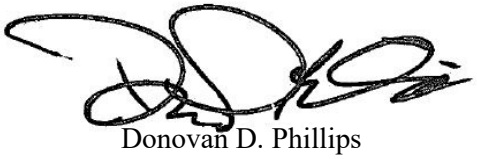
DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND 2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

*USMEPCOM Regulation
No. 601-4

Effective: October 25, 2023
Career Exploration Program
Armed Services Vocational Aptitude Battery Career Exploration Program

---

FOR THE COMMANDER:



Donovan D. Phillips
Chief of Staff

DISTRIBUTION:
Unlimited. This Regulation is approved for public release.

Executive Summary. DoD Manual 1145.02 (Military Entrance Processing Station), DoD Instruction 1304.12E (Military Personnel Accession Testing Programs) designates Headquarters, U.S. Military Entrance Processing Command (HQ USMEPCOM) as the single manager of all Armed Services Vocational Aptitude Battery (ASVAB) testing in the United States, its commonwealths, and territories. Management includes program marketing, program expansion, test administration, scoring, distribution of test materials, and the training and supervision of all testing personnel. This regulation implements DoDI 1304.12E, Section 3.2, and DoDM 1145.02, Section 4.3, The Department of Defense (DoD) Student Testing Program, and prescribes responsibilities, policies, and procedures for administering the Student Testing Program (STP)/ Career Exploration Program (CEP).

Applicability. This regulation is applicable to all recruiting services and USMEPCOM in providing the CEP. It provides procedural and administrative guidance to recruiting services for performing the required duties in support of the CEP.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-3 MEOP-ORT, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: J-3 MEOP-ORT. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms, to HQ USMEPCOM, ATTN: J- 3 MEOP-ORT, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

Internal Control Process. This regulation contains internal control provisions and provides an internal management control evaluation checklist in Appendix B for use in conducting internal controls. For further guidance concerning this statement, contact the Internal Control Administrator (ICA).

---

*This regulation supersedes UMR 601-4, Student Testing Program September 11, 2017

Table Contents (TOC)

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	1
References	1-2	1
Explanation of abbreviations	1-3	1
Responsibilities	1-4	1
Chapter 2		
DoD Student Testing Program and the Armed Services Vocational Aptitude Battery Career Exploration Program		
The DoD Student Testing Program	2-1	4
Scope of administering the Student Testing Program	2-2	4
Student Testing Program components	2-3	5
Professional management and representation of the ASVAB Career Exploration Program	2-4	5
Recruiting services and the Student Testing Program	2-5	6
Training needs for Student Testing Program and Career Exploration Program	2-6	7
Chapter 3		
Scheduling and Session Requirements		
Test session scheduling	3-1	9
Recruiter release options	3-2	9
Option 7 – Invalid test results	3-3	10
Split session	3-4	11
Multi-room session	3-5	11
Test session standardization	3-6	12
Accommodations for students with special testing needs	3-7	14
Non-school hours and facilities	3-8	15
Payment of Educational Staff Agreements arrangements	3-9	15
Single Site Testing	3-10	16
Chapter 4		
Test Control and Administration		
Controlled items	4-1	17
Test loss/compromise	4-2	17
Test session preparation	4-3	17
Paper and Pencil Test administration	4-4	18
iCAT Administration	4-5	20
iCAT Verification	4-6	21
Mailing procedures	4-7	21
School official feedback	4-8	21
Surveys	4-9	21

	Paragraph	Page
Chapter 5		
Processing Test Session Results		
High school records	5-1	22
Accountability for test session results	5-2	22
Session product management	5-3	23
Electronic transmittal of student results	5-4	25
USMEPCOM Integrated Resource System (CEP MIRS) reports	5-5	25
Chapter 6		
Managing the Military Entrance Processing Station (MEPS) School Data and Student Test Data in the USMEPCOM Integrated Resource System (CEP MIRS)		
MEPS testing area	6-1	28
Maintaining a valid school list	6-2	28
Adding a new school record	6-3	28
Updating school records	6-4	30
Service assignment of a school	6-5	30
Schools not eligible	6-6	30
Deleting a school record	6-7	30
Printing school records	6-8	31
Maintaining school data	6-9	31
Chapter 7		
Career Exploration Program Marketing		
Purpose	7-1	33
Educational outreach	7-2	33
Marketing plan	7-3	33
High school visits	7-4	34
State and local educator marketing events	7-5	35
MEPS ESS participation at national educator marketing events	7-6	36
EPS ESS professional organization memberships and participation	7-7	37
Center of Influence event	7-8	38
Test integrity during marketing efforts	7-9	39
MEPS Student Testing Program representative to state offices	7-10	39
Media	7-11	40
Materials and resources for the Student Testing Program	7-12	40
Locally produced marketing and/or correspondence materials	7-13	41
Pre-paid postage	7-14	41
Chapter 8		
Overseas Testing Program		
ASVAB testing outside the United States	8-1	42
Roles	8-2	42
Obtaining USMEPCOM student testing forms	8-3	43

Page

Figure

6-1. Endorsement Request for School Deletion 32

Tables

3-1. Recruiter Release Options 10
3-2. Reasons to Invalidate (option 7) an Individual Test 10
3-3. Reasons to Invalidate (option 7) a Session 11
5-1. Reasons to Not Process an Answer Sheet 23
5-2. Distribution of Student Information to Recruiting Services 26
5-3. CEP MIRS Manually Generated Reports 27
6-1. Definitions of Eligible and Ineligible School 29
6-2. Reasons Not Eligible to Market 29
6-3. Reasons Not Testing 29
6-4. Reasons to Delete a School 30
7-1. List of States and Representative MEPS 40

Appendices

A. References 44
B. Internal Management Control Evaluation Checklist 46
C. Instructions for Preparing Prescribed United States Military Entrance Processing Command (USMEPCOM) Forms 48
D. Glossary 60

TOC

Chapter 1
General

1-1. Purpose
This regulation prescribes policies, procedures, and responsibilities for carrying out the Department of Defense (DoD) Student Testing Program (STP). Program elements include promotion of the student version of the Armed Services Vocational Aptitude Battery (ASVAB) and the Career Exploration Program (CEP) to schools, the education community, local and state influencers, administration of the test, post-test follow-up services, entering and maintaining testing data in the USMEPCOM Integrated Resource System (CEP MIRS), the overseas STP, and the training and supervision of all testing personnel.

1-2. References
References are listed in Appendix A, References.

1-3. Abbreviations and Terms
Abbreviations and terms used in this regulation are explained in Appendix D, Glossary.

1-4. Responsibilities

a. The Commander, USMEPCOM will ensure adequate funding to administer the CEP and ensure sufficient stock of student ASVAB tests, CEP materials, and promotional items are printed, distributed, and maintained.

b. The Director, J-3 Operations Directorate will ensure the overall administration of the CEP is in accordance with the procedures, policies, and intent of this regulation. The J-3 Director, will present CEP administration issues to the Recruiting Services.

c. The Chief, Operations and Readiness Division will:

(1) Oversee the planning, execution, and evaluation of the CEP National Program in accordance with established policy standards provided by the Office of the Under Secretary of Defense, Personnel and Readiness, Accession Policy (OUSD-PR/AP).

(2) Advise the J-3 Director/Deputy Director on all matters pertaining to execution of the CEP Mission.

(3) Present CEP administration issues to the Office of the Deputy Under Secretary of Defense, Accession Policy (OUSD-PR/AP).

d. The Chief, Testing Branch will

(1) Supervise the CEP and advise the Chief, Operations & Readiness Division on all aspects of the CEP.

(2) Coordinate CEP issues with the (DUSD/AP) and the Defense Manpower Data Center (DMDC), Defense Testing and Assessment Center (DTAC).

(3) Present CEP administration issues to the Manpower Accession Policy Work Group.

e. The Command Education Services Specialist (ESS) will serve as the HQ USMEPCOM CEP

Program manager for all aspects of the CEP, advise the Chief, Testing Branch on all aspects of the CEP, and advise each Sector ESS on national initiatives, training, and marketing.

f. Sector Commanders will ensure the overall administration of the CEP is in accordance with the procedures, policies, and intent of this regulation within the Sector area of responsibility (AOR). Sector Commanders will also ensure Military Entrance Processing Station (MEPS) Commanders maintain established standards for executing the CEP.

g. The Sector ESS will manage all aspects of the CEP within the Sector AOR and advise the Sector Commander on program administration, initiatives, training, and marketing. Sector ESS will submit MEPS ESS and TC rosters to HQ monthly.

h. Battalion (BN) Commanders will provide oversight of the CEP within the BN AOR, assist subordinate Commanders in resolving issues with the Interservice Recruitment Committee (IRC), review MEPS responses to HQ and Sector tasking messages, and provide oversight and management of funding for state and local educator marketing events, and Center of Influence (COI) events.

i. MEPS Commanders are responsible for the overall administration of the CEP in accordance with the procedures, policies, and intent of this regulation within the MEPS AOR. Commanders will ensure MEPS staff supports the CEP with required resources, and ensure coordination and support of the local marketing plan with IRC members.

j. The MEPS ESS is responsible for

(1) Managing the CEP.

(2) Advising the MEPS Commander on all aspects of the MEPS CEP, advising and coordinating with the MEPS test control officer (TCO) on all issues pertinent and within the MEPS TCO realm.

(3) Managing all school marketing, and coordinating with the MEPS TCO for support of the CEP.

(4) As the program manager, the MEPS ESS will manage scheduling of all ASVAB CEP career seminars, Post-Test Interpretations (PTIs) and related training to MEPS or recruiting service personnel supporting the CEP. The MEPS ESS is responsible for training recruiters and service partners to achieve PTI proficiency by nominating others, conducting training to facilitate nominee's knowledge base, observing nominees performing required PTI tasks, and performing ongoing quality checks on those they deem proficient.

(5) The ESS will supervise the Test Coordinator (TC).

k. The MEPS TCO will

(1) Enforce the control and security of the CEP ASVAB controlled test materials and associated publications and carry out security duties as required by UMR 611-1, Enlistment Qualification Tests.

(2) Ensure Test Administrators (TA) and Intermittent Test Administrators (ITA) provide student testing support to meet program goals.

(3) Ensure high school test scoring support is provided by the testing section. The TCO is responsible for placing orders for student ASVAB material through the U.S. Army Publishing Directorate

website.

(4) Supervise the TA/ITAs.

l. The MEPS Test Coordinator (TC) will coordinate with the MEPS ESS to perform administrative functions in support of the CEP, serve as the primary coordinator and point of contact (POC) for school officials, recruiting services, and any individual or organization for all issues related to scheduling and administration of the ASVAB CEP, and serve in the capacity of a TA on an as needed basis. The TC will inform the TCO when testing materials should be ordered to ensure adequate supplies of ASVAB print material.

m. The MEPS TA/ITA will be qualified to conduct student test sessions as required.

TOC

Chapter 2
The DoD Student Testing Program (STP) and the Armed Services Vocational Aptitude Battery (ASVAB) Career Exploration Program (CEP)

2-1. The DoD STP
The STP is offered to provide secondary and post-secondary schools and students assistance in career planning, vocational and career counseling, and group assessment. The STP allows recruiting services to gain access and visibility to high school markets and provide prequalified leads to recruiters based on school-selected release options. The DoD offers the STP to schools at no cost. USMEPCOM will provide an ESS as primary point of contact for this program at each MEPS.

2-2. Scope of administering the STP

a. STP administration includes:

(1) Educate and gain the interest of the education community in the ASVAB CEP.

(2) Gain participation from individual schools for use of the ASVAB CEP.

(3) Coordinate with schools for scheduling the ASVAB CEP.

(4) Provide resources needed to administer the ASVAB CEP.

(5) Provide pre-test information and post-test interpretation (PTI) career exploration activities to students.

(6) Ensure standardized testing rules and test controls are in place.

(7) Provide ASVAB CEP training to recruiters.

(8) Enter and maintain accurate testing data for accession use, historical trend analysis, and reporting.

(9) Identifying how long each type of testing data needs to be retained and when it should be deleted.

(10) Recommend changes to the System of Records Notice (SORN) for STP data as needed.

b. This program is available to students in the 10th, 11th, and 12th grades, post-secondary institutions, and Job Corps Centers. ASVAB administration and CEP materials will not be provided for students below the 10th grade. The STP is also available to Military and Civilian dependents in the Department of Defense Education Authority (DODEA) system.

c. A school is defined as an education entity providing secondary or post-secondary education to students primarily between **16** and **23** years of age and awarding a degree, certificate (diploma or General Education Development equivalency), or trade skill designation. Home school students may be tested by agreement with an area high school or if a home school association can provide a testing location at no cost to the government. CEP will not be tested outside of a school facility without coordination with school officials and an exception to policy (ETP) from the MEPS Commander overseeing that AOR (see paragraph 3-8). Student test sessions will not be administered outside of a school facility at alternate sites unless an exception to policy is approved by the Sector Commander.

2-3. STP components

a. The ASVAB**:** The student version of the ASVAB is a multi-aptitude test battery consisting of subtests from which skill level scores in the verbal, math, and science and technical areas are derived. Two Department of Defense (DD) Form 1304-5, ASVAB Summary Results (ASR) sheets are generated for each student taking the test; one for the student and one for the school counselor. Descriptions of the subtests and information concerning the composite scores are contained in the ASVAB CEP support materials. Approximately 3 hours is required to complete test administration. If a student ASVAB is scheduled and administered, the CEP portion must be offered. The CEP may be administered by a MEPS ESS, trained MEPS staff, Recruiting Service ESS, school personnel, or recruiters. The school may decline to provide the CEP portion of the program.

b. The CEP: The CEP is designed to help students learn more about themselves and the world of work, identify and explore potentially satisfying occupations, and develop an effective strategy to realize their goals. It consists of a set of materials designed to help students integrate their ASVAB test score results with their interests. This comprehensive program meets most school requirements for career planning/transitioning of students.

2-4. Professional management and representation of the ASVAB CEP

The ASVAB CEP is used to provide career and transitional counseling to the youth of the United States. It is necessary that individuals with education and/or counseling credentials manage and represent the STP.

a. The ESS. Each MEPS Commander will hire an individual fully qualified to serve as ESS and carry out career exploration services with the nation's schools as the DoD's representative.

b. Qualifications. The ESS will have appropriate education and/or counseling credentials to fill a GS 1740-11 position at the fully qualified level and possess appropriate knowledge, skills, and abilities to perform the functions required for administering the STP and CEP. Office of Personnel Management qualification standards include 24 semester hours appropriate to the position being filled, with at least one course in Test and Measurement or Adult Learning. Qualifications must be met prior to hire. Experience cannot be used to meet the education requirement. Developmental positions are not authorized for the ESS. The Sector ESS and/or Command ESS will review MEPS ESS referral lists for qualifications of referred applicants, make recommendations, and assist MEPS Commanders throughout the hiring process. MEPS Commanders will make the final hiring decision. MEPS Commanders will immediately notify Sector of the hiring, pending retirement, resignation, or firing of a MEPS ESS. Sector will immediately notify HQ of these actions.

c. Professional activities. The MEPS ESS will participate in professional education activities as a function of their job to engage the educator public as well as to maintain professional development and currency in their field. These activities may fall outside normal duty hours and, in order to take advantage of opportunities to benefit the CEP, the MEPS ESS may need to work an alternate or flexible work schedule, including telework.

d. CEP support. The TC is the primary school POC for test scheduling and other administrative actions. The MEPS ESS will review, interview, and select potential candidates for filling the TC position. The MEPS ESS and TCO will collaborate to ensure that the duties and daily activities support the CEP.

e. **Business Cards**. Only HQ USMEPCOM Operations Directorate/Testing Branch personnel (J- 3 MEOP-ORT), Sector ESS, and MEPS ESS are authorized to use commercially procured personalized CEP

business cards with appropriated funds.

(1) Requests for ESS business cards must be processed through J-3 MEOP-ORT via the Testing Branch Student Testing email address. ESS must complete a business card request form and provide the following information:

(a) MEPS name, MEPS address, ESS name, ESS title (Program Manager or Education Services Specialist (ESS)), government email address, ESS work, fax, and government cell phone numbers

(b) Only credentials (degrees, certifications) related to the field of education will be listed on business cards

(c) Only official cell phone numbers are authorized

(2) While other members of the MEPS staff support the CEP, they are not authorized commercially procured business cards. Instead, a generic CEP business card is authorized. Generic cards may be produced in-house using existing computer hardware and software.

