

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

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No. 611-1

Effective: March 18, 2024
Personnel Selection and Classification
Enlistment Qualification Tests

FOR THE COMMANDER



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Deputy Commander/Chief of Staff

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

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

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

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM are prohibited without prior approval from HQ USMEPCOM, ATTN: J-3/MEOP-ORT, 2834 Green Bay Road, North Chicago, IL 60064-3091.

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

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

*This immediate revision supersedes USMEPCOM Regulation 611-1, September 3, 2020. Major revisions have been made to this regulation it is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions.

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Chapter 1

General

1-1. Purpose

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

1-2. References

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

1-3. Abbreviations and Terms

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

1-4. Responsibilities

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

(1) Administer the Department of Defense (DoD) Enlistment Testing Program in accordance with policy developed by the Director, Accession Policy.

(2) When approved by the Under Secretary of Defense for Personnel and Readiness, administer additional tests to determine qualifications for military occupations or assignments.

(3) Print and distribute supplies of test materials, counseling materials, and training aids for use in the DoD enlistment and overseas testing programs.

(4) Maintain sufficient stock of test and career exploration program materials.

(5) Provide operational test and item data for special studies and periodic score monitoring by the Defense Testing and Assessment Center (DTAC).

(6) Provide testing data to the Recruiting Services.

(7) Establish procedures to investigate prohibited actions and situations in the DoD Enlistment Program.

(8) Endorse written investigative reports of test loss or compromise to Headquarters, Department of Army (DA), when required.

- b. Sector Commanders will:

(1) Monitor the day-to-day tactical operation of testing programs in the MEPS.

(2) Refer matters that cannot be resolved at Sector/Battalion level to J-3 Operations Directorate/Testing Branch (J-3/MEOP-ORT).

(3) Ensure all test losses or compromises are reported to the USMEPCOM Commander within 24 hours.

- c. MEPS Commanders will:

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(1) Appoint Test Administrators (TAs) (personnel not assigned to testing section) in writing within 30 days of assuming command and all newly appointed TAs (personnel not assigned to testing section) during their tour.

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

(3) Test eligible applicants referred by the Services.

(4) Conduct approved special purpose testing.

(5) Control accountable test material.

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

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

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

(9) Ensure all test losses or compromises are reported to Sector testing personnel within 24 hours of identifying the loss/compromise.

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

(11) Submit an account verification memorandum for the Air Force Publications Center TMI Account and the Army Personnel Testing account (T-account) to those agencies within 30 days of assuming command and as key information changes (see Figure [2-5](#)).

(12) Appoint an alternate in writing for security and control of accountable testing material when MEPS Test Control Officer and MEPS Test Score Technician positions are both vacant.

d. MEPS Test Control Officers (TCOs) will:

(1) Manage and operate the enlistment testing program.

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

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

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

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

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

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- (7) Coordinate testing at Military Entrance Test (MET) sites.
 - (8) Develop, publish, and annually update standing operating procedures (SOP), including a detailed optical mark reader (OMR) contingency plan for testing. Maintain the Testing SOP separate from the MEPS Operations SOP.
 - (9) Inspect MET sites and review Intermittent Test Administrators (ITAs) as prescribed in Chapter 4.
 - (10) Provide a consolidated MET site list on a spreadsheet through Sector testing section to J-3/MEOP-ORT no later than (NLT) 30 September of each year and as changes occur. The list will contain the MET site codes, name, location, testing frequency (days and times), and the end-of-the-fiscal-year average of testers for each MET site. MET sites that are temporarily closed or on probation will be included. Current MET Site information can be found at <https://www.mepcom.army.mil>.
 - (11) Supervise members of the testing section as directed by the MEPS Commander.
 - (12) Conduct inventories of test materials as required and ensure strict accountability and security of all testing materials.
 - (13) Place orders for operational material.
 - (14) Serve as primary Site Security Manager (SSM) for iCAT.
 - (15) Exercise primary oversight of the MEPS' Air Force Publications Center TMI Account #(TMI Account) and the Army Personnel Testing account (T-account).
- e. MEPS Test Score Technician (TST) will:
- (1) Ensure test scores are valid and entered into the automated United States Military Entrance Processing Command Integrated Resources System (USMIRS).
 - (2) Resolve test scoring automation issues.
 - (3) Train testing clerks on proper test score data entry.
 - (4) Serve as liaison to MEPS Service liaison personnel for test score reporting.
 - (5) Assist the TCO with duties related to accountable and controlled test materials as defined in regulatory guidance. The position has no supervisory duties.
 - (6) Serve as alternate SSM for iCAT.
 - (7) Serve as alternate for placing orders for operational material.
 - (8) Serve as alternate for providing oversight of the MEPS' Air Force Publications Center account (TMI Account) and the Army Personnel Testing account (T-account).
- f. MEPS Lead Test Clerk will:

