for the gain reversal? (USMEPCOM Reg 611-1, pars. 6-3a, 6-4a(2)(b), and 6-5d)

(26) Are completed answer sheets maintained properly under file number 601-222d? (USMEPCOM Reg 611-1, par. 3-8l)

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

(1) Is a completed USMEPCOM Form 714A-E, signed by the applicant being requested before releasing student test results for option 8 test sessions, or when the specific date for release has not arrived for options 1 through 6? (USMEPCOM Reg 611-1, pars. 3-10d and 3-10d(1) and (2))

(2) Are answer sheets quality control checked before hand or automated scoring? (USMEPCOM Reg 611-1, par. 3-8i(1))

(3) Is a DOD Form 1304.12-K (Armed Services Vocational Aptitude Battery, Scoring Worksheet) used for hand scoring ASVAB answer sheets, scoring analysis, high school look-ups (if not in MIRS), special tests, and when the OMR is inoperative? (USMEPCOM Reg 611-1, pars. 3-10e, 3-11a, and 5-9f)

(4) Was a MIRS Student Testing System (STS) query done when the USMEPCOM Form 714A-E indicated the applicant participated in the DOD Student Testing Program? (USMEPCOM Reg 611-1, par. 3-10d and e)

(5) Are two separate scorers used when hand scoring tests, and is the minimum information annotated on the DOD Form 1304.12-K? (USMEPCOM Reg 611-1, pars. 3-11a(3) and (4))

(6) Does the TA conduct weekly scoring analyses to ensure accuracy of the OMR? (USMEPCOM Reg 611-1, par. 3-12a)

(7) Each time a scoring analysis is conducted is an MFR generated and signed by the TCO/ATCO? (USMEPCOM Reg 611-1, par. 3-12b)

(8) Are scoring analysis forms (DOD Form 1304.12-K, USMEPCOM PCN 714ADP printout, ASVAB answer sheet, and MFR) filed together and maintained under file number 601-222d? (USMEPCOM Reg 611-1, par. 3-12c)

(9) Do testing section personnel ensure the accuracy of workload data submitted into MIRS? Has reconciliation been performed by checking the USMEPCOM Form 611-1-7-R-E against the USMEPCOM PCN ZHM 080 (Testing Roster). Are both documents filed under file number 601-222d? (USMEPCOM Reg 611-1, par. 3-8i(3), 3-8i(5), 3-8i(6), 3-8j, 3-9i(3), 3-9i(4), and 3-9j)

(10) Are official test results held until they have been verified, a files search has been completed, and USMEPCOM Form 714A-E (Request for Examination) has been initialed and dated? (USMEPCOM Reg 611-1, par. 3-9I (4))

(11) Are test results from CAT-ASVAB tests provided to the services not later than the first workday following the test? (USMEPCOM Reg 611-1, par. 3-10b)

(12) Are results from MET site tests provided to the recruiting services not later than 72 hours after the test date? (USMEPCOM Reg 611-1, par. 3-10c)

(13) Are USMEPCOM Forms 714A-E used for testing retained in the applicant's packet? (USMEPCOM Reg 611-1, pars. 3-8i(7)(a) and 3-9i(5)(a))

(14) Are testing section personnel made aware of MIRS errors? Do they take action to correct and preclude recurrence? (USMEPCOM Reg 611-1, par. 3-12b(4))

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

(1) Did the MEPS commander coordinate with the IRC and OPM service center when opening, closing, or adjusting MET sites/schedules? Did he or she coordinate with OPM at least 45 days before the scheduled adjustment? Was a USMEPCOM Form 611-1-18-R-E (Mobile Examining Team Site Update Sheet) completed? (USMEPCOM Reg 611-1, par. 4-2d)

(2) Do MET site test rooms and test conditions meet required standards? (USMEPCOM Reg 611-1, par. 4-2b)

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

(4) Are the MET sites managed effectively to avoid repetitive testing of small numbers or to alleviate applicant no-shows? (USMEPCOM Reg 611-1, par. 4-4)

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

(6) Are newly hired OPM TAs reviewed for proficiency at an enlistment and student test session within 6 months of their first test session? (USMEPCOM Reg 611-1, par. 4-5a(1)(a))

(7) Are copies of OPM TAs annual certifications of training on file? (OPM CE-611-1, chapter 1, par. 6b)

(8) Are newly hired permanent OPM TAs reviewed for proficiency at a test session at intervals not to exceed 18 months? (USMEPCOM Reg 611-1, par. 4-5a(1)(b))