(a) Locally produced cards will use the approved J-3 MEOP-ORT CEP template and contain the individual's name, MEPS address, and CEP toll-free number.

(b) Cards will be printed on perforated card stock which can be obtained through supply channels. Under no circumstances will commercial production of generic CEP business cards be authorized at government expense. Cards produced at own expense must use the approved CEP template. When representing **the CEP, individuals will not leave MEPS/Command business cards; they will only leave CEP business** cards.

2-5. Recruiting Services and the STP

a. Student scores**.** Scores from the student version of the ASVAB, in addition to being used with the CEP, are valid for enlistment for up to two years. Students in the delayed entry program for enlistment into a Military Service are not allowed to take the student version of the ASVAB. Enlistment scores for 11th, 12th grade, and post-secondary students are available only from the MEPS if a school determines to release scores. Scores for 10th grade students are invalid for enlistment and are not released to the Recruiting Services.

b. Service assignment of schools**.** The local IRC assigns each school within the MEPS boundaries to a particular recruiting service. These assignments are based on the proportion of applicant processing provided to each service by a specific MEPS. The IRC may change school assignments anytime they are determined to be out of alignment with processing numbers.

(1) Services are encouraged to schedule, with the MEPS testing section, previously unscheduled schools, without regard for assigned service. However, the assigned service will have the first opportunity. An "unscheduled school" is one that has not tested nor is scheduled to test in the current school year (SY). Open season dates, as well as determination of service credit for schools and students tested, will be agreed upon by the IRC, and stated in the marketing plan. Open season is a designated period of time during the school year, agreed upon by the IRC, when services can obtain responsibility for schools unassigned to them if they gain school commitment to participate in the program.

(2) MEPS Commanders will make final determination for a school assignment when such assignment is disputed. BN Commanders will resolve issues with the recruiting services if required. MEPS and IRC members are jointly responsible for promoting the ASVAB CEP and gaining the schools commitment to test. Service ESS and recruiters will collaborate with the MEPS testing section to gain commitment from a school to test, in order for scheduling to take place. The MEPS ESS and TC will ensure schools are contacted, scheduling and confirmation emails or letters are sent, and test administration resources are coordinated.

c. Proctor support. The assigned service will coordinate sufficient proctor support for each test session and submit the designated proctors to be provided by each service to the MEPS prior to the test date (see Paragraph. 3-1). The MEPS TC will confirm proctor requirements **5** work days prior to the test date and communicate any changes to the responsible service. The IRC maintains final responsibility for proctor support.

d. IRC education subcommittee. The MEPS ESS will preside over the IRC education subcommittee. The education subcommittee will be composed of representatives from each recruiting service. The subcommittee will meet once per quarter to evaluate CEP success and develop marketing strategies for increasing school participation and resolving support issues. Meetings may be conducted face-to-face, via telephone conference call, or conferencing technology if available. The MEPS ESS will maintain education subcommittee minutes under RN 601; disposition instructions are in Appendix B, Section III. MEPS will use, Communications, Organization, and Networking Career Exploration Program system (ConCEP), CEP MIRS, and USMEPCOM business intelligence tool-generated reports to analyze MEPS and recruiting service performance toward goal accomplishment.

2-6. Training needs for STP and CEP

The ASVAB CEP provides professionally developed assessment and counseling tools used with 10th, 11th, and 12th grades and post-secondary students. It is imperative that the program is presented in a professional manner that provides the youth valid test results and appropriate career guidance. To maintain this professional level, all individuals involved in any way with the CEP will be trained.

a. MEPS ESS training**.** USMEPCOM will maintain a training plan to meet the training needs of the MEPS ESS by way of orientation and/or annual training. A new ESS will receive initial training during a site visit by the Sector ESS or designated BN subject matter expert (SME) within 60 days after hire, attend established USMEPCOM ESS Orientation training within their first year, and attend training events as directed. MEPS are encouraged to fund ESS cross-walks with ESS SMEs with similar testing profiles when possible.

b. MEPS TCO training. The MEPS ESS will provide a CEP overview to the MEPS TCO within 30 days after hire to facilitate an understanding of the unique challenges of school testing.

c. MEPS TC training**.** The MEPS ESS will ensure the TC is trained for performing scheduling, marketing and communications with schools. The ESS will ensure training is conducted on authorized databases, business intelligence tools, and form completion. The MEPS ESS will develop a training plan for a new TC and an annual training plan for the TC's continued development. The MEPS TCO will provide training in test security, controlled test material handling, test administration, answer sheet scanning, and scoring.

d. MEPS TA/ITA and Test Monitor training. The MEPS TCO will provide training to any newly appointed TA for all duties related to the CEP to include test security and handling, test administration, answer sheet scanning, and product distribution. TA/ITAs will be trained to act as test monitors for school

sessions when school staff members act as assistant TAs. Annual customer service training and information technology trouble shooting strategies will be provided to TA/ITAs.

e. MEPS personnel. The MEPS ESS will provide an overview of the Student Testing Program and the current marketing plan (See paragraph 7-3) to the MEPS Commander within thirty days of arrival and will provide mission essential training on the CEP to all MEPS personnel as required.

f. Recruiter training**.** The MEPS ESS will ensure CEP training is provided to the recruiting services. The basic information for the training is contained in DD Form 1304-5RG, The ASVAB Career Exploration Program, Recruiter Guide. Training activities may be performed at the MEPS, recruiting stations, or other agreed upon locations. However, prior to promoting the ASVAB CEP, coordinating test scheduling with schools, or conducting pre- and post-test activities, the MEPS ESS will ensure recruiting personnel are able to correctly represent CEP information to school personnel. The test session TA will review proctor duties with recruiters prior to each school test session.

g. Recruiting ESS and service liaisons. The MEPS ESS will provide training to the recruiting services ESS and/or liaison as needed to assure they are fully trained and aware of all program updates and requirements. This training may take place during IRC education subcommittee meetings or other arranged event.

h. School staff. When a school determines to participate as assistant TAs or proctors (see Paragraph 3-1d), including the Single Site Testing (SST) program (see paragraph 3-10), the MEPS will provide training on fundamental duties related to test security and test administration prior to testing. In addition, whenever possible, the ESS will provide test interpretation training to school counselors so that the post-test process can be accomplished by the school.

TOC

Chapter 3
Scheduling and Session Requirements

3-1. Test session scheduling

a. School coordination. The ASVAB CEP is provided to schools and educational programs when schools agree to participate. The MEPS ESS and TC will coordinate test session dates and email or mail scheduling letters, confirmation letters, marketing letters, and CEP test session support materials to schools. The MEPS TC will communicate with the school POC to reconcile test dates, special requests, and facility requirements. The MEPS ESS will determine if any promotional marketing supplies will be emailed or mailed. The ESS will also provide schools with copies of program materials or links to online resources as required. Written communication, including envelopes, will be typed and formatted IAW guidance outlined in DoD Manual 5110.04, Volume 1 (Manual for Written Material: Correspondence Management) and may be prepared on ASVAB CEP letterhead. Short thank you notes may be hand written. HQ USMEPCOM sanctioned software developed for the CEP will be used to maintain school testing information and distribute program information and materials.

b. Recruiting service coordination. The MEPS TC will notify the assigned service POC after a session is scheduled, and a projected number of students to be tested is received from the school to coordinate proctor support. The MEPS TC may use UMF 601-4-15-R-E, Proctor Support Form, to manage proctor assignments with the service POC. See Appendix C for instruction to complete this form.

c. Confirmation. The TA will confirm the projected number of students and the test start time with the school POC at least five working days prior to the scheduled test date and provide any changes to all concerned. The MEPS TC will also confirm the TA assignment and proctor support requirements with the responsible service within five working days of the scheduled test date.

d. Educational Staff Agreement (ESA). School staff may be appointed as a proctor or assistant TA for payment or on a voluntary basis. UMF 601-4-12-R-E, Educational Staff Agreement for Voluntary Services, will be used for voluntary service. UMF 601-4-11-R-E, Educational Staff Agreement will be used for paid service. Voluntary service will be offered before paid services. MEPS personnel will be utilized before offering paid services to a school. See Paragraph 3-9 for payment arrangements. The maximum amount that can be paid for any one school session is $2,499 regardless of the number of personnel used. This must be taken into consideration for large test sessions. Multiple sessions at one school arranged in close date proximity in order to circumvent this requirement are not authorized. Paid multi-room sessions require a coordination of 35-40 students per room unless special accommodations are being administered. See Appendix C for instructions on completing UMF 601-4-11-R-E and UMF 601-4-12-R-E. The MEPS must budget for this requirement annually.

e. Voluntary aspect of the ASVAB CEP. School and student participation in the ASVAB CEP is voluntary. DoD personnel are prohibited from suggesting to school officials or any other influential individual or group that the test be made mandatory. Schools will be encouraged to recommend most students participate in the ASVAB CEP. If the school requires all students of a particular group or grade to test, the MEPS will support it. If the school determines to require the test for a group of students, file the request from the school in file number 601; disposition in Appendix A, Section III.

3-2. Recruiter release options

a. Selection of option. Only a school official will select the recruiter release option for their students. If an option isn't selected, the MEPS must contact the school to determine the release option. If no option is received from the school, the test will be scored using Option 8 (no release). Release options are provided

in Table 3-1 (Recruiter release options). The release option chosen by the school will be honored without discrimination and without adverse effect of quality or priority of service to the school. All MEPS scheduling communications with schools will include a listing of all release options. Note: Option 7 is not a release option (see Paragraph. 3-3 for option 7).

b. Split option. The school official may request a split option and assign more than one option in the same session. For example, the official may select option 1 for seniors and option 5 for juniors. The MEPS may use a split option (option 8) to score the results of a single student or group of students when notified by the school official. Changes cannot be made to release options after a scheduled release date has passed.

Table 3-1
Recruiter Release Options

Option	Instructions for providing access to student test information to recruiting services
1	Provide student test information to recruiting services no sooner than 7 days after mailed to School
2	Provide student test information to recruiting services no sooner than 60 days after mailed to School
3	Provide student test information to recruiting services no sooner than 90 days after mailed to School
4	Provide student test information to recruiting services no sooner than 120 days after mailed to School
5	Provide student test information to recruiting services no sooner than the end of the SY for that specific school or 30 June
6	Provide student test information to recruiting services no sooner than 7 days after mailed to school with instruction that no telephone solicitation by recruiters will be conducted as a result of test information provided
7	Invalid test results. Student test information is not provided to recruiting services
8	Access to student test information is not provided to recruiting services

3-3. Option 7 - Invalid test results

a. Option 7 individual**.** Option 7 is assigned by MEPS staff to any individual in a test session upon the occurrence of any reason stated in Table 3-2 (Reasons to Invalidate (option 7) an Individual Test). Tenth grade students will be automatically assigned option 7 when scored regardless of release option selected by the school when testing multiple grade levels. Students coded Option 7 remain eligible to receive career exploration services. Results for individuals' coded option 7 for any reason found in Table 3- 2 may not be validated and used for enlistment purposes.

Table 3-2
Reasons to Invalidate (option 7) an Individual Test

1	The student was caught cheating. Ringer activity.
2	The TA has sufficient reason to believe the student cheated.
3	The student was dismissed or unauthorized use of technology during test administration.
4	The student abandoned the test.
5	The student used a fictitious name and signature.
6	A test/loss compromise occurred.
7	Special accommodations were made.
8	The score is zero for any subtest.

b. Option 7 session**.** Option 7 is assigned by a MEPS staff to all students in a test session upon the occurrence of any reason stated in Table 3-3 (Reasons to Invalidate (option 7) a Session). Exception to policy waivers for insufficient proctor support will be submitted via email to the Sector ESS. To receive an exception to policy, the session must have been conducted properly, no test compromise incidents occurred, and the school has a positive test history. Waiver requests, including a scanned copy of UMF 601-4-3-E, Student ASVAB Test Record, must be submitted to Sector and the Command ESS within **7** calendar days of testing in order for the test results to be released.

Table 3-3
Reasons to Invalidate (option 7) a Session

1	Disruption during a subtest (fire drill, tornado warning).
2	Early termination of the test session for any reason and without the option to finish it at another time, or the elapse of more than 7 calendar days between the two parts of a split session.
3	Active recruiting was conducted by a proctor.
4	Incorrect timing of a subtest.
5	The TA used enlistment answer forms or test booklets instead of student forms or test booklets to administer the test.
6	Test security was jeopardized (for any reason) for the entire testing population.
7	School officials, proctors, and/or students did not cooperate with the TA once the test started.
8	Inadequate proctor support or lack of test monitor.
9	Any other condition/s, determined by the MEPS Commander, which would hinder the integrity of the ASVAB test. The MEPS Commander will report the reason to Sector.

3-4. Split session

The ASVAB will be administered in its entirety at one session. However, the MEPS ESS may authorize split session testing on a case-by-case basis. This option may be viable in situations where a school is restricted by a maximum session time length. If the session is split, subtests 1 through 4 will be given in one session and the remaining subtests will be given in a subsequent session. No deviations are authorized for splitting sessions. Split sessions are assigned one session number.

a. Documentation. Split sessions will be fully documented on UMF 601-4-3-E Student ASVAB Test Record Section I, "Remarks" See Appendix C for instruction to complete this form.

b. Seven-day requirement. Without exception, no more than seven calendar days will elapse between the two split sessions. If greater than seven calendar days occur between the two split sessions, the test will be invalidated for enlistment purposes (option 7).

3-5. Multi-room session

A multi-room test session occurs when the MEPS TA/ITA serves as the lead or responsible TA and test monitor for tests administered in more than one room using additional TA/ITA as assistant TAs (see Paragraph. 3-1d. A multi-room session can be scheduled to accommodate a large test session in a school that lacks sufficient space in one room for the number of students being tested. A multi-room session is scored as a single session.

a. ASVAB test booklets. The responsible MEPS TA/ITA will use UMF 601-4-4-R-E, Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets to document the quantity and serial numbers of test booklets that each assistant TA will handle. One form will be completed for each assistant TA. The assistant TA will inventory the test booklets by serial number then sign the form prior to the start of the multi-room session. See Appendix C for instruction to complete UMF 601-4-4-R-E.

b. Test monitor. A qualified TA will be designated as a test monitor for all multi-room sessions with multiple TAs to ensure all test security and administration standards are maintained. A test monitor can be used but isn't required when all multi-room tests are administered by MEPS TAs/ITAs. A test monitor is required when school staff administers a test in a multi-room environment. The test monitor will not perform any duties as a proctor or TA. The test monitor will rove between each room periodically throughout the test session. The Test Coordinator will annotate the name of the designated test monitor on UMR 601-4-3-E, Section I, Remarks.

c. TA and proctor requirement. A TA or assistant TA will be present in each test room and the student to proctor ratio of 40:1 will be maintained (see Paragraph. 3-6c for additional proctor requirements).

3-6. Test session standardization

Testing conditions must be controlled and security maintained to ensure test score reliability. Sessions that do not meet requirements will be scored Option 7 (see Table 3-3).

a. Facility requirements**.**

(1) A facility must have environmental factors conducive to test taking such as proper lighting, a comfortable temperature, controlled noise and traffic.

(2) Access to the testing area must be controllable.

(3) School bells and public address system in the testing room must be disabled where possible.

(4) Each student must have adequate workspace and separation. The ideal situation is a chair/desk combination for each student. If these combinations are not available, a chair at a common table is acceptable if sufficient space is available for each student, and test booklet versions are alternately distributed. If desks or tables are not available, locally procured lapboards may be used.

(5) A clock that is visible to all students must be provided where possible.

b. Materials**.**

(1) The TA will follow Department of Defense (DD) Form 1304-5AM, ASVAB Manual for Administration, (Student) and read all instructions verbatim, while standing, in a manner that all students can hear.

(2) Student versions of the ASVAB should be alternately distributed at each test session in order to reduce the possibility of cheating. The quantity of each version used will be documented on UMF 601-4-3-E, Section III Remarks.

(3) Each student will be provided pencils and scratch paper. Scratch paper will be collected from students upon completion of the test and be treated as controlled test materials for count and security.

c. Proctor requirements**.** Effective proctor support will reduce any inclination to cheat and the possibility for test loss/compromise (TLC). Any session lacking needed proctors will be invalid (option 7) (see Paragraph. 3-3b).