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- (1) Lead TAs.
- (2) Conduct aptitude examinations.
- (3) Brief applicants, distribute and proctor examinations, score exams, perform quality control of examination and applicable applicant information.
- (4) Inspect MET sites and review ITAs as prescribed in Chapter 4 of this regulation.
- (5) Inventory test packets when received from test sessions.

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

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

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

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

1-5. Additional Duty Appointment Memorandum

a. MEPS Commanders will use an additional duty appointment memorandum to appoint non-testing personnel (i.e. Medical or Operations personnel) as TAs. Include in the memorandum the effective date, the name(s) of the individual(s), the authority line, period of the appointment, distribution line, and any other special instructions. File the original memorandum under record number 1e/800D, "Housekeeping Instructions – Duty Appointments", disposition instructions are in Appendix [A, Section IV](#)

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

1-6. Training

a. New MEPS personnel have training requirements that must be completed within 30 days of appointment. MEPS Testing personnel are required to utilize the Training Standardization Job Task Sheets (TSJTS) located on SPEAR for initial and sustainment training. The TSJTSs can also be used for quarterly training. MEPS Commanders will ensure training is completed and quarterly refresher training is conducted in ASVAB security, accountability, and administration with all MEPS TA/ITAs. MEPS TAs/ITAs are required to maintain proficiency in administering the ASVAB and Special Purpose Tests. The MEPS TCO will ensure MEPS TAs/ITAs conduct an adequate amount of testing, balanced between Student and MET site testing, for the purpose of training and proficiency. The number of test sessions conducted is not meant to be exact. Designated MEPS personnel are responsible with assisting the HQ USMEPCOM Testing mission at MET sites and High schools when warranted.

b. Per UMR 350-1 (Command Training Program), quarterly training on security, accountability, and administration will be tracked on the Joint Knowledge Online (JKO) website. The Instructor Led Training (ILT) and TSJTS ILT rosters for Testing Personnel are located in Appendix C. The TCO is responsible for choosing which courses are required for training each quarter. Once the TCO verifies the courses have been completed by the Testing Personnel (this includes in-house TA appointees and ITAs), the TCO will provide the [UMF 350-1-15](#) (Training and Attendance Roster), to the Training Coordinator for input into JKO. Once the Training Coordinator has tracked the course completion in JKO via ILT, the test administrator's JKO online training transcript will be printed upon completion of quarterly training and placed in the appropriate personnel training file. Maintain MEPS testing personnel training records under record number 350-1j3/600E, "Individual Training Files"; disposition instructions are in Appendix [A, Section IV](#).

Note: The documents used for training are not attached to the ILT.

Chapter 2 Security and Accountability

2-1. Accountable Test Material

Accountable items include test booklets, partially or completed answer sheets, scoring keys, and any associated scoring modules, scratch paper with annotations used for ASVAB or special purpose test administration, and test material presented on computer screens. **Note:** Non-accountable (controlled) test materials are administration manuals for ASVAB and blank answer sheets (maintain the sheets in a secured storage room to prevent unauthorized use), the Electronic Data Processing Test (EDPT) administration manual, Air Force Officer Qualifying Test (AFOQT) administration manual, and manuals for scoring. Do not add these items on the automated inventory software or [UMF 611-1-9-R-E, Daily Inventory Log](#).

2-2. Test Security

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

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

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

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

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

f. Release or viewing of accountable test material designated for use by MEPS to any outside agency or to any persons other than authorized USMEPCOM personnel is prohibited.