(9) Is USMEPCOM Form 611-1-14-R-E (MET Site/OPM TA Review) retained for the most recent inspection/review for MET sites and OPM TAs? (USMEPCOM Reg 611-1, par. 4-5a(1)(b))

(10) Is a consolidated list of MET site codes submitted each year, not later than 30 September, through sector to MOP-TD? (USMEPCOM Reg 611-1, par. 1-4d(11))

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 714A-E for a special test if one is not already on file? (USMEPCOM Reg 611-1, par. 5-4a)

(2) Does the test room meet required standards when administering a test? (USMEPCOM Reg 611-1, par. 5-5)

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

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

(5) Are special purpose tests independently hand scored when required using the DOD Form 1304.12K? (USMEPCOM Reg 611-1, par. 5-9l(10))

(6) Are the pages of special purpose test booklets checked for pencil marks and erased after each use? (USMEPCOM Reg 611-1, pars. 5-9l(6) and (7))

(7) Are test results for special purpose tests provided to the services not later than the first workday following the test? (USMEPCOM Reg 611-1, par. 5-10b)

(8) Is the original copy of the DOD Form 1304.12-K maintained in the applicant's packet ? Is copy 2 of DOD Form 1304.12-K maintained in the testing section under file number 601-222d? Is copy 3 provided to the recruiting service liaison? (USMEPCOM Reg 611-1, par. 5-9l(10)(j))

(9) Is a DA Form 200 filed under 1n and destroy after 3 months, annotated with the answer sheet/disk by number, applicant's name, and applicant's SSN, used when forwarding special purpose answer sheets outside of the MEPS for scoring? Is a copy of the DA Form 200 indicating confirmation of receipt maintained under file number 1n? (USMEPCOM Reg 611-1, pars. 5-11b and c)

B-5. Supersession

This management control evaluation checklist replaces the previously published version in USMEPCOM Reg 611-1 (13 Mar 00).

B-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, MOP-TD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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. The form is available in the USMEPCOM Electronic Pubs/Forms Library. See USMEPCOM Reg 611-1, figure B-1, for a completed sample of this form.

| MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT | | 1. REGULATION NUMBER USMEPCOM Reg XXX-XX |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------|
| For use of this form, see AR 11-2; the proponent agency is ASA(FM). | | 2. DATE OF REGULATION ddmmyy |
| 3. ASSESSABLE UNIT The area being evaluated | | |
| 4. FUNCTION The function being evaluated | | |
| 5. METHOD OF EVALUATION (Check one) | | |
| <input checked="" type="checkbox"/> | a. CHECKLIST Title (is used) | b. ALTERNATIVE METHOD (Indicate method) |
| APPENDIX (Enter appropriate letter) | | |
| 6. EVALUATION CONDUCTED BY | | |
| a. NAME (Last, First, MI) name, rank, title of person(s) performing the evaluation | | b. DATE OF EVALUATION ddmmyy |
| 7. REMARKS (Continue on reverse or use additional sheets of plain paper) | | |
| <p>1. Certify all evaluations using DA Form 11-2-R (Management Control Evaluation Certification Statement).</p> <p>2. Commanders, managers, assessable unit managers must evaluate all tasks, as applicable, in their area of responsibility.</p> <p>3. Choose the method of review: -- Management Control Evaluation Checklist -- Existing or other review process (e.g., Command Inspection Program, Internal Review audit, IG Inspection).</p> <p>4. A management control evaluation must: -- be detailed, systematic, and comprehensive -- determine whether key management controls are: in place; being used as intended and; are effective in achieving their purpose -- be based on actual testing of the management controls, using one of several approaches: -- direct observation -- file/ document analysis -- sampling or -- simulation</p> <p>5. All evaluations must be supported by documentation that clearly indicates: -- who documented the evaluation -- when the evaluation was conducted - the date -- what methods were used to test key management controls -- what management control material (MW) weaknesses (if any) were detected and -- what corrective actions were taken.</p> <p>6. Reporting organizations (HQ, directorates, special staff, sectors, MEPS) must maintain copies of their annual statements, along with complete supporting documentation.</p> <p>7. Organizations tracking MWs must maintain documentation on: -- Status of corrective action(s). -- Effectiveness of corrective action(s). -- Validation of corrective action(s).</p> <p>8. Retention of documentation must be IAW AR 25-400-2 (The Modern Army Record Keeping System). -- Assessable units retain most recent management control evaluation. -- Reporting organizations (HQ, directorates, special staff, sectors, MEPS) retain annual assurance statements for 2 years -- Reporting organizations (HQ, directorates, special staff, sectors, MEPS) retain material weaknesses for 2 years after validation.</p> | | |
| 8. CERTIFICATION | | |
| I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (if any) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation. | | |
| a. ASSESSABLE UNIT MANAGER | | |
| (1) Typed Name and Title | | b. DATE CERTIFIED |
| (2) Signature | | |