(1) Proctors must be assigned to meet a 40:1 student-to-proctor ratio. Tests will not be conducted by a MEPS TA without at least one proctor present for testing. Test sessions with 25 or fewer students do

not require a proctor to conduct a valid session. School staff, acting as TAs in a multi-room session, do not require a proctor for groups of 40 or fewer students.

(2) Proctors must be scheduled and present prior to the beginning of any test session. Proctors must arrive 30 minutes prior to the test session start time to review duties and responsibilities. Any proctor that causes an invalid test session due to late arrival, does not arrive for the test session, arrives during or after test administration instructions have been provided to testers or leaves prior to the end of the session without TA approval will be documented as a no-show. Any proctor arriving less than 30 minutes prior to the test session start time or arriving before test administration instructions have been provided to testers will be documented as late (see Paragraph. 3-6c (7)). Every proctor including, school staff serving as proctors with a signed ESA, must sign the UMF 601-4-3-E upon arrival to the session. Each proctor will note their arrival time next to their signature. Use of electronic devices by proctors is prohibited during testing due to potential for TLC.

(3) The TA may release assigned proctors from any session as long as the proper student-to-proctor ratio is met. The proctors must sign the UMF 601-4-3-E prior to being released and the TA will document the release in Section III, "Remarks".

(4) Unless dismissed earlier by the TA, all proctors must be present from the beginning of test material distribution and remain until completion of the entire test, securing of test materials, release of students, and dismissal by the TA. School staff appointed as proctors must be present for the entire duration of the session.

(5) All individuals representing the CEP in schools must wear professional attire. Military TAs and/or proctors must wear the appropriate prescribed Military uniform during ASVAB administration. "Soft" Military uniforms, other than physical fitness clothing, are acceptable. T-shirts, blue jeans or physical fitness clothing are not considered professional attire. MEPS may not require "soft" uniforms or civilian clothing for Military proctors. Service uniform policies apply. If a Service permits, proctors may wear appropriate civilian attire. If a school prohibits Military uniform wear, school staff should be provided as proctors.

(6) No recruiting activities will be conducted during a student ASVAB session or career seminar. Recruiters will not attempt to gain information from students, provide service information or cards to students, provide any service related products to students, nor communicate with students immediately before, during, or after a test session. No service advertising will appear on any material handed to students by the TA or proctor. Any recruiter performing such activities will be dismissed from the session, documented as a no-show, and the session made option 7.

(7) Using UMF 601-4-15-R-E, Proctor Support Form, a proctor no-show will be documented and the service that was scheduled to provide proctor support (not the service responsible for the school) will be notified when less than the prescribed number of Military proctors are on hand for students scheduled to test. When a proctor from the service assigned to provide support does not arrive for a test session, document the proctor no-show regardless of whether or not the proctor was required to conduct the session. Having extra unscheduled proctors present from another service or contracting school personnel to act as proctors for a test session will not reduce the number of charged proctor no-shows. TAs must document proctor no-shows and late arrivals on the UMF 601-4-3-E, Section III, "Remarks". MEPS will enter the no-show and late arrival information by the proctor's service into the CEP MIRS and ConCEP. The ESS will communicate proctor no show and late data, by service, to the IRC and Education Subcommittee.

3-7. Accommodations for students with special testing needs

Special testing needs, in the context of ASVAB test administration, refer to requirements for personal assistance or a variation in the standard administration procedures for students to participate. This does not include, for example, a person in a wheelchair who might need special assistance to get to the test room but needs no personal assistance or alteration of procedure to take the test.

a. Making accommodations**.** ASVAB administration to students needing special assistance or variation in administration procedures will be done only at the request of a school official. Authorized accommodations include reading the test questions aloud to self, test administrator reads test questions aloud, multiple breaks, providing extra time, using a large print version, bubbling in the answer sheet, ~~or~~ and signing test instructions. Additional accommodations assigned in a student's Section 504 plan or Individualized Education Plan can be administered by school personnel if the accommodation is regularly provided for assessments and testing. Braille test versions are not available. The following information pertains to making accommodations for the students.

(1) The results are invalid, are to be coded option 7, and cannot be used for Military enlistment.

(2) Validity of the results is potentially diminished when administration procedures are altered.

(3) A member of the school's special education staff and/or school staff member will be appointed as a voluntary assistant TA and administer the test for any students requiring accommodation.

(4) Students who require the test to be read aloud or who must receive assistance during the session will be tested in a separate room to maintain appropriate test conditions and to minimize distractions during the school test session.

(5) A MEPS monitor is not required for separate room testing for special accommodations provided the session maintains a student/school staff ratio of 15:1. If more than 15 students will be accommodated, additional school education staff will be requested to voluntarily proctor the session.

(6) No recruiter will proctor or be present in a test room where test questions and/or answers are read aloud.

(7) Accommodations that require suspension of time limits must be coordinated carefully with MEPS TA staff.

(8) School officials will be informed that test scores will be invalid for enlistment.

b. Reproduction of test books is prohibited**.** The MEPS will request an exception to policy from their Sector ESS to obtain an enlarged test version, available on disk. Sector will forward the request for an enlarged version of the student test on disk to J-3 MEOP-ORT for action. Upon receipt, add the disk to the testing inventory. Handle reproduced test material as controlled items. Upon completion of the test session, destroy all reproduced material. Immediately destroy any unusable residue from the copying process.

c. Option 7**.** Individuals tested under conditions that depart from the standardized testing procedures will still receive results for the CEP. However, results coded as option 7, will not be provided to recruiting services, and will not be validated by the MEPS for enlistment purposes.

d. Each special accommodation provided will be documented on UMF 601-4-3-E, Section III, "remarks" and UMF 601-4-R-E. Select "other" as the reason processing is invalid. Use Table 3-2 for the accommodation code. Report special accommodation sessions to the Sector ESS via e-mail as they occur.

Required information includes: the name of the school, test date, description of the procedures (how the standardized procedures were altered), quantity of students, and what disabilities were accommodated. Sector ESS will report a summary of all accommodations to J- 3 MEOP-ORT at the end of the academic school year (SY).

3-8. Non-school hours and facilities

Testing during non-school hours has proven to be non-productive. Sessions will only be scheduled during school hours except in unique situations. Conduct student testing only in educational facilities. MEPS Commanders may approve educational facility exceptions when requested by a school. However, the MEPS will not fund transportation or assume responsibility for student safety in transit to non-school testing sites. Student testing is prohibited in a MEPS facility, military installation, or military armory. Sector will authorize non-school testing sites via written memorandum and inform the Testing Branch Chief. Document approval on UMF 601-4-3-E Section I, Remarks.

3-9. Payment of ESA arrangements

When scheduling a test session with a school, MEPS Testing representatives (ESS, TCO, or TC) will determine if GPC payment can be accepted. If accepted, the ESA payment will be made via MEPS GPC. If the school cannot accept a payment by GPC, the payment will be made via check written by J-4/MEFL-LD. The following process must be followed to process UMF 601-4-11-R-E for payment by check:

a. MEPS Testing representative (ESS, TCO, or TC) must complete blocks 2 and 6-8. The form is forward to a school official for completion of blocks 9-11 NLT 5 working days prior to the test session.

b. After completion of blocks 9-11, MEPS Testing representative (ESS, TCO, or TC) will forward the ESA to the J-4/MEFL email outlook group "GPC Check Request" for approval and completion of blocks 3-5 prior to the test session.

c. The J-4 check writer will forward the ESA back to the originator and notify them of approval or disapproval to obligate funds.
NOTE: Section I – Agreement (TA PRE-TEST) represents the number of proctors and/or assistant test administrators anticipated/planned to be used.

d. After the test session is completed, the MEPS Testing representative (ESS, TCO, or TC) must complete Section II – Invoice (TA POST TEST) with the total number of proctors and/or test administrators actually used and forward to the J-4/MEFL Outlook email group "GPC Check Request" for payment to the school NLT 14 calendar days after the test date.
NOTE: Section II- Invoice (TA Post Test) – A nine-digit Federal tax ID number is required for payment. This is different from the local school identification number.

e. The J-4 check writer will complete Section III, process a Purchase Request (PR) and mail a check to the respective school. Additional documentation may be required from the MEPS to support the requested payment.

3-10. Single Site Testing (SST)

a. **Overview**. Single Site Testing allows the MEPS to establish testing agreements with high schools that require significant travel expense, for smaller testing populations, or scheduling hardships. The testing agreement allows the MEPS to mail or deliver controlled test materials to the school where the school assumes responsibility for test security and administration and returns the test materials to the MEPS after testing.

b. Testing agreement. SST is conducted at no cost to the U.S. Government other than postal expenses for test and test-related materials sent to and from the school. Prior to participation, a school official and school Single Site Testing Administrator (SSTA) must establish a partnership with the local MEPS with a signed testing agreement.

c. TA assignment. SST may be used in locations where ITAs are not available or where ITA travel of greater than 100 miles is required. SST may not be established in schools in which a MEPS TA can accomplish testing without ORTY unless proctor support is unavailable.

d. Testing parameters. SST is available to small rural schools with testing populations of 200 students or less. When testing 25 students or less, proctor support is not necessary. If you are testing 26 students or more, you are required to use one proctor per 40 students.

Chapter 4
Test Control and Administration

4-1. Controlled items
Test booklets, partially and fully completed answer sheets, used scratch paper, and answer sheet spines are designated as controlled items (test material) and must be safeguarded IAW UMR 611-1, Enlisted Qualification Tests.

4-2. Test loss/compromise (TLC)
MEPS will report all TLC cases as outlined in UMR 611-1. An investigation will be conducted IAW UMR 611-1.

4-3. Test session preparation

a. Information. The TA will maintain names and telephone numbers (office and recall), for use in an emergency, of the MEPS Commander, MEPS TCO, MEPS TC, and MEPS ESS, while in route to and at any test session.

b. Test materials**.** The assigned TA will inspect test booklets to ensure they are free of marks and in good condition. The TA will report unserviceable test booklets to their TCO immediately. The TA will ensure sufficient materials including Department of Defense (DD) Form 1304-5AS, Armed Services Vocational Aptitude Battery (ASVAB), Answer Sheet and test booklets are prepared and controlled materials are secured in appropriate locked container for transporting. The TA will use UMF 601-4-3-E to document session information and activities. The TA will use UMF 601-4-4-R-E to distribute test booklets to any assistant TA. The TA will ensure any extra test booklets are secured in a locked container before beginning the test session.

c. School test site and students. The TA will ensure the site provides an adequate testing environment. The TA will follow school regulations and restrictions that do not conflict with USMEPCOM policy or regulation. The TA will coordinate with school officials to excuse, from testing, any student who appears to be distressed, ill, or disruptive.

d. Proctors. The TA will obtain an accurate count of students in the test session and ensure adherence to the 40:1 student to proctor ratio. The TA will ensure all proctors are thoroughly briefed on their duties and responsibilities for proctoring the test session. Proctors will complete information on page 1 of UMF 601-4-3-E. If, 30 minutes before the test time, the number of proctors present is not sufficient to meet the required ratio, the TA has one of the following options (in order of preference, number (1) being most preferred):

(1) School personnel can be used when primary proctors are unavailable. The TC will negotiate the use of voluntary or paid services of school personnel prior to the test session according to Section 3-9. Voluntary service is preferred. The TA will complete UMF 601-4-11-R-E for paid service or UMF 601-4-12-R-E for voluntary service. The TA will brief the school staff on proctor duties and responsibilities for the test and annotate the remarks section of UMF 601-4-3-E, Section I, “Remarks”, to include the number of proctors present The TA will forward UMF 601-4-11-R-E and/or UMF 601-4-12-R-E to the MEPS with the completed answer sheets. UMF 601-4-12-R-E will be filed in the school file (see Paragraph 5-1).

(2) The TA or TC will request that the school reduce the number of students to meet the 40:1 student to proctor ratio.

(3) If at least one proctor is available and the TA determines the test can be administered without unreasonably jeopardizing test security, the TA will contact the MEPS testing section to report the situation and recommend the test be administered as an Option 7 session. The TA will inform the school official the test results may be invalid for enlistment in this situation. See Paragraph 3-3b for proctor exception to policy submission.

(4) If it is determined test security would be unreasonably jeopardized, the TA will notify the MEPS testing section and, with concurrence, cancel the test session.

(5) If no proctor can be secured for a test session administered by a MEPS TA, the TA will notify the school staff that the session must be cancelled.

e. Manual for administration. The TA must be thoroughly familiar with and follow directives and publications that govern test administration procedures and use DD Form 1304-5AM to conduct the test. The TA must read the administration manual verbatim while standing. The MEPS/school may have students complete the personal information portions of the answer sheet prior to the test date when time constraints inhibit the ability to complete them during a regular session. The TA will not read those portions of instructions when the students' personal information is completed in advance.

4-4. Paper and Pencil Test administration

The TA must remain in the test room for the entire test session and ensure all required proctors remain in the room for the entire session. The TA will distribute test materials, safeguard the ASVAB test booklets from loss or compromise, and maintain test booklet accountability. School staff assistant TAs are responsible for monitoring only those students to whom they have issued booklets. The TA will ensure the proctors are performing all duties and responsibilities. Proctors are not allowed to leave the test room without permission of the TA. Any proctor who leaves the room either temporarily or prior to the completion of the session without permission will be annotated on UMF 601-4-3-E and noted as a no-show.

a. Answer Sheet quality control**.** The TA will perform quality assurance checks on each set of answer sheets. The quality check will consist of confirming the completion of all the required blocks on page one and two of the answer sheet. The student's test cannot be processed if the required items (student's name and blocks 9, 10, and 12) are not complete. The TA may attempt to obtain any missing information from the students prior to test session completion. The TA may not change or erase information on the answer sheet.

b. Answer Sheet Discrepancy List. Tests may not be processed if the required information is not provided on page one and two or if the student is in the 9th grade. Tests will be scored as Option 7 if a student is observed cheating, a test is abandoned, or other situations jeopardize test security. A test is abandoned when a student leaves the room during testing. If a student remains in the room, but fails to complete entire subtests, list as "other" and process as invalid. Enter the appropriate information on UMF 601-4-R-E, Student Test Answer Sheet Discrepancy List. Maintain a copy of this form in the school file.

c. Discipline and cheating. Student discipline is primarily a school responsibility. When possible, a school official will be present in all testing sessions for discipline issues. Students will have only those materials provided by the TA on their desk while taking the test. Calculators, cellular telephones, cameras, electronic translators, or other electronic/mechanical devices are not allowed in the testing area. Any student using additional materials, going forward or backward to other subtests not currently being administered, or receiving or using unauthorized assistance (crib sheets, talking during the test, gazing onto a neighbor's test, ringers, etc.) is considered to be cheating. Any student causing disruption or cheating will be excused from testing. The TA will collect all testing material, including scratch paper, prior to excusing the student. The TA will document the student's release on UMF 601-4-3-E, Section III, "Remarks", and

complete UMF 601-4-R-E (Student Test Answer Sheet Discrepancy List). UMF 601-4-R-E will be sent to the MEPS with the completed answer sheets and filed in the school file (see Paragraph. 5-1) by the MEPS. See Appendix C for instruction to complete this form.

d. Ringer. A ringer is defined as any person taking the ASVAB for another person. Report ringer activity as a Station Advisory Reporting Network (STARNET) report IAW UMR 380-1 USMEPCOM Security Program. The MEPS TCO will notify the recruiting service, as applicable, with the details of the incident.

e. Justification to cancel a test session. A decision to stop a test session is appropriate in cases where the integrity of the test is in question or the test may be compromised. Integrity in this instance refers to any situation that could lead to test scores that do not truly represent the students' abilities or could compromise test security. For example, the students are uncontrollable at the onset of the session, school personnel are unable to mitigate, and the TA believes test security is at risk if the session continues. The TA will notify the testing section immediately after securing materials when a session is cancelled.

f. Breaks. All test materials, including scratch paper, must be collected and inventoried prior to any student leaving the room. There are three types of authorized breaks:

(1) A session break may be given between subtests following the completion of subtest 4 when the school requests a pause in test administration. The time limit for the session break is determined by the MEPS TC and the school at the time of test scheduling. The MEPS TC will annotate UMF 601-4-3-E with the time length for the break. School officials will be informed that session breaks increase the length of the test session. Tests of individual students who do not return after the break will be invalidated.

(2) Individual students may be given a break. No more than two students, one male and one female, may take a break at the same time. Any student taking a break during a subtest will not be allowed to continue work on that subtest. The last question answered prior to the break will be circled on the answer sheet with a red felt-tip pen to ensure no further work is done in the subtest. The TA will continue to administer the test to the rest of the students. The returning student will begin work in the subtest being administered provided it is not the same subtest as when the break began.

(3) A stand and stretch break may be provided between subtests after subtest 4, if the TA observes student fatigue. The TA will instruct students to place their answer sheets and scratch paper inside their test book after the completion of the subtest. Once all test books are closed, the students may stand beside their desk without talking and stretch for one minute. The TA will then continue the test session with the next subtest and timing. This type of break will only be conducted when the room allows good visibility of every student to maintain control and test security.

g. Completion of test**.** After test administration is complete, the TA will instruct students to remain quietly in their seats while test materials and scratch paper are collected and until dismissed by the TA. Where multi-room sessions are conducted, the test monitor will direct the assistant TAs to collect the test materials and scratch paper and inventory them by total count.

(1) The TA will inventory test booklets, scratch paper, and all three pages of each answer form by physical count after collected. The TA will dismiss all students only after collecting and accounting for all materials and conducting a quick page check (see Paragraph. 4-4f (3)).

(2) In sessions with assistant TAs, the test monitor will inventory test booklets by serial number and sign the bottom of the UMF 601-4-4-R-E, signifying that all test booklets have been returned or otherwise,

as appropriate.

(3) The TA must complete a page check. There are two types of page checks. The first, a quick page check, is performed prior to dismissing students by fanning the edge of test booklets to check that the security mark is one continuous black line. Students may be released from the session after completion of the quick page check. The second, complete page check, is done on each test booklet before the next use, or before returning the booklets to storage, whichever occurs first. This check includes going through each booklet page-by-page confirming no page is missing and erasing any stray marks. Recruiters may not assist in conducting page checks.

(4) The TA will verify the accuracy of the test session information contained on UMF 601- 4-3-E to include date, number of test booklets used, and proctor information. The TA will document proctor information concerning late arrivals, proctor no-shows, and any other specific comments in the Section III, "Remarks" portion of the form. Proctors and any assistant TAs may then be released, if the TA needs no further assistance.

4-5. iCAT Administration

a. A Test administrator (TA) with access to a CAC reader at the MEPS or on a Government issued laptop must log into iCAT-AR via Smartcard (CAC/PIV) option as a CEP TA or CEP SSM and select the New-to-CEP Registration tab to get the test registration code.

b. The TA must make note or record this registration code and provide this information to the TA/ITA at the school prior to the start of the test session.

c. The TA/ITA at the school, must log into iCAT-AR with their username/password (or CAC) and select the Registration tab, then click on the Session Activation tab. The TA/ITA enters the registration code and after visually confirming the session ID, clicks the Activate button to activate the registration code before logging out of iCAT-AR. The TA will conduct the rest of the CEP iCAT session using the CEP iCAT User's Guide verbatim.

d. If a system failure occurs during the test session, the TA will perform failure recovery procedures as outlined in the CEP iCAT Users Guide.

e. As tests are completed the TA will:

(1) Collect all scratch paper directly from the student.

(2) At the end of the CEP iCAT test session the TA will close the window and application for each student.

(3) TA will release students from the test session in accordance with prearranged guidance from the school.

4-6. iCAT Verification

a. The TC will verify that the iCAT A&R roster reflects what is merged into CEP MIRS. If there is an error the TC will submit a UMF 601-4-5-R-E.

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

Note: If connectivity issues are prevalent during registering the student and no resolution has been found or after the applicants have begun taking the test and the issue cannot be resolved in a timely manner, the test session will be conducted by paper and pencil if possible.

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

Note: In the event of a connectivity or network issue while administering CEP iCAT, or the students does not complete test sections during the test session, the student may elect to return to complete the test within 30 calendar days. Use the failure recovery mode. They will be restarted at the beginning of the last subtest completed prior to disruption. The student may also elect to immediately retest.

4-7. Mailing procedures
The TA must mail or hand carry all test session materials to the MEPS within 48 hours after the test session. The controlled ASVAB materials mailed must be packaged, secured, and sent according to UMR 611-1. Use of Federal Express (FedEx) billable stamps is the established method for ITAs to mail all controlled ASVAB material back to the MEPS. United Parcel Service (UPS) is the primary method used to mail controlled materials from the MEPS.

4-8. School official feedback
The MEPS ESS will encourage feedback from school officials regarding test sessions, either verbally or in writing using critique sheets. Critique sheets are distributed and collected through the CEP and used for evaluating service to the schools, developing best practices for improved service, and evaluating employee performance. Training plans may be developed using information from critique sheets. The MEPS testing section must develop a follow-up plan for responding to critique sheets that reveal poor or questionable service received. Critique sheets will be placed in the school file (see Paragraph. 5-1).

4-9. Surveys.
Unless directed by HQ USMEPCOM, the surveying of school staff, students, or parents concerning the ASVAB CEP by MEPS or recruiting personnel is strictly prohibited. Recruiting personnel will not solicit student information during pre- or post-test sessions or during test administration.

Chapter 5
Processing Test Session Results

5-1. High school records
Each MEPS must maintain a printed file for each school on their valid school list. This file will hold all information pertinent to the testing of the school. In addition to UMF 601-4-3-E, related UMF 601-4-R- E, UMF 601-4-11-R-E, UMF 601-4-12-R-E, any school feedback, and recruiter service copy will also be maintained in this file. Each file will be marked with record number (RN) 601; disposition instructions are in Appendix Section III. Additionally, school data will be maintained electronically in the prescribed marketing database., Section III. Additionally, school data will be maintained electronically in the prescribed marketing database.

5-2. Accountability for test session results
USMEPCOM must monitor the progression of test session processing from receipt of completed answer sheets to providing student test information to schools and recruiting services.

a. Processing and Distribution Control Record (PDCR)**.** UMF 601-4-2-R-E, Processing and Distribution Control Record, is used to document answer sheet processing and account for all student answer sheets and will be filed under RN 601; disposition instructions are in Appendix A, Section III. UMF 601-4-2-R-E will serve as a suspense log for the printing and distribution of the student test products to include access to student information by recruiting services after the school products are distributed. The MEPS TC will ensure test session materials are recorded, prepared, printed, and results are properly controlled and distributed. See Appendix C for instruction to complete UMF 601-4-2-R-E.

(1) ConCEP will assign a unique session identification (ID) number. The MEPS TC will enter the session ID on UMF 601-4-2-R-E, and UMF 601-4-3-E. The session number consists of 6 digits, the first two represent the MEPS ID and the last four start at 0001 and continue to 9999. Session numbers will not reset each SY and will restart with 0001. Session numbers do not have to be sequentially assigned.

(a) For special accommodations provided in a separate room by school staff (see Paragraph. 3-7a (4)), the same session number as the regular test session is assigned.

(b) Split sessions for the same group on different days have the same session number.

(c) Separate morning and afternoon sessions (not split sessions) will have different session numbers.

(d) Multi-room sessions are scored as a single session.

(2) Release options for recruiting services will be documented in Section I of UMF 601-4-2-R-E. If more than one release option is selected using release options 1-6, each option will be documented in the split option box. For entry of release options 7 and 8 as secondary and tertiary options, document number tested in the indicated sections. As sophomore testing is automatically scored Option 7, entry is not required for this population.

(3) All entries to UMF 601-4-2-R-E (PDCR) will be made in blue/black ink. No pencils, erasers, or white-out will be used. Drawing a single line through any mistake and adding the correction will document corrections. The individual making the correction will initial each correction. As an alternative, the PDCR may be completed electronically using the marketing database. Corrections will be made using strikethrough formatting.

(4) Each service representative will initial UMF 601-4-2-R-E upon receiving a paper copy of the student information. If the information is provided by mail, the individual mailing them will annotate UMF 601-4-2-R-E, and all copies will be mailed simultaneously. If services can receive results via secure, digitally-signed and encrypted e-mail, results may be scanned and distributed electronically. The IRC will determine if results are released electronically, via paper, or a combination of methods. Regardless of distribution method, the MEPS must follow procedures to ensure security of Personally Identifiable Information (PII) is guaranteed. For accountability of distribution, maintain sent email in an accessible network folder.

a. Answer sheets**.** The MEPS testing person processing the test session materials must count and document the total number of answer sheets and quality check all answer sheets before scoring them. The Optical Mark Reader (OMR) will detect information not completed correctly and alert the individual processing the answer sheets. If there are errors in blocks 1, 9, 10, or 12, the individual processing the answer sheets will isolate the sheets with errors and attempt to complete the blocks. Answer sheets that cannot be processed will be documented on UMF 601-4-2-R-E using criteria from Table 5-1 (Reasons not to process an answer sheet). Answer sheets that are complete, but cannot be scanned due to mutilation in the scanner, will be entered manually. Answer sheets without any answers blackened in will not be scanned. Designate all completed or partially completed answer sheets as controlled test materials and store under double lock. Scored answer sheets are filed under RN 601-222d and destroyed after 30 days (Appendix. A, Section. III).

Table 5-1
Reasons Not to Process an Answer Sheet

1	Block 1, Student name is missing.
2	The student is a "confirmed" ninth grader
3	Block 9, Education Level, is left blank and cannot be determined
4	Block 10, Sex, is left blank and cannot be determined
5	Block 12, Test Version, is left blank and cannot be determined
6	The student used an ink pen to code the blocks instead of a number 2 pencil
7	A page is missing from the answer sheet (possible TLC)
8	Filled out page 1 and 2, but not page 3

b. **Package inventory and quality control.** The MEPS TC or TA, in receipt of session materials, will conduct an inventory of the session package and verify all materials have been received. Record discrepancies in Section III, "Remarks", of UMF 601-4-3-E and refer to TCO/TST to initiate TLC procedures, as appropriate.

c. Session modifications**.** If changes are required the day a session is scored, the changes can be made that day by the MEPS without requiring assistance from J-3 MEOP-ORT. If changes are required after the day of the test, MEPS will submit requests for changes to test session information (delete sessions, delete sequence numbers, change session numbers) to J-3 MEOP-ORT Use UMF 601-4-5-R-E, Student Testing Database Maintenance Form for the request. See Appendix C for instruction to complete this form. File UMF 601-4-5-R-E under RN 601; disposition instructions are in Appendix A, Section III.

5-3. Session product management
MEPS testing sections are responsible for printing student ASVAB products provided to the schools and the services.

a. **Quality check.** The MEPS ESS will conduct monthly quality control checks of at least five percent

of all UMF 601-4-3-E and annotate discrepancies and the corrective action taken. The MEPS ESS will initial and date all forms checked. Quality checks for the previous month will be completed by the end of the following month (i.e., December checks will be completed by the end of January).

b. **Privacy Act.** Student ASVAB test results contain PII and will be protected according to the provisions of the Privacy Act.

c. **School results.** Student answer sheets will be processed and results distributed to the school not later than (NLT) 14 calendar days after the test date. The date the school results were mailed to the school will be annotated on UMF 601-4-2-R-E. Packages will be sent as determined by USMEPCOM which includes; FedEx ground, United Parcel Service, or by other equally secure, cost effective, and traceable mode. MEPS will base shipment of Department of Defense (DD) Form 1304-5WB, Exploring Careers Guide to schools based on their request. When requested by participating schools, one Department of Defense (DD) Form 1304-5WB, will be sent to the school with the test results for each participating student.

d. **Recruiting services access to student information.** School officials will determine the recruiter release option except where circumstances require the assignment of option 7. Refer to Table 5-2 (Distribution of Student Information to Recruiting Services) for time frames for distributing student information to recruiting services. MEPS will not provide student information to recruiting services prior to the required time frames except for high school pull requests for enlistment purposes submitted on UMF 680-3A-E, Request for Examination by the applicant.

(1) The IRC will establish a method to deliver test results to recruiters within its purview. The results of option 1 through 6 testing will be distributed using the recruiter service copy printout from CEP MIRS. The method established must ensure that the student information is available to all recruiting services at the same time. Regardless of distribution method, one copy will be filed in the school file (see Paragraph 5-1).

(2) Paper. Distribution of paper copies should be avoided if possible. If paper copies are provided, two copies will be generated for each recruiting Service Liaison. Copies for respective recruiting stations and service chains of command (active and reserve) will be made by the service liaisons.

(3) Email. Email may be used to distribute results to service POCs when the following conditions are followed:

(a) MEPS and recruiting service POCs exchange certificates to allow encrypted transmission with digital signatures.

(b) All email must be sent encrypted and digitally signed to protect personally identifiable information (PII).

(c) The date school results were emailed to the recruiting services will be annotated on UMF 601-4-2-R-E. Copies of sent email will be saved and archived to verify distribution.

(d) Encrypted information may not be retransmitted as decrypted or retained on any fixed or removable media unencrypted.

(e) The following disclaimer is included within the email:

DISCLAIMER: The information contained in the communication is intended for the sole use of the named

addressees/recipients to whom it is add addressed. The communication may contain information that is exempt from disclosure under the Freedom of Information Act, 5 U.S.C. 552 and Privacy Act, 5 U.S. C. 552a. Addressees/recipients are not to disseminate this communication to individuals other than those who have an official need to know. If you received this communication in error, please do not examine, review, print, copy, forward, disseminate, or otherwise use the information. Please immediately notify the sender and delete the copy received.

(f) If a record containing PII is lost, stolen, or improperly transmitted, the MEPS must immediately report the incident to the unit Freedom of Information Act/Privacy Act (FOIA/PA) officer IAW UMR 25-53.

(4) Compact Disk. A compact disk (CD) may be created and provided in substitute of hard copies if established by the IRC as the best delivery method.

e. Options 7 and 8**.** MEPS testing sections will print and retain one copy of option 7 and/or option 8 session information. This information will be retained in the school file (see Paragraph. 5-1). Do not provide student information to the recruiting services from option 7 and/or option 8 sessions. Option 7 school results may not be validated by the MEPS without Sector or HQ USMEPCOM exception to policy (see Paragraph 3-3). Individual test results coded Option 7 may not be validated by MEPS personnel without J-3 MEOP-ORT approval.

f. Requests for school data**.** Participating schools may request their testing data in electronic format. Upon request, the MEPS ESS will generate session reports from UBIS for schools as needed. If any data contains PII, it will be protected as noted in Paragraph 5-3d(3). The transmission of testing data containing sensitive PII (date of birth, address, and phone numbers) is prohibited. MEPS may only transmit school testing results to the participating school. State, district, or organizational requests for data must be submitted via the MEPS FOIA officer as a FOIA request. MEPS personnel will not distribute data to state or district offices.

5-4. Electronic transmittal of student results

Student information is electronically transmitted from HQ USMEPCOM computer to a computer system at each service headquarters according to Table 5-2 by HQ USMEPCOM, J-6/MEIT.

5-5. USMEPCOM Integrated Resource System (CEP MIRS) reports

Table 5-3 (CEP MIRS Manually Generated Reports) lists and describes reports printed automatically or manually from CEP MIRS.

Table 5-2
Distribution of Student Information to Recruiting Services

Option	MEPS distribution of student information to the recruiting services (no sooner than)	Electronic transmission from HQ USMEPCOM J-6/MEIT
1	7 calendar days after the school products are mailed to the school.	21 calendar days from the test date.
2	60 calendar days after the school products are mailed to the school.	60 calendar days from the test date.
3	90 calendar days after the school products are mailed to the school.	90 calendar days from the test date.
4	120 calendar days after the school products are mailed to the school.	120 calendar days from the test date.
5	End of the current SY for that specific school or 30 June.	30 June of current SY.
6	7 calendar days after the school products are mailed to the school.	21 calendar days from the test date. No telephone numbers are transmitted.
7	The test results are invalid and not distributed to the recruiting services.	21 calendar days from the test date. List of scores transmitted for statistical purposes only. No Privacy Act information is provided.
8	No student information is provided to the recruiting services. The test results are valid for enlistment.	21 calendar days from the test date. List of scores transmitted for statistical purposes only. No Privacy Act information is provided.

Table 5-3
CEP MIRS Manually Generated Reports

Report	Description
Standard Testing System (STS) Standard Scores Roster	Alphabetical list of students with standard score data.
STS Error Listing	If any session has errors, CEP MIRS will go to "Error Screen." It lists why an answer sheet was not successful. All errors must be corrected to score the answer sheet. This listing can be printed during the scoring process.
ASVAB STS Pre-feedback Statistical Report	Provides grade and sex based testing statistics.
ASR Sheet	Individual statistical report of the student's scores. Prints two for each individual, one each for student and school counselor.
ASVAB Test Score Results Roster	Alphabetical roster containing detailed test score information for each student. Provide to the school. It provides statistical summary broken down by grade.
Recruiter Service Copy (RSC)	Provides recruiters detailed test score and student information for 11th graders and above for release options 1-6 (no phone numbers for option 6)
STS Cumulative Student Totals Listing	Provides information on cumulative number of juniors and seniors tested and totals all students tested to date.
MEPS Master School File Listing	Provides one page of statistics for each school in the MEPS database.
MEPS School Report	Consecutively provides one line of statistical information for each school in the MEPS database. Can be printed alphabetically, by service, by school code, eligible, ineligible, or state/county.
Student Testing Report Parts 1–3	Three-part summary of each MEPS student testing statistics. Generated to reflect current totals. HQ USMEPCOM (J-3 MEOP-ORTORT) e-mails part 1 of this report to each recruiting service headquarters monthly and part 2 and 3 at the end of the SY. MEPS print and maintain these reports.

TOC

Chapter 6
Managing MEPS School Data and Student Test Data in CEP MIRS

6-1. MEPS testing area
Each MEPS is assigned testing boundaries by state and county. MEPS are responsible for all student testing within their assigned counties. No two MEPS will share counties. J-3 MEOP-ORT will provide testing boundary information upon request. MEPS testing boundaries will not be changed without approval of J-3 MEOP-ORT. If an IRC desires to change testing boundaries with another IRC, both IRCs must agree to the changes prior to submitting a formal written request through Sector to HQ USMEPCOM for consideration. Boundary changes affect both enlisted and student testing and are only processed at the end of the school year.

6-2. Maintaining a valid school list
The purpose for maintaining valid school lists are to identify public high schools that have an eligible military age population to which recruiters can focus their marketing efforts within each MEPS AOR. All public high schools recognized by each State's Department of Education with an eligible military population will be entered into the database regardless of testing activity. Reasons such as "not tested for 5 years," "too hard to market," or "not yet tested" are not valid reasons for failing to input a new public high school into CEP MIRS, nor for deleting a public high school. Information on all public high schools with an eligible military population must be maintained in CEP MIRS so the visibility of their populations is not lost and to provide continued access in the event of a favorable change for testing. School records must be updated in CEP MIRS annually or when changes occur. Private, parochial, and charter high schools will be entered in CEP MIRS when they test.

6-3. Adding a new school record

MEPS TCs, in coordination with the MEPS ESS, will gather new school information to confirm the need for submitting the "Add School" request in ConCEP and on UMF 601-4-5-R-E before a new school can be added. ConCEP will generate a new school code based on the information submitted by the MEPS. UMF 601-4-5-R-E must include the school's name, address, responsible service, and first five digits of the new code. J-3 MEOP-ORT will provide a confirmation email to the MEPS TC once the new school has been added. Upon receipt, the MEPS TC will enter the school information into CEP MIRS. The school information must be entered in CEP MIRS prior to scoring a test session for the school. UMF 601-4-5-R-E will be filed under RN 601; disposition instructions are in Appendix A Section III. MEPS personnel are required to complete school information using AS04 (High School Information) in CEP MIRS. For CEP-iCAT purposes, MEPS are responsible for requesting DTAC to add the information to their database by forwarding the School Name, Code and full mailing address (County/City/State/Zip Code) to dodhra.dodc-mb.dmdc.mbx.icat-helpdesk@mail.mil NLT 2 weeks prior to the testing date.

a. **School code.** The first two digits of a school code contain the state code. The next three digits are the county code where school is located. The last four digits represent the specific sequence number for the school and is provided by ConCEP.

b. **School characteristic codes.** All schools maintained in CEP MIRS will be assigned codes to identify the characteristics of the school. Identifying characteristics are determined using Table 6-1 (Definitions of Eligible or Ineligible School), Table 6-2 (Reasons Not Eligible to Market), and Table 6-3 (Reasons Not Testing).

c.

TOC

Table 6-1
Definitions of Eligible and Ineligible School

Status	Definitions of Eligible and Ineligible School
1	Any portion of the high school population that is eligible for military enlistment is eligible for the CEP Market.
2	Any portion of a Vo-Tech, trade school, or any other type of post-secondary school with a population eligible for military enlistment, age of 16-24.
5	A high school with an entire population that is ineligible for military enlistment for physical, mental, conduct, or discriminatory reasons. This includes private high schools not receiving federal or state funds that maintain anti-military policies.
7	A Vo-Tech, trade school, or any other type of school with an entire population that is ineligible for military enlistment for physical, mental, conduct, or discriminatory reasons. Schools with a population group that exceeds CEP age group of 16-24.

Table 6-2
Reasons Not Eligible to Market

Reason Not Eligible	Reason Code
Physically ineligible for enlistment.	PH
Mentally ineligible for enlistment.	ME
Conduct ineligible for enlistment.	MO
The school maintains a policy that discriminates students and/or DoD/MEPS personnel based on race, color, religion, sex, or national origin. Private schools not receiving federal or state funds that maintain anti-military policies.	DI
Any other reason inconsistent with the mission of the DoD CEP. For example, a school with a documented history of violence, such that administering a test there is truly dangerous for the TA. School population group exceeds CEP age group of 16-24.	Other OT

Table 6-3
Reasons Not Testing

Reason Not Tested	Reason Code
Antimilitary attitude.	AA
Lack of personnel to test the school.	LP
Another aptitude test or career program is used.	AT
Scheduling conflict at the school.	SC
School has not been approached to test.	NA
Length of ASVAB test.	LT
Any other reason not covered above.	OT

Table 6-4 Reasons to Delete a School		
Reason to Delete	**Reason Code**	**Specific Conditions**
Closed	CL	Verify with state department of education as closed.
Consolidated	CO	A new school code is not necessary. The existing high school code is used and any name change and population change is updated in the MEPS database. The school no longer existing may then be deleted.
Duplicate Record	IS	Same school entered more than once with multiple codes.
Not Eligible to Market	Use reason not eligible code	School determined not eligible to market using Table 6-2.

6-4. Updating school records

Updates will be done as necessary to keep high school records current. MEPS TCs will verify and update populations in ConCEP annually. Populations may be updated immediately when new/updated population data is obtained. This can be from school personnel, school/state directories, or websites listing the information. Data for updating school information must be acquired from official sources and be specifically related to the school being updated. Average or generic population data will not be used nor applied to specific schools. The Sector ESS will monitor MEPS student populations to ensure updates are completed.

6-5. Service assignment of a school

The IRC must approve, by simple majority, changes to the service assignment before the change can be made. Once the IRC has approved any change, the MEPS may update the school record. The letter or IRC minutes requesting the change must be maintained in the school file. See Paragraph 2-5b for assigning schools to the services.

6-6. Schools not eligible

Schools not eligible for CEP marketing as defined in Table 6-2 will not be entered nor maintained in CEP MIRS. The IRC must substantiate requests to classify a school as not eligible for the CEP. These schools will not be marketed nor tested unless the school requests the CEP be provided. Marketing records for schools not eligible will be maintained separately by the MEPS TC under RN 601; disposition instructions are in Appendix A, Section III. Schools determined not eligible for CEP marketing based on eligibility criteria will be tested upon receipt of a written request from the school. Requests will be maintained in the school file (see Paragraph. 5-1). Once a school tests, the information will be entered into CEP MIRS and a school file created (see Paragraph. 5-1). Schools with a population known to include behavior disorders of a violent nature will be required to administer testing using the SST program and will be scored as Option 7 (see Paragraph. 3- 10).

6-7. Deleting a school record

a. **Reasons for deletion.** Qualified reasons for deleting a school record from CEP MIRS are listed in Table 6-4 (Reasons to Delete a School).

b. **Request for deletion.** Public and federally funded institutions will not be deleted from ConCEP. The IRC must vote to delete a school. A substantiating letter signed by the IRC chairperson, is sent through the MEPS to the Sector with UMF 601-4-5-R-E. for review and endorsement, see Figure 6-1. Sector will confirm validity of the documents submitted with the appropriate state Department of Education. One maintenance form is required per school. one letter may be used for multiple schools. Sector will review and forward the endorsed requests to J-3 MEOP-ORT. The Sector will return non-endorsed schools to the MEPS for further evaluation and substantiating evidence. If approved for deletion, J-3 MEOP-ORT will

ensure the school record is deleted from CEP, MIRS, and ConCEP. Deletion disapproval will be sent through Sector, back to the MEPS. The disapproval letter will be maintained in the school file (see Paragraph. 5-1).

c. **Two-year requirement.** A school record cannot be deleted from CEP MIRS with active test scores that may be used for enlistment. Two years must pass since the last test was administered in the school before the school can be deleted. Deletion of a school record deletes all test scores from the school.

d. **Consolidated schools.** MEPS may request that sessions be moved from a school that is closing to consolidate with another school. Requests to delete the closed school may be submitted regardless of the two year requirement as the school data is merged with the new school. MEPS will keep records of the closed/consolidated schools for future reference. Submit UMF 601-4-5-R-E to consolidate schools and make the corrections in ConCEP.

6-8. Printing school records

A MEPS school report will be printed at the end of each SY and filed under RN 601; disposition instructions are in Appendix A, Section III. School records may be printed anytime during the SY. Records may be printed in alphabetical order by name, service assigned, eligible or ineligible status, numerical order by school code, or a specific State and/or county code. Table 5-3 describes reports available to be printed.

Changes in database. MEPS personnel are able to change the school name and update all data fields of schools when necessary. MEPS may modify session information locally if changes are made the day the session is scanned. Changes made to the school database will be immediately verified after change notification is received from J-3 MEOP-ORT.

Periodic reviews. At the end of each SY, MEPS TCs will print a MEPS school report, verify accuracy and completeness of data, and forward to the recruiting services. MEPS TCs will update school names, addresses, and populations as necessary.

6-9. Maintaining School Data

USMEPCOM maintains student testing data with PII in CEP MIRS until the test scores becomes invalid after two years or the scores are transferred to an applicant record. After the two year period, student testing data is maintained by DMDC for research purposes. MEPS destroy student answer sheets containing PII 30 days after testing.

Figure 6-1, Endorsement Request for School Deletion

OFFICIAL MEPS LETTERHEAD

OFFICE SYMBOL MONTH, DAY, YEAR

MEMORANDUM FOR CDR USMEPCOM, ATTN: J-3/MEOP-TD CSDBM

THROUGH: CDR, (EASTERN/WESTERN) SECTOR, ATTN: SECTOR ESS

SUBJECT: Endorsement Request for School Deletion
Reference: UMR 601-4, paragraph 6-7 (See table 6-4 for Reason Code summary)

1. High Schools listed in the table below are closed, consolidated, or ineligible for testing (see table 6-1). (Name), (Title), has verified all closures with the (state) Department of Education. The IRC has approved these schools for deletion. Attached are the Student Testing Database Maintenance Forms (UMF 601-4-5-R-E) for each school action.

School Name	School Code	SA	Reason Code	Remarks	Last Tested

*For additional schools, use page 2. Please indicate with an "x" if page 2 is included: _____

2. We request Sector endorsement to delete all schools on the attached UMF 601-4-5-R-E forms after review.

3. Point of Contact is (Name), (Title). Email ( ) or phone (----).

(OMIT THIS LINE FOR CIVILIANS)

John/ Sue A. Doe
RANK, SERVICE
Position Title
MEPS CDR Signature & Date

John/ Sue A. Doe
RANK, SERVICE
Position Title
IRC Chairperson Signature & Date

Attachments:
As stated

Figure 6-1, Endorsement Request for School Deletion

Chapter 7
Career Exploration Program Marketing

7-1. Purpose
The purpose of marketing activities is to promote the ASVAB CEP to the educator public. This chapter describes various aspects of marketing and guidelines for implementation.

7-2. Educational outreach
Educators represent the primary audience to which the ASVAB CEP is marketed. The role of the MEPS ESS, as a professional educator, is an integral part of the marketing effort. As a professional peer, they seek out opportunities within the education community in which to provide awareness and information about the ASVAB CEP. The expected outcome is to test the greatest number of students in the most cost efficient manner while providing excellent customer service.

a. ESS travel**.** The MEPS ESS are required to conduct frequent marketing trips. The ESS may be away from the MEPS for long periods of time requiring temporary duty (TDY) due to the nature of the CEP, travel distance to schools, and marketing events such as conventions or school board meetings. The MEPS ESS will update their Commander on the daily progress of marketing trips and maintain contact with the testing section to coordinate school scheduling. With the approval of the chain of command, the MEPS ESS will use TDY orders for overnight trips.

b. Flexible scheduling**.** To reach educators when they are available, the MEPS ESS will often have to adjust their work schedule to include nights and weekends. This is particularly true during the relatively short SY. Telework may provide additional flexibility for program management. UMR 690-13, Civilian Personnel Management Program contains information on alternate work schedules, flexible work schedules, and telework.

7-3. Marketing plan
The MEPS ESS and IRC education subcommittee will determine which activities are appropriate for the market in the MEPS AOR. The MEPS ESS will develop a joint marketing plan in coordination with the IRC education subcommittee.

a. Joint marketing plan. The MEPS ESS will coordinate and conduct an IRC education subcommittee meeting at the end of each SY to review the status of the CEP, evaluate the success of past marketing efforts, and develop a joint marketing plan for the coming year. To ensure standardization, the MEPS ESS will submit a draft copy of the plan to the Sector ESS for review and recommendations no later than August 1 annually. Unless Sector requires additional review, the MEPS ESS will submit the marketing plan to the IRC for review and signature NLT August 15 each year. The MEPS ESS will obtain IRC member signatures for the marketing plan NLT September 5 of each year. If an IRC signature cannot be obtained by the required date, maintain a memorandum for the record explaining the situation with the marketing plan.

b. Contents. The marketing plan will include goals and objectives, market descriptions with target populations defined, responsibilities and strategies, nature of competition and obstacles, resources available, and timelines. The goals will include all service assigned goals and any USMEPCOM assigned goal and priorities. A date that services may approach previously unscheduled schools without regard for assigned service may be included and agreed upon by the IRC (see Paragraph 2-5b). A method to evaluate the success of the marketing plan will be included. Marketing plans may be produced in any format but should be distributed electronically. All marketing plans will include the following information in the prescribed sequence:

Tab A Table of Contents
Tab B Executive Summary
Tab C Market Profile (including counties served)
Tab D School Year Goals and Objectives (including 3-year data history)
Tab E Competition and Obstacles
Tab F Responsibilities and Strategies
Tab G Resources Available
Tab H Timelines
Tab I Projected Budget Requirements (including scheduled trainings, conferences, and ORTYs)

c. Use and continued development**.** The recruiting services, MEPS Commander, MEPS ESS, and other personnel responsible for promoting the ASVAB CEP to the education community will refer to the marketing plan throughout the FY. Quarterly IRC education subcommittee meetings will evaluate progress and make changes to the marketing plan as needed.

7-4. High school visits
Visits to high schools are a key marketing activity. Goals of MEPS ESS school visits are to: develop positive relations with contacts at each school; educate school staff on CEP information and benefits; gain and/or increase commitments for testing; train school counselors on how to provide post-test interpretation and career exploration activities; resolve concerns and problems; and present pre and post-test information to students. In order to accomplish marketing objectives, the MEPS ESS must be actively visiting schools.

a. **Trip report**. Trip reports serve as a history of the relationship between schools, counselors and the MEPS, and document ESS activity outside of the MEPS. The ESS will record all educator visits in a trip report outlining the person visited, purpose of the visit, results of the visit, and any "go forward" commitment. The MEPS ESS will provide the reports to the MEPS Commander for review. File a printed copy under RN 601; disposition instructions are in Appendix A , Section III. No specific format is required.

b. **Pre-test presentations.** As schools generally do not provide complete information on the ASVAB CEP, students are generally misinformed about the program's connection to the Military. Pre-test presentations provide students with information regarding the test and CEP benefits and help eliminate misconceptions. Students gaining such knowledge are more inclined to participate and may put more effort into taking the test. If requested, a pre-test presentation should be scheduled no sooner than 14 days prior to the scheduled test date. Such visits have shown significant increases in student participation. Use of ASVAB novelty items or recruiting service promotional items at pre-test presentations is prohibited. ASVAB promotional materials (i.e., brochures, overview guides, fact sheets, newsletters, etc.) are available for electronic distribution to schools for local pre-test promotion.

c. **Pre-registration.** In order to reduce time on the scheduled test date, schools may desire to complete pre-registration of students in advance. Blank answer sheets (DD Form 1304-5AS) may be forwarded to the school counselor to facilitate completion of primary data elements. On the test date, the TA will review the answer sheets to ensure completion of required elements. If pre-registration is completed properly, TAs are authorized to omit instructions for completing identifying information, as appropriate, on the answer sheet. Test version and test booklet number will be completed on the test date.

d. **Post-test presentations/Career Seminars.** Post-test presentations, using online resources or with the Exploring Careers Guide, are provided to schools when requested and personnel resources are available. The MEPS ESS will be qualified to conduct both types of presentations. The CEP provides score interpretations, interest inventory, and career exploration services to participating students.

(1) **Training**. Presentations are a form of career counseling and will be provided only by trained personnel. PTI proficient MEPS personnel (including ITAs), recruiting service ESS', and select recruiters may conduct PTIs after USMEPCOM training is completed and certification is received. PTI proficient schoolteachers, counselors and other education staff may also conduct PTIs after training is completed and certification is received. Training will include at least one demonstration and one observation of a successful test interpretation session. MEPS will not establish additional training requirements. Select MEPS ITAs may be trained to conduct post-test interpretations.

(2) **Scheduling**. The MEPS ESS and/or TC are responsible for coordinating post-test presentation with schools. Based on a school's request, the presentation will be delivered conventionally or online via www.asvabprogram.com or off-line, with Exploring Careers Guides. Exploring Careers Guide will only be sent if requested by the school.

e. **School year.** The USMEPCOM SY is from July 1 through June 30 each year. The actual SY for most schools is much shorter and may contain as few as 180 school days. It is imperative that the MEPS ESS schedule be flexible to provide maximum availability during all school days.

f. **Information requests.** The MEPS TC will report all CEP communications to the MEPS ESS and refer all expert questions and concerns to the MEPS ESS. The MEPS ESS will submit special requests for information to the Sector ESS for guidance.

7-5. State and local educator marketing events

The MEPS ESS will seek marketing opportunities for participation at professional educator/counselor conferences and conventions to promote the ASVAB CEP. Marketing events should be selected based on return on investment (i.e., leads that increase school and student testing results). Participation may take the form of being a professional presenter, an exhibitor in the trade show area, or in other various leadership roles as a member of the organization. Unless using pre-approved USMEPCOM presentations, all marketing event presentations must be submitted to the Sector ESS for review and forwarding to the HQ ESS for review and approval. Presentations must be submitted for review prior to submission to any event for selection consideration. When events are held locally that do not require travel funding, the TC should attend the event to support the ESS when possible. At least one MEPS ESS is required to support the event. As an exception, multiple MEPS may be approved to attend larger events with Sector ESS approval.

a. **Funding.** J-3 MEOP-ORT provides Fiscal Year (FY) funding targets to Sector ESS for state and local marketing events to manage. Sector ESS will provide guidance and approval to the BN/MEPS. Attendance purely for professional development is not authorized with these funds (see Paragraph 7-6c). Additionally, the purchase of professional memberships is prohibited using state/local marketing event funding.

b. **Funding request.** The MEPS ESS will complete UMF 601-4-13-R-E, State/Local Marketing Event – Funding Request, See Appendix C for instruction to complete UMF 601-4-13-R-E. Upon completion of Section I, submit the form through the MEPS/BN Commanders, to the BN Program Support Specialist (PSS), to the Sector ESS for funding consideration. If approved, Sector will inform the MEPS/BN electronically. The person/s listed on the funding requests is/are the only one/s authorized to use the funding to attend the event.

c. **Vendor payment.ot back to you when done?**

(1) The cardholder shall not use a convenience check unless its use is considered advantageous to

the activity after evaluating all alternative methods of purchase.

(2) Convenience checks may not be used to avoid the normal GPC payment process.

(3) Before a check is issued, the paying agency must make every effort to use the GPC, including making maximum efforts to find and use merchants that accept the GPC.

(4) Government Purchase Card (GPC). The BN or MEPS GPC card holder will pay for the event using the GPC.

(5) Check. If payment by check is necessary, the MEPS will submit UMF 601-4-13-R-E (State/Local Marketing Event – Funding Request) to the J-4/MEFA Outlook group "GPC Check Request" prior to the event. The J-4 check writer will process a UMF 700-3-11-R-E (Purchase Request) and mail a check to the Vendor.

d. **Pre-payment of events for the following FY.** Approval will only be granted in the event that a booth and/or registration fee is required by the vendor to be paid on or before September 30th of the current FY. Approval will only be considered when the marketing event authority will not grant an exception for payment in the next FY. The MEPS ESS will submit a request using UMF 601-4-13-R-E through the MEPS/BN Commanders, to the BN PSS, and to the Sector ESS for funding approval. Upon approval, the BN PSS will facilitate payment of the event (booth/registration fee only) using the GPC.

e. **Funding reimbursement.** After completing Section III, the MEPS ESS will provide the completed UMF 601-4-13-R-E, travel documents, and substantiating receipts to the BN PSS. The BN PSS validates the expenditures and submits the completed UMF 601-4-13-R-E to J-8/MERM-BDF BN will be reimbursed only for the Sector-approved amounts. The MEPS/BN must submit the reimbursement request as soon as the final expenses are known but not later than 30 days from completion of the event to receive reimbursement.

f. **After action report (AAR).** The MEPS ESS will complete a trip report for any marketing event attended. The trip report will include an evaluation of the event for future participation (i.e., new school contacted, red schools converted, green schools contacted, appropriateness of attending, cost, etc.) The MEPS ESS will submit one copy of the trip report to the Sector ESS and maintain a copy under RN 601; disposition instructions are in Appendix A, Section III.

7-6. MEPS ESS participation at national educator marketing events

The marketing strategy for the ASVAB CEP provides national product exposure through exhibits and visibility of representatives at national educator events. Typically, USMEPCOM is formally represented at five or more national events annually. The command ESS will manage all national marketing event arrangements between the educator organizations and USMEPCOM.

USMEPCOM exhibit representatives. After the annual marketing event schedule is determined, the command ESS requests each Sector to select MEPS ESS' to represent the ASVAB CEP as part of the staff of the trade show exhibit. Final selection is determined by the Command ESS but will include local MEPS representation if appropriate to reduce costs. The MEPS ESS selected to attend will be under the supervision of the Command ESS for all activities related to the exhibit. All selected ESS' are required to staff the event exhibit. Funding for national marketing event attendance by selected MEPS ESS' is provided by J-3 MEOP-ORT. MEPS ESS travel and participation guidance will be forwarded to the MEPS/BN.

a. **Organization participation.** The MEPS ESS, who is active with local and state levels of educator

organizations, may be called upon, or elected, by those organizations to participate and/or provide a presentation in meetings or conferences at the national level. In such cases, and where the MEPS ESS will be representing the ASVAB CEP, the ESS must submit a written request through the Sector to J-3 MEOP-ORT, NLT 15 days prior to the deadline for commitment. The request must include a copy of the presentation proposal, outline, and draft presentation prior to submission to event planners. The command ESS will provide written approval or disapproval. Funds for attendance at the national meeting or event will be provided by the organization or the MEPS. USMEPCOM travel funds will not be provided for personnel who submit unofficial presentations without J-3 MEOP-ORT review and approval. Personnel presenting without approval are required to inform attendees that they do not officially represent USMEPCOM and the ASVAB CEP.

b. **Professional development.** Professional development funding is primarily provided by the MEPS/BN via individual submission of SF182 (Authorization, Agreement, and Certification of Training). Funding may also be pursued through the Army Civilian Training, Education, and Development system (ACTEDS). On occasion, USMEPCOM receives an allocation of seats for ACTEDS-funded events. When time allows for tasking, J-3 MEOP-ORT will solicit candidates for attendance via tasking message. Any MEPS ESS attending a national conference for professional development, but not participating as a marketing event exhibitor, must notify J-3 MEOP-ORT, through Sector, NLT two weeks prior to attendance. This does not apply when the ESS is attending on personal time and at personal expense. Submit a completed Standard Form (SF) 182, Authorization, Agreement and certification of Training to J-1/MEHR-TR to document professional development.

7-7. MEPS ESS professional organization memberships and participation

MEPS ESS' are encouraged to participate in educator/counselor organizations or interest groups whose purpose is to provide career guidance and education to youth, and whose members may influence the reception of the ASVAB CEP. Memberships in state or local professional organizations have proven beneficial to marketing efforts. Qualifications for membership vary among the organizations.

a. **Recommended organizations.** Recommended organizations for membership and/or participation include, but are not limited to national and state-level affiliates of the American Counseling Association, National Career Development Association, American School Counselor Association, Association for Counselors and Educators in Government, National Association of Secondary School Principals, National Home School Association, National Alliance for Public Charter Schools, and the Association for Career and Technical Education. MEPS ESS' should analyze the local market to select memberships that would be most beneficial for program development.

b. **Purchase of organization memberships.** Any membership purchased using government funds must be requested in the name of the organization (HQ USMEPCOM, Sector, or MEPS), with the ESS designated as the representative or POC. Purchase of personal memberships, i.e., in the name of an individual, using government funds is prohibited by U.S. Statute.

c. **Funding.** J-3 MEOP-ORT provides FY funding targets to Sector ESS for professional memberships up to $300 per MEPS. The Sector ESS manages the funding target for their AOR.

Funding request. MEPS will complete UMF 601-4-14-R-E, Professional Organizational Membership Reimbursement Request. See Appendix C for instruction for completing this form. MEPS are encouraged to complete requests during the first two quarters of the FY to ensure funding availability regardless of membership expiration dates. Upon completion, submit the form through the MEPS/BN Commanders, through the BN PSS, to the Sector ESS for funding consideration. Once Sector approval is received, the BN PSS completes all documents for vendor payment processing.

d. Vendor payment. See Paragraph 7-5c on vendor processing.

e. Funding reimbursement. The BN PSS will submit all documentation to their Sector ESS for approval. Upon approval, the BN PSS or MEPS GPC holder will process for payment. BN will be reimbursed only for the Sector-approved amount. The Sector ESS will document funding in order to project required annual funding for memberships within their AOR. On a monthly basis, the Sector ESS will submit an itemized approved list by organization and cost for each BN, MEPS to J-3 MEOP-ORT for BN reimbursement.

7-8. Center of Influence (COI) event

A COI is an individual or group that has the potential to influence the use of the ASVAB CEP in schools. Funding for food and/or non-alcoholic beverages is authorized for COI gatherings where MEPS personnel provide a presentation or training on the ASVAB CEP. An event may be organized separately or in conjunction with scheduled conferences/conventions, educator events, meetings, workshops, and any other event where school officials are organized for attendance. COI events may not be conducted with groups of fewer than four educators. MEPS are limited to a maximum of $1000 per COI event. If additional funds are required, an exception to policy up to $1,499 may be sent by the MEPS ESS through the BN to the Sector ESS to HQ ESS for consideration. Exceptions above $1,499 must be staffed by Sector through J-3 MEOP-ORT to the Commander, USMEPCOM. **Note: gratuity will not exceed 18% of total food bill, see Appendix C –2e item 11.**

a. **Funding request.** The MEPS ESS will complete UMF 601-4-6, Center of Influence (COI) Event Fund Request and Reimbursement. Upon completion of Section I, submit the form through the MEPS/BN Commanders, to the BN PSS, to the Sector ESS for funding consideration. See Appendix C for instruction to complete this form. If approved, Sector will inform the MEPS/BN electronically.

b. **Vendor payment.** See Paragraph 7-5c for vendor payment processing.

c. **Funding reimbursement.** The MEPS ESS will complete Section II of UMF 601-4-6-R-E (Centers of Influence (COI) Event Fund Request and Reimbursement) documenting actual funding paid from the BN and submit with copies of all invoices and/or receipts to the BN PSS. The BN PSS validates the expenditures and submits the completed UMF 601-4-6 to Sector for reimbursement. On a monthly basis, Sector will consolidate the MEPS/BN input and submit a reimbursement memorandum to J-8 MERM-BDF to reimburse the BN. BN will be reimbursed only for the Sector-approved amounts. The BN/MEPS must submit the reimbursement request as soon as the final expenses are known, but not later than 30 days from completion of the event to receive reimbursement. If not submitted on time, an assumption is made that the event did not occur and the allocated funds will be pulled and reallocated. See Appendix C for instruction to complete this form. UMF 601-4-6 will be filed under RN 601; disposition instructions are in Appendix A, Section III.

d. DoD personnel attendance**.** The maximum ratio of DoD personnel to civilian COI guests is 1 to 4 (1:4). All USMEPCOM and recruiting service personnel, Civilian and Military, are considered DoD Personnel. Any DoD personnel attending must be in a marketing role for the ASVAB CEP.

e. Confirmation of attendance**.** The MEPS ESS will consider school schedules when organizing events to encourage maximum participation. The MEPS ESS will confirm attendance of invitees within 3 working days of the event or by deadlines provided by the vendor.

f. Funding prohibitions**.** COI funding is restricted as follows:

(1) Lavish or extravagant events such as celebrations or changes of command will not be funded. Any event that restricts admission, seating, participation, or other accommodation based on race, creed, color, sex, or national origin will not be funded.

(2) COI funds will not be used to fund rental expenses for facilities, equipment, or commercial transportation of attendees.

(3) The purchase of tickets or admissions to sporting, recreational, or other public activity, or to charitable/fund raising events is prohibited.

(4) Payment for alcoholic beverages or gratuity exceeding 18% of the basic cost of the meal is prohibited.

(5) Personal or administrative expenses or incidental out-of-pocket expenses incurred by MEPS Military or Civilian personnel in the day-to-day performance of their duty will not be funded.

(6) Circumvention of regulations or restrictions prescribed by another directive or any purpose for which use of appropriated funds is expressly prohibited will not be funded.

(7) Other incidental expenses that are payable from other sources such as registration fees, invitations, and parking are not reimbursable through COI funds.

(8) Door prizes are prohibited.

(9) Repetitious events for the same guests or target groups will not be funded.

(10) Entertainment of individuals or firms in the contract bidding process, under a contract and/or retainer with USMEPCOM, other DoD organizations, and/or Federal agencies are a conflict of interest and will not be funded.

(11) Events using venues in which MEPS personnel have financial interests are prohibited.

7-9. Test integrity during marketing efforts

At no time will controlled test materials be used to market the ASVAB CEP, provide test experience, or conduct CEP training to school officials, counseling students, parents, or MEPS personnel. School staff are prohibited from taking the ASVAB during a high school test session. Graduate students are prohibited from taking the ASVAB for familiarization purposes.

7-10. MEPS CEP representative to state offices

One MEPS ESS is designated as the CEP representative ESS for each State as shown in Table 7-1 (List of States and Representative MEPS). The representative ESS will establish contact with the State Department of Education, State legislators, and State education officials to gain endorsement, support, and awareness of the ASVAB CEP. The assigned ESS will ensure that other MEPS ESS' in the state are informed of contact efforts. At no time will any MEPS personnel suggest the ASVAB CEP be part of any state legislation. All requests for legislative consideration must be forwarded via Sector to J-3 MEOP-ORT. Inquiries from Federal officials or their representatives will be referred to J-3 MEOP-ORT. MEPS personnel will not contact Federal officials regarding the ASVAB CEP.

Table 7-1
List of States and Representative MEPS

State	MEPS	State	MEPS
Alabama	Montgomery	Nebraska	Omaha
Alaska	Anchorage	Nevada	Sacramento
Arizona	Phoenix	New Hampshire	Portland (ME)
Arkansas	Little Rock	New Jersey	Ft Dix
California	Sacramento	New Mexico	Albuquerque
Colorado	Denver	New York	Albany
Connecticut	Springfield	North Carolina	Raleigh
Delaware	Baltimore	North Dakota	Fargo
Florida	Jacksonville	Ohio	Columbus
Georgia	Atlanta	Oklahoma	Oklahoma City
Hawaii	Honolulu	Oregon	Portland (OR)
Idaho	Boise	Pennsylvania	Harrisburg
Illinois	Chicago	Rhode Island	Boston
Indiana	Indianapolis	South Carolina	Ft. Jackson
Iowa	Des Moines	South Dakota	Sioux Falls
Kansas	Kansas City	Tennessee	Nashville
Kentucky	Louisville	Texas	San Antonio
Louisiana	New Orleans	Utah	Salt Lake City
Maine	Portland (ME)	Vermont	Albany
Maryland and Washington D.C.	Baltimore	Virginia	Ft. Lee
Massachusetts	Boston	Washington	Seattle
Michigan	Lansing	West Virginia	Beckley
Minnesota	Minneapolis	Wisconsin	Milwaukee
Mississippi	Jackson	Wyoming	Denver
Missouri	St. Louis	Common Wealth of Puerto Rico	San Juan
Montana	Butte		

7-11. Media
Occasionally media representatives will request information or response from MEPS personnel on issues regarding the ASVAB CEP. MEPS will request guidance, through Sector ESS, to J-3 MEOP-ORT and HQ USMEPCOM Public Affairs prior to responding to the media request about the ASVAB CEP. This includes formal or informal requests from media reporters.

7-12. Materials and resources for the CEP
Printed support materials for the ASVAB CEP marketing efforts are designed in coordination with OPA and allocated and distributed by J-3 MEOP-ORT. The MEPS ESS determines the appropriate use and distribution of all marketing materials. With the exception of brochures and fact sheets, marketing materials are not permitted for use or distribution to, applicants, students, or individuals not directly involved in the school market.

a. **Posters and brochures.** Marketing posters and brochures are used in a variety of settings such as schools, conventions, workshops, and COIs to draw attention to the ASVAB CEP. These items may be provided to recruiters for use in marketing the ASVAB CEP in schools.

b. **Novelty items.** Novelty items are funded and distributed to MEPS by J-3 MEOP-ORT. These items are to promote and market the CEP to educators. The MEPS ESS will control the distribution of all novelty items. Allotted supplies will be carefully managed to meet marketing needs for the entire year. Novelty items are purchased on a one-time basis; therefore, replenishment of items after bulk shipment receipt may not be possible. Novelty items will not be provided to students, applicants, or MEPS personnel.

c. **Material stock**. As the MEPS TCO has access to ordering systems, the MEPS TC will coordinate with the MEPS TCO and MEPS ESS to maintain adequate stock of ASVAB support and test materials, The TCO will place timely orders for materials to prevent depletion. The MEPS TC will maintain and ensure the accuracy of all student test related materials and forms.

d. **Laptop computer and projector**. Each MEPS ESS is provided a laptop computer and portable projector for their use in conducting professional briefings and presentations on the ASVAB CEP. The laptop computer is also for daily email and correspondence usage.

e. **Government-owned vehicle.** The MEPS ESS will use a government vehicle for conducting the CEP throughout the geographic area when it is the least costly mode of transportation.

f. **Printer requirements.** The MEPS ESS will have access to and use of both a black and white and a color printer for developing local marketing materials.

g. **Mobile telephone.** To increase safety and provide communication with schools and the MEPS while out of the office, MEPS ESS' will be provided a MEPS mobile telephone for official use while on duty.

h. **Budget.** The MEPS ESS will determine funds needed to service schools and provide totals to the MEPS Commander for inclusion in the MEPS budget. Funds for supporting activities (TDY for school marketing visits, post-test interpretations, test administration, ESA funding, shipping, testing, marketing local conferences, and supplies, etc.) will be included in this budget.

7-13. Locally produced marketing and/or correspondence materials

All locally prepared ASVAB CEP materials must be approved for use by OPA. This includes but is not limited to information flyers, presentations, and publicity items. The MEPS ESS will forward a request with a sample of the item through the Sector ESS to the HQ ESS. The MEPS ESS will maintain documented approvals and presentations until approved items are no longer in use. Only HQ ESS-approved materials may be procured for use at the MEPS. Mass mailing of ASVAB CEP program and promotional materials to schools on an annual basis is not required. MEPS are encouraged to use email for distributing information when possible. Specific mail outs to target schools or groups of schools are encouraged.

7-14. Pre-paid postage

The use of return envelopes that have prepaid postage affixed is not authorized.

Chapter 8
Overseas Testing Program

8-1. ASVAB testing outside the United States

The ASVAB CEP is available to Department of Defense Education Activity (DoDEA) students overseas and DoDEA schools in U.S. Territories, the Republic of the Marshall Islands (RMI), and the Federated States of Micronesia (FSM). ASVAB testing outside the United States is a coordinated effort between J-3 MEOP-ORT and the Military services.

a. DoDEA appointed personnel in testing offices co-located with DoDEA schools are responsible for

test administration, test ordering, and test security. USMEPCOM is responsible for scoring the test and providing the results to the DoDEA.

b. U.S. Territories, RMI, and the FSM USMEPCOM is responsible for administering, scoring, and providing results for the student ASVAB.

8-2. Roles

a. **Military Services.**

(1) Service-assigned ASVAB Overseas Program Managers will disseminate policy and establish procedures for testing personnel. They will also establish procedures to disseminate all required ASVAB CEP materials to overseas testing sites for their respective service.

(2) Service education centers and service recruiters coordinate the scheduling of overseas DoD high schools.

(3) Identify training requirements to J-3 MEOP-ORT.

(4) Send completed ASVAB answer sheets and UMF 601-4-3-E to the servicing MEPS within 48 hours of test session completion.

b. **J-3 MEOP-ORT.**

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

(2) Report identified overseas testing procedure and documentation problems to appropriate service ASVAB overseas program manager.

(3) Provide training materials, as necessary, to Military Service overseas test administration personnel, recruiters, and DoDEA guidance counselors to support this regulatory guidance.

c. **New York MEPS.**

(1) Provide official ASVAB scoring support for the European, Caribbean (except Puerto Rico and the U.S. Virgin Islands), Central and South America, and the Middle East. The New York MEPS will issue school codes with the first two digits of "57" for these areas.

(2) Score and return the student ASVAB printed results to DoDEA within 14 working days of receipt. The CEP materials will normally be mailed with the ASVAB results but can be sent sooner, if requested.

(3) Attempt to resolve all procedural and/or policy violations with the responsible overseas test personnel when tests are forwarded with discrepancies.

(4) Report identified testing problems to J-3 MEOP-ORT.

d. **Honolulu MEPS.**

(1) Provide official ASVAB scoring support for the Pacific and Far East. The MEPS will issue

school codes with the first two digits of "58" for these areas.

(2) Score and return the Student ASVAB printed results to DoDEA within 14 working days of receipt. The CEP materials will normally be mailed with the ASVAB results but can be sent sooner, if requested.

(3) Attempt to resolve all procedural and/or policy violations with the responsible overseas test personnel when tests are forwarded with discrepancies.

(4) Report identified testing problems to J-3 MEOP-ORT.

(5) Provide testing for RMI and the FSM.

(a) The Student ASVAB will be administered in conjunction with periodic Enlistment ASVAB testing visits to RMI and FSM to manage resources efficiently. Standard Enlistment ASVAB visit lengths may be extended to administer the Student ASVAB. If trip extensions are not practical nor cost effective, separate or distinct visits to administer the Student ASVAB are authorized. However, the CEP trips must fall within existing budget limits.

(b) When scheduling schools to test, Honolulu MEPS will request school officials to combine their testing populations at one site, as practical, to facilitate administration of the student ASVAB. School personnel must understand that only registered high school sophomores through seniors will be tested. When administering the student ASVAB, MEPS personnel will ensure that only school students are allowed to take the test. If not enrolled in high school, individuals will take the enlistment ASVAB at the designated enlistment test sites.

(c) The ASVAB CEP is available to RMI and FSM with the understanding that school personnel will conduct this component of the CEP. The MEPS will provide the materials for the interpretation procedure to school officials in testing schools and provide training for counselors or teachers. The MEPS will mail ASVAB test results and career exploration materials.

8-3. Obtaining USMEPCOM student testing forms

USMEPCOM Forms required to support the student ASVAB overseas testing program are available on the USMEPCOM website which is listed in Appendix C Section III.

TOC

Appendix A
References

Section I
Publications referenced in or related to this publication

DoDD 1145.02E
United States Military Entrance Processing Command (USMEPCOM)

DoDI 1304.12E
DoD Military Personnel Accession Testing Program

DoDM 1145.02
Military Entrance Processing Station (MEPS)

UMR 611-1
Enlistment Qualification Tests. Cited in Paragraph 1-4j.

UMR 690-13
Civilian Personnel Management Program. Cited in Paragraph 7-2b.

Section II
Forms referenced in or related to this publication (*Note*: USMEPCOM J-3/Operations has special permission to prepare testing forms using DoD titles.)

DD Form 1304-5
ASVAB Summary Results.

DD Form 1304-5AM
ASVAB Career Exploration Program, Manual for Administration, Student.

DD Form 1304-5RG
The ASVAB Career Exploration Program, Recruiter Guide

DD Form 1304-5WB
Exploring Careers: The ASVAB Career Exploration Guide.

UMF 601-4-R
Student Test Answer Sheet Discrepancy List

UMF 601-4-2-R-E
Processing and Distribution Control Record

UMF 601-4-3-E
Student ASVAB Test Record

UMF 601-4-4-R-E
Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets

UMF 601-4-5-R
Student Testing Database Maintenance Form

UMF 601-4-6
Centers of Influence (COI) Event Fund Request and Reimbursement

UMF 601-4-11-R-E
Educational Staff Agreement.)

UMF 601-4-12-R-E
Educational Staff Agreement for Voluntary Services

UMF 601-4-13-R-E
State/Local Marketing Event – Funding Request

UMF 601-4-14-R-E
Professional Organizational Membership Reimbursement Request

UMF 601-4-15-R-E
Proctor Support Form.

UMF 680-3A
Request for Examination. Cited in Paragraph 5-3d.

Section III (The file numbers this regulation prescribes for the user to file specific documents.)
Required File Numbers

601
General personnel procurement correspondence files. Cited in Paragraph 5-1.
KE6. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

601-222d
Qualification test answers. Cited in Paragraph 5-2b. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

TOC

Appendix B
Management Control Evaluation Checklist

B-1. Function
The function covered by this checklist is to monitor activities related to the student Armed Services Vocational Aptitude Battery (ASVAB).

B-2. Purpose
The purpose of this checklist is to assist testing personnel in the Military Entrance Processing Station (MEPS) in evaluating the key management controls listed below. It is not intended to cover all controls.

B-3. Instructions
Answers must be based on actual testing of key internal controls (document analysis, direct observation, sampling, simulation, etc.) Explain answers indicating deficiencies and take necessary corrective actions. Formally evaluate these controls at least once every 5 years. Certify evaluations have been accomplished by completing Department of Army (DA) Form 11-2, Internal Control Evaluation Certification

B-4. Test questions a. General.

(1) Is the United States Military Entrance Processing Command (USMEPCOM) Command Inspection Checklist Appendix B (available on USMEPCOM SPEAR) ratings promptly corrected within 30 days? (SPEAR) completed twice a year with a SATISFACTORY rating?

(2) Are UNSATISFACTORY

a. Proctor support.

(1) Does the MEPS coordinate for proctor support with the services and report proctor no- shows in CEP MIRS?

b. Test administration.

(1) Are all student answer sheet packages shipped or hand delivered to the MEPS within 48 hours after the test?

(2) Are any instances of cheating documented on UMF 601-4-R-E, Student Test Answer Sheet Discrepancy List?

c. Test loss/compromise.

(1) Are all instances of test loss/compromise promptly reported to Sector?

d. Test scoring and distribution.

(1) Is information on UMF 601-4-2-R-E, Processing and Distribution Control Record kept current?

(2) Do sequential batch numbers begin with 0001 and end with 9999 before starting over again?

e. Centers of Influence (COI) Program. Has a specific group been identified where appeal by way of a COI event may elicit support or advocacy for the ASVAB Career Exploration Program (CEP)?

f. Organization membership and participation. Has the ESS assessed what local and State educational organizations are best able and/or most willing to advocate for the ASVAB CEP in the MEPS area?

B-5. Supersession
This checklist supersedes all previous editions.

B-6. Comments
To help make this a better tool for evaluating management controls, submit comments to HQ USMEPCOM, ATTN: J-3 ORTMEOP-ORT, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

B-7. Department of Army (DA) Form 11-2, Internal Control Evaluation Certification. Use Department of Army (DA) Form 11-2, Internal Control Evaluation Certification to document internal control evaluations.

Appendix C
Instructions for Preparing Prescribed USMEPCOM Forms

C-1. Forms generation
UMF's prescribed by this regulation are electronically generated and may be completed manually. The forms are pdf format and are available on SPEAR. A small supply of hardcopy forms will be retained in case of a power failure. UMF 601-4-3-E, Student ASVAB Test Record is generated from the Student Testing Program software.

C-2. Prescribed forms (in numerical order)

a. UMF 601-4-R-E, Student Test Answer Sheet Discrepancy List, If applicable, this form will be completed by the TA during a test session. Use this form to notify schools when student answer sheets cannot be scored, or when scores are invalid for enlistment (option 7). This form and an appropriate letter of explanation must be included in the results package sent to the school. The MEPS will maintain a file copy for 2 years. Instructions for completing the form are as follows:

Item 1: To Enter the school's point of contact (POC) and school name for the specific test session.

Item 2: Session Date Enter the date the session was completed.

Item 3: From Enter the MEPS' name and POC.

Item Entitled Note: On the blank line, fill in the name of the school.

Item 4: Name Enter the name(s) of the student(s) whose answer sheet was not processed, or whose scores are not valid for enlistment. Enter as: Last Name, First Name.

Item 5: Reason Not Processed Place an "X" in the appropriate column to indicate the reason the student's test was not processed.

Item 6: Reason Processing Invalid Place an "X" in the appropriate column to indicate the reason the student's scores are not valid for enlistment

Item 7: Other If the reason in Item 6 is other, an explanation must be provided in the lined area at the bottom of the form.

b. UMF 601-4-2-R-E (Processing and Distribution Control Record). Use this form to track the receipt and processing of all student testing answer sheets, the printing and distribution of school products. Use it to generate the session number. It may be used as a suspense log for release of student results after school products are mailed. The test coordinator (TC) will ensure the form is accurately maintained. Instructions for maintaining the form are as follows:

Section 1: School Information

School Name- Enter the school name from UMF 601-4-3-E.

Date Tested- Enter the date as provided by the test administrator (TA) in Section III of UMF 601-4-3-E.

School Code- Enter the school code from UMF 601-4-3-E.

Test Method- Select "P&P" for paper and pencil. Select "iCAT" for computer test. If there is information regarding "Number of Test Booklets Used" on the UMF 601-4-3-E, then the method will be Paper and Pencil. For CEP iCAT testing, CEP iCAT will be placed prior to the test session.

Date Session Created- Enter the date the session number was created.

Session Number- Assign and enter a six-digit session number (see Paragraph. 5-2a (1)) and enter the date the session number was assigned. The session number is the two-digit MEPS ID and the four-digit sequential batch number.

Release Option- The release option assigned to the session will be entered here.

Split Option- Annotate the alternate release option and number of students scored here. All students listed on UMF 601-4-3-E will be entered here.

Option 7- For sessions with invalid tests annotate the number of students scored. Sophomore tests are automatically scored as option 7 and do not require a notation.

Option 8- For sessions with no release annotate the number of students scored with each option as indicated.

Note: For testing accommodations, use the same session number as the regular test session. For split release option test sessions using Option 1-6, the six-digit session number assigned will be used with each release option number and recorded on separate lines of the form. For multi-room test sessions, only one session number will be assigned and recorded. In cases where individual student tests are invalidated (listed on the associated UMF 601-4-3-E), the session number will be assigned and recorded as if it were an intentional split option session. Sophomore tests are automatically scored as option 7.

SECTION II- Answer Sheets

Date Sheets Received-& Number of Sheets Received- Enter the date and the number of completed and partially completed answer forms received. Completed answer forms will be processed under one or more of the options 1-6 and option 8. Partially completed answer forms will be processed under release option 7. The total number will be obtained from a manual count of the forms at the MEPS. The number must total the number of test booklets used during the test session.

Date Sheets Processed & Number of Sheets Processed- Enter the date and the total number of answer forms that were processed. This number will correspond to the number stated on the session statistical reports generated from the MEPS computer system once the session has been successfully processed.

Number of Sheets Not Processed & Code- Enter the number of answer forms that could not be processed, along with the corresponding code (see Table 5-1).

Section III- School Products

Date Mailed Enter the date the ASVAB Summary Results (ASR) sheets and ASVAB Test Score Results Roster (RR) were mailed to the school. This date will be used in conjunction with the release option code to determine when to release the recruiting service copy printout to the services. Write in "hand delivered" above the date if the packet was delivered in-person.

ASR & RR Included- Select "yes" from the drop down option if the ASR and RR were included in the mailed packet to the school. It is mandatory to include both of these items when mailing the packet to the school.

SECTION IV- RSC Release Date- Enter the date copies were made available beside the service indicated. It must be the same for all services.

SECTION V- RSC Release Method- Select "in-person" if the RSC was released in-person. Each service representative will enter his or her initials in the appropriate space when picking up the service copy printout. Select "email" if the RSC was released via encrypted email. If printouts are mailed/emailed to service representatives, no receipt initials are required. Maintain a copy of the encrypted email for inspection purposes. Whether the copy is picked up or mailed/emailed, the person responsible for releasing or mailing the service copy will initial this form in the indicated space.

SECTION VI- Remarks This space is provided for any pertinent remarks regarding the receipt and processing of the test session materials and the distribution of the school products.

c. UMF 601-4-3-E, Student ASVAB Test Record. Use this form to schedule student test sessions, coordinate administrative support, and record test session information. A partially completed UMF 601-4-3- E will be produced using the Student Testing Program (CEP) marketing database software. Assign this form the same session number recorded on UMF 601-4-2-R-E. Write the session number in the space provided at the top of the form. (Refer to Paragraph. 5-2a (1)) for information on assigning session numbers.) The TC will ensure the correct and complete preparation of this form, and will keep a completed form in the historical file of each testing school. Instructions for completing the form are as follows:

School Code: Enter the CEP MIRS school code

School Year: Enter the current school year.

SECTION I Scheduling Information Completed by the CEP marketing database software. If Section I is not completed by the software, complete manually. Most items are self-explanatory; items needing an explanation are:

Students Scheduled: Enter the total number of students scheduled by grade

Total Proctors Required: Enter the total proctors required.

School Student Pop: Enter the total population of the school by grade.

Test Location: Enter the test location.

Multiroom Test? Enter Y (for yes) or N (for no).

Break Requested? Enter Y (for yes) or N (for no). **Initial**

School Year (SY) Exam? Enter Y (for yes) or N (for no).

Lapboards Required? Enter Y (for yes) or N (for no).

Initial Exam Ever? Enter Y (for yes) or N (for no).

Remarks: Enter comments for the TA as required

SECTION II School Confirmation

Date Confirmation Letter Mailed: Write in the date confirmation letter was mailed.

Date School Contacted to Confirm Test (5 days prior): This item will be completed by the responsible TA. Write in date of last confirmation contact with school prior to test.

Dates TA/Proctor Support Confirmed: Date of last confirmation of TA/proctor requirements.

SECTION III Test Session Data This section must be completed by the responsible TA.

Number of Students Tested: Place the number of students tested, by grade (i.e., 12th, 11th, 10th, other). Write the total number of students tested in the "Total Tested" space. The total will be the same as the number of books utilized.

Remarks (Explain negative responses from above). Document proctor no shows, school staff support.

SECTION IV ASVAB Proctor Duties and Responsibilities
This section provides a briefing of the proctor's duties and responsibilities. Obtain an arrival time, signature, printed name, printed rank/grade, and printed service/organization for each proctor demonstrating an understanding of duties and responsibilities.

d. UMF 601-4-4-R-E, Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets. Use this form to ensure accurate accounting for all test booklets when the test session requires more than one person as TA (e.g., some multi-room sessions), and in any event where the TA must entrust the booklets to an assistant or any other authorized person. After the test is completed and all test booklets have been returned by the OPM or MEPS TA, cut or tear along the dotted line. The OPM or MEPS TA will retain the upper half, and issue the bottom half to the assistant. A copy of the UMF 601-4-4-R-E will be provided to the TCO for their inventory files. Copies of the UMF 601-4-4-R-E will be maintained in the school file under RN 601 and maintained for two years.

SECTION I ISSUED ASVAB BOOKLETS (to be completed by the test administrator and recipient)
The upper portion of the form must be completed prior to issuing test booklets to school staff assistant TA. Instructions are as follows:

Item 1: From (Test Administrator) Enter the name of the person administering the test and the MEPS name.

Item 2: To (name of recipient of booklets) Legibly print the name of the school staff assistant TA receiving the test booklets.

Item 3: Name of School: Enter the name of the school where the test is being conducted.

Item 4: Test Booklets Receipt: Test Booklets Serial Numbers: Enter the serial number(s) for all test booklets issued to assistant TA. **Total Number of Test Booklets Received:** Enter the total number of test booklets issued.

Item 5: Signature of Recipient Self-explanatory.

Item 6: Date Enter the current date.

SECTION II RETURNED ASVAB BOOKLETS (to be completed by the test administrator) – This section must be completed at the end of the test session when booklets are returned. Form instructions are as follows:

Item 7: Test Booklet Receipt

Test Booklets Serial Numbers: Enter the serial number(s) for all test booklets returned to the TA.
Total Number of Test Booklets Received: Enter the total number of test booklets returned.

Item 8: Signature of Test Administrator Self-explanatory.

Item 9: Date Enter the current date.

e. UMF 601-4-5-R-E, Student Testing Database Maintenance Form. Use this form to request changes to the student testing database related to a specific test session. It eliminates the need for a formal memorandum. MEPS may email the form directly to HQ USMEPCOM, J-3/MEOP-ORT. Deletion actions must be sent via the Sector ESS. After maintenance is completed, HQ USMEPCOM, J-3/MEOP-ORT will notify the MEPS via e-mail of the changes. MEPS must wait 24 hours after maintenance is completed before information can be processed. Instructions for completing this form are as follows:

Item 1: Email to: Already completed.

Item 2: FROM: (MEPS Name & ID) Enter the name of the MEPS and the MEPS ID. Example: Chicago B54

Item 3: DATE: Enter the date of request.

Note: Requests for maintenance function(s) in items 4-6 are identified by placing an "X" in the appropriate box adjacent to the requested action.

Item 4: Add School to CSDB: Only **c**omplete this item for requests to add a new school to the database after verifying the school is not currently in the database.

Item 5
Consolidate Schools- only complete this item when combining two schools into one school. Example: Two schools merged together to make one new school. Include the school codes from both schools.

Delete School Record from CSDB- only complete this item when a school needs to be removed from the database. Example: school closing. The IRC Memorandum block must be indicated with an "X". The memorandum must be attached before a delete school request can be processed.
Note: Public federally-funded schools cannot be deleted from the database.

Item 6- Self-explanatory

Item 7-Self-explanatory

Item 8- Self-explanatory

f. UMF 601-4-6 (Centers of Influence (COI) Event Fund Request and Reimbursement). Use this form to request funds for a Centers of Influence (COI) event from appropriate Sector. Instructions for completing this form are as follows:

Item 1: From (MEPS): Self-explanatory.

Item 2: To: Designated Sector ESS.

Item 3: Location of Event: The paid provider of food (and most often the place) for the event.

Item 4: Date of event: Self-explanatory.

Item 5: Co-sponsor (if any): The name of any agency (e.g., recruiting service) that will share cost of event.

Item 6: Number of attendees projected: Enter the number of non-DoD personnel projected to attend the event.

Item 7: Number of MEPS **attendees projected**: Self-explanatory. Include all DoD attendees with this number. See Paragraph 7-8d for limitations.

Item 8: Number of attendees MEPS will pay for: Total number of persons for whom meals will be provided. Total of item 6 and item 7.

Item 9: Purpose of Event: Describe the purpose of the event.

Item 10: Description of intended ASVAB presentation Summarize what will be presented on the ASVAB Student Testing Program.

Item 11: Attendee Cost: Enter the total number of guest attendees from block 7, the number of MEPS or DoD attendees from block 8, and the total number of attendees from block 8. Enter the meal costs on the applicable lines and compute the total funds required. Gratuity will not exceed **18%** of the total food bill.

Items 12-: Signature (MEPS ESS, MEPS Commander, BN PSS, BN Commander, and Sector ESS) and date: Self- explanatory.

Item 17: Self-explanatory

Item 18: Enter total cost

Item 19: Self-explanatory

Item 20: Describe results and follow-up actions.

Item 21-22: Signature (MEPS ESS, BN PSS) and date **Item 23:** PSS enters the date sent to J-8.

g. UMF 601-4-11-R-E (Educational Staff Agreement). Use this form to document, for pay purposes, school personnel used as proctors or assistant test administrators for a high school test session. Instructions for completing this form are as follows:

Item 1: Name of MEPS: Self-explanatory.

SECTION I AGREEMENT (To be completed by TA)

Item 2: Enter the information requested (i.e., name of school, number of proctors and/or number of assistant TAs, date of test session, name of school,

Item 3: Print name of Ordering Office: Leave blank

Item 4: Ordering Officer's signature: Leave blank

Item 5: Date: Leave blank

Item 6: Print name of MEPS Test Administrator: Self-explanatory.

Item 7: MEPS Test Administrator signature: Self-explanatory.

Item 8: Date: Self-explanatory.

Item 9: Print Name of School Official (Last, First, MI): Self-explanatory

Item 10: School Official's signature: Self-explanatory

Item 11: Date: Self-explanatory
SECTION II FUNDS CERTIFICATION (to be completed by MEPS AST)

Enter the information requested for name of school, Federal tax ID#, school address, telephone number, and POC. ESAs cannot be processed without the Federal tax ID# or tax statement.

Item 12: Number of proctors indicate the number of proctors utilized and compute the total amount owed for proctors.

Item 13: Number of test administrators Indicate the number of assistant TAs utilized and compute the total amount owed for TAs.

Item 14: Subtotal, Check usage fee, and Total Invoice Current check fee is 1.7%. Compute the total amount owed for proctors and/or TAs including the 1.7% check fee if applicable. If payment is made by credit card, maintain this form with your purchase request.

Item 15: MEPS Commander's signature: Self-explanatory.

Item 16 : Date: Self-explanatory.

Item 17: MEPS Test Administrator Signature: Self explanatory

Item 18: J-8/MERM-BDF signature: Self-explanatory.

Item 19: Date: Self-explanatory.

SECTION III-PAYMENT ISSUE (to be completed by J-4/MEFA : for check payments only)

Item 20 : Signature and title of check issuer from: J-4/MEFA-CB: Self-explanatory.

Item 21: Date: Self-explanatory.

h. UMF 601-4-12-R-E (Educational Staff Agreement for Voluntary Services): Use this form to document, for voluntary purposes, school personnel used as proctors or assistant test administrators for a high school test session. Instructions for completing this form are as follows:

Item 1: Name of MEPS: Self-explanatory.

Item 2: Provide information requested (i.e., name of school, number of test proctors and/or assistant test administrators, date of test session, name of school, and school address and phone number).

Item 3: Printed Name of MEPS Test Administrator: Self-explanatory.

Item 4: MEPS Test Administrator's signature: Self-explanatory.

Item 5: Date: Self-explanatory.

Item 6: Print Name of School Official (Last, First, MI): Self-explanatory

Item 7: School Official's signature: Self-explanatory

Item 8: Date: Self-explanatory

Notes: Self-explanatory.

i. UMF 601-4-13-R-E (State/Local Marketing Event–Funding Request). Use this form to request funds to attend state or local educator marketing events and later to request reimbursement for expenses when the event is completed. Instructions for completing this form are as follows:

FY Enter fiscal year.

SECTION I REQUEST (to be completed by MEPS ESS) The_____. Fill in the name of MEPS requesting funding.

Organization: List the organization conducting the event.

Event dates, **City/State, Distance:** Self-explanatory.

ESS participation will include: Indicate the type of participation of the ESS. If ESS from multiple MEPS are attending, indicate which MEPS is paying for the booth.

Attendees from other MEPS: List the total number of other MEPS attendees.

Cost estimates: List the cost estimates in each category and compute the total amount.

Certification: ESS signature: and Date: Self-explanatory.

Commander's signature: and Date: Self-explanatory.

Battalion Commander's signature and date: Self-explanatory.

SECTION II SECTOR AUTHORIZATION (to be completed by Sector ESS)

Date approval received from Sector: List the date of the Sector e-mail confirming approval for attendance.

Sector ESS Signature: Self-explanatory

SECTION III RETURN ON INVESTMENT (ROI) (to be completed by MEPS ESS)

Enter information on the value of the event. Information will be used by Sector ESS to determine funding distribution for future events.

Presentation attendees: Self-explanatory.

Leads generated: Enter the number of contacts that require follow-up actions.

Schools scheduled: Enter the number of schools for which scheduling was completed at the show.

Cost per lead: See note for calculation.

Immediate benefits: Enter comment on benefits of marketing at the event and follow up action. If leads were generated for other MEPS not in attendance, enter the MEPS and number of leads forwarded.

SECTION IV REQUEST FOR REIMBURSEMENT (to be completed by BN PSS)
Total travel expense Upon completion of the event, list the actual expenses on the applicable lines (i.e., total travel expense, exhibit booth, other (explain below), and total actual cost).

ESS signature: and Date: Self-explanatory.

BN PSS signature and Date: Self-explanatory.

j. UMF 601-4-14-R-E (Professional Organizational Membership Reimbursement Request). Use this form to request reimbursement for professional organizational memberships paid for by the MEPS. Instructions for completing this form are as follows:

Item 1: TO: Sector ESS

Item 2: MEPS: Name of MEPS requesting funding reimbursement**.**

Item 3: Organization List the organizations to which membership fees have been paid.

Item 4: Amount List the amount paid for each membership fee.

Item 5: TOTAL Self-explanatory.

Item 6: BN PSS Signature/Date – Self-explanatory.

Item 7: Date Self-explanatory.

Item 8: Commander's Signature/Date Self-explanatory.

Item 9: Date Self-explanatory.

k. UMF 601-4-15-R-E (Proctor Support Form). Use this form to document proctor assignments for student test sessions. Instructions for completing this form are as follows:

SECTION I – SCHOOL INFORMATION (to be completed by TC)

Item 1: From: Complete items MEPS Testing Section, Office Telephone Number, and Fax Telephone Number Self-explanatory.

Item 2: Responsible Service: List the service responsible for the school being tested.

Item 3: Responsible Recruiter: List the specific recruiter responsible for the school being tested.

Item 4: Recruiter's Telephone Number (office/cellular): Self-explanatory.

Item 5: High School Information: Complete items **a** through **d** Self-explanatory.

Item 6: Test Session Information: Complete items **a** through **d** Self-explanatory.

SECTION II RECRUITER ASSIGNMENT (to be completed by responsible service)

Item 7: Proctor Information: Complete columns a through d. List the name, rank, service, contact numbers, confirmation method, and date for all of the proctors assigned to this student test session.

Item 8: Responsible Recruiter Certification: Complete items a through c Self-explanatory.

Item 9: Remarks – Self-explanatory.

Appendix D
Glossary

AAR
After Action Report

AOR
Area of Responsibility

AP
Accession Policy

ASR
ASVAB Summary Results

ASVAB
Armed Services Vocational Aptitude Battery

BN
Battalion

CD
Compact Disk

CEP
Career Exploration Program

CSDBM
Centralized Student Database Management

COI
Center of Influence

DA
Department of the Army

DD, DoD
Department of Defense

DTAC
Defense Test and Assessment Center

DoDDS
Department of Defense Dependent Schools

DUSD
Deputy under Secretary of Defense

ESA
Educational Staff Agreement

ESS
Education Services Specialist

FedEx
Federal Express

FSM
Federated States of Micronesia

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

ID
Identification

IMPAC
International Merchant Purchase Authorization Card

IRC
Interservice Recruitment Committee

MEPS
Military Entrance Processing Station

NLT
Not Later Than

OMR
Optical Mark Reader

OPM
Office of Personnel Management

POC
Point of Contact

PSS
Personnel Support Specialist

RMI
Republic of the Marshall Islands

RN
Record number

SF
Standard Form

CEP
Student Testing Program

STS
Student Testing System

SY
School Year

TA
Test Administrator

TC
Test Coordinator

TCO
Test Control Officer

ORTY
Temporary Duty

TLC
Test Loss/Compromise

UPS
United Parcel Service

USMEPCOM
United States Military Entrance Processing Command

CEP MIRS
USMEPCOM Integrated Resource System