2-3. Control and Storage Procedures

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

b. Change one level of lock combinations (i.e., security container lock or room door lock) within 6 months of previous change. Upon departure of any individual authorized access to the secure storage room, change one level of lock combination within 7 business days of departure from the testing section.

c. Record the combination/keys on the Standard Form (SF) 700, Security Container Information for each file cabinet, safe, and secure storage room entry door used as a security container. Once completed, sign across the flap of each SF 700 envelope. Post part 1 of the original SF 700 in the top drawer of each container. For the secure storage room entry door, place part 1 of SF 700 in the first file cabinet, first drawer due to personally identifiable information (PII). Place part 2As inside of part 2 of SF 700 envelope, seal and sign across the flap of each SF 700 envelope. Place the SF 700 envelopes in one plain envelope, seal, sign, and date across the flap. The envelope with the SFs 700 inside will be stored in the MEPS' designated headquarters security container under record number 1v1/800D, "Access Controls – Control Procedures"; disposition instructions are in Appendix [A, Section IV](#). Forms involved in an investigation will be kept until the investigation is completed.

d. An [SF 702, Security Container Check Sheet](#) will be maintained on each file cabinet, safe, and secure storage room entry door used as a security container to permanently store accountable test material. Blocks 1 and 2 are completed daily upon opening and closing the container. Block 3 is initialed at the close of every business day, even if the container was not opened during that business day. Keep this form under record number 1v3/800D, "Access Controls – Entry into Vaults or Containers"; disposition instructions are in Appendix [A, Section IV](#). Forms involved in an investigation will be kept until the investigation is completed. The same individual can initial blocks 1, 2, and 3.

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

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

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

(2) The iCAT-ASVAB pass code will be limited to the ITS, auxiliary ITS, and testing section personnel.

(3) Do not install any software on the system other than HQ USMEPCOM approved

(4) Do not substitute any other computer equipment for iCAT-ASVAB equipment.

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g. The TCO/TST may place accountable test material in sealed envelopes or boxes to ease storage and accountability for materials not frequently used. If done, the TCO/TST must conduct a page-by-page check of test material before sealing the envelope/box. Ensure the outside of the envelope/box reflects the exact contents, quantity, and serial numbers of the accountable test material inside. Sign, seal and date across the envelope/box. Store the envelope/box inside an approved security container as described in “a” above whenever possible. If the envelope/box is unable to be stored in a safe or file cabinet, the MEPS will maintain a [SF 702](#) in close proximity to the envelope/boxes. A [SF 702](#) is not required to be placed on each individual envelope/box. When material is stored in this manner, these envelope/boxes do not need to be opened during the annual inventory, but must be opened and checked during the joint inventory and upon departure of the TCO/TST.

h. When transporting accountable test material, maintain strict accountability. Accountable test material being transported in a POV or GOV will be kept in the trunk of the vehicle. If the vehicle does not have a trunk, (i.e., van, pickup truck, sports utility vehicle, etc.) the accountable test material can be stored in the main cabin. ITAs/TAs should make every attempt to cover and conceal the material if stored in main cabin of the vehicle. The vehicle must be locked at all times when parked. When in a TDY status to conduct a test session, test materials will not be left in a vehicle overnight.

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

2-4. Inventory Procedures for Accountable Test Material

a. There are three types of inventories: annual, joint, and other. Conduct and document the annual, joint, and other inventories, by using the automated inventory software program and [UMF 611-1-1-R-E](#), Inventory of Accountable Test Material. All controlled special purpose test material will be listed on the automated inventory.

b. Track accountable test material by automated inventory system stock number and serial number.

c. Inventory documentation is considered as [UMF 611-1-1-R-E](#), receipts for accountable test material, and memorandums reflecting transfer of accountable test material. A copy of the [UMF 611-1-1-R-E](#) used to document the annual inventory will be sent to Sector by 15 July for submission to J-3/MEOP-ORT each year.

e. During on-boarding of ITAs, the first inventory issued to them will be documented as an “ITA Initial Issue” on the [UMF 611-1-1-R-E](#). Their first Annual Inventory will be conducted within 12 months from the date of the Initial Issue and within 12 months of their previous annual inventory thereafter. ITA initial issues do not require a disinterested witness. Both the TCO/TST and the ITA are required to sign the [UMF 611-1-1-R-E](#) upon issuance.

2-5. MEPS Inventory Procedures

a. Annual Inventory

(1) The TCO/TST and one disinterested witness (MEPS personnel not assigned to the testing section) will annually inventory accountable test material. If the selected disinterested witness was previously appointed as a TA, they must have not performed any TA duties within 6 months between the time of appointment termination and the date of the inventory. The TCO/TST will provide instructions to the

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disinterested witness regarding their duties and responsibilities. The disinterested witness will sign the Disinterested Witness Duties and Responsibilities on the [UMF 611-1-1-R-E](#). This page-by-page review must be conducted in June each year. The TCO/TST will record the inventory using the automated inventory software and complete a new [UMF 611-1-1-R-E](#) reflecting the reason for conducting the inventory, the physical inventory number generated by the automated inventory system, date inventory was completed, and any discrepancies noted in the “Remark” section. The TCO/TST must sign (signature stamps and signing “for” the TCO/TST are not authorized) [UMF 611-1-1-R-E](#). The disinterested witness must sign [UMF 611-1-1-R-E](#). In addition, the MEPS Commander will sign [UMF 611-1-1-R-E](#) verifying the requirement was met.

(2) ITAs are required to travel to the MEPS once a year to conduct their required ITA annual inventory. When conducting ITA inventories, the ITA and one disinterested witness will inventory the ITAs accountable test material under the supervision of the TCO/TST. The MEPS Commander’s signature is not required on the UMF 611-1-1-R-E for ITA inventories.

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

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

(3) Maintain the [UMF 611-1-1-R-E](#) for 2 years under record number 601-222f/600A, “Test Material Inventories”; disposition instructions are in Appendix [A, Section IV](#).

b. Joint inventory

(1) Incoming and outgoing TCOs will conduct a joint inventory of accountable test material at the MEPS, within seven business days after the arrival date of the incoming TCO. If a replacement TCO has not been assigned before departure of the incumbent TCO, the TST will assume custody of the accountable test material. When no TST is present, the MEPS Commander will appoint an alternate representative in writing to assume custody of the accountable test material. The incoming TCO will conduct a joint inventory with the TST (or MEPS Commander appointed alternate representative) within the above timeframe.

Note: Joint inventories satisfy the annual inventory requirement as long as the Joint Inventory was conducted between June 1st – 30th.

(2) Both TCOs will conduct this page-by-page review and record the inventory using the automated inventory software. A new [UMF 611-1-1-R-E](#) will be completed to reflect the reason for conducting the inventory, date the inventory was completed, and any discrepancies noted in the “Remarks” section. Both TCOs will sign (signature stamps and signing “for” are not authorized) [UMF 611-1-1-R-E](#). In addition, the MEPS Commander will sign the [UMF 611-1-1-R-E](#) verifying the requirement was met.

(3) Maintain the [UMF 611-1-1-R-E](#) for 2 years under record number 601-222f/600A; disposition instructions are in Appendix [A, Section IV](#).

c. Other inventories.

Other inventories are classified as accountable test material that is received and added to the inventory software or accountable test material that is removed from the inventory software or destroyed. Other inventories do not satisfy the annual or joint inventory requirements. The TCO/TST and one disinterested witness (MEPS personnel not assigned to the testing section) will inventory the accountable test material. If the selected disinterested witness was previously appointed as a TA, they must not have performed any TA

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duties within 6 months between the time of appointment termination and the date of the inventory. The TCO/TST will provide instructions to the disinterested witness regarding their duties and responsibilities. Other inventories for ITAs will be conducted when changes to their inventory occurs (i.e. test booklets returned for destruction). Upon completion of an ITA Other inventory, a new [UMF 611-1-1-R-E](#) will be completed to reflect the reason for conducting the inventory, the physical inventory number generated by the automated inventory system, and changes made to their inventory in the “Remarks” section. The TCO/TST and ITA are required to sign (signature stamps and signing “for” are not authorized) the UMF 611-1-1-R-E for the ITA Other inventory. A disinterested witness is not required during an ITA Other inventory.