Figure B-1. Sample of DA Form 11-2-R

Appendix C
USMEPCOM Form 611-1-6-R-E Instructions

MET Site: Self explanatory

Period of Evaluation: Self explanatory

1. Enter the number of miles to the closest MET site and MEPS.
2. Applicants per MET site session.
 - a. Total sessions expended for period being evaluated.
 - b. Total applicants testing during same period in a.
 - c. Average applicants per session (divide 2b by 2a).
3. This portion determines the cost of testing one applicant at the nearest test facility (MEPS or MET site).
Note: Figures include transportation and lodging). Obtain costs from the MEPS budget and assistant.
 - a. Transportation mode (i.e., bus, train, vehicle, etc.) and cost.
 - b. Food and lodging (if applicable).
 - c. Cost per applicant (add 3a + 3b).
4. This portion is figured on the cost per session at MET site. Evaluate OPM costs only.
 - a. Basic session cost (per USMEPCOM/OPM MOU).
 - b. Site cost (NA).
 - c. Shipping cost for test packets (if applicable).
 - d. Total cost per session (add 4a4c).
5. This portion determines the cost per applicant. Enter cost per applicant (divide 4d by 2c; compare this figure with 3c).

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 military TA during the day.

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

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

1994 = A test session given in-house by a military TA during a Sunday during the day or night session.

1995 = A second test session given in-house “03” by monitoring TA no matter the start time.

1046 = A second Saturday test session given at site “04” by a military 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 a 8802 code and so on.

Appendix E
Privacy Act Statement

Data required by the Privacy Act of 1974 (Title 5, United States Code, Section 552a) the Less Paper Policy Act, and Title 44 United States Code Section 4501 ET SEQ (Personnel tests).

Privacy Act Statement:

Authority: 44 USC 3103, 10 USC 133, 10 USC 3012, Executive Order 9397.

Principle Purpose: To request the administration of an enlistment qualification examination. Your social security number is used to positively identify qualification results.

Routine Use: To compute and verify test scores to determine eligibility for enlistment in the Armed Forces, and provide scores to recruiting services. To provide data to DOD agencies and appropriate outside activities for compilation or research purposes.

Disclosure: Disclosure is mandatory. If you fail to answer any of the personal questions, you will not be allowed to take the test.

Glossary

Section I

Abbreviations

AAAT

Army Analysis Aptitude Test

ACS

Assistant Computer Specialist

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 [Test]

AP

auditory perception [test]

ASVAB

Armed Services Vocational Aptitude Battery

ATCO

alternate test control officer

BAT

Basic Attribute Test

CAT-ASVAB

Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery

CE

Career Entry

CS
computer specialist

DA
Department of the Army

DEP
Delayed Entry Program

DD
Defense Department

DLAB
Defense Language Aptitude Battery

DLPT
Defense Language Proficiency Test

DOD
Department of Defense

ECLT
English Comprehension Level Test

EDPT
Electronic Data Processing Test

ET Station
Examining Testing Station

FedEx
Federal Express

FY
fiscal year

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

IRC
Interservice Recruitment Committee

MAPWG
Manpower Accession Policy Working Group

MEPS
military entrance processing station

MET
mobile examining team

MFR
memorandum for record

MIRS
MEPCOM Integrated Resource System

MOU
memorandum of understanding

OPM
Office of Personnel Management

OMR
optical mark reader

PC
personal computer

PS
prior service

SF
standard form

SOP
standing operating procedures

SSN
social security number

TA
test administrator

TC
test coordinator

TCO
test control officer

TLC
test loss compromise

USMEPCOM
United States Military Entrance Processing Command

Section II
Terms

day test session
Test session that starts between the hours of 0600 and 1600.

in-house testing
Testing within the physical confines of the MEPS.

invalid test

An ASVAB test/retest of which the scores/results are nullified for enlistment because, for example, of cheating, illness, etc.

MET site

A mobile examining test location outside the MEPS used for the administration of the ASVAB. It may be staffed by either military 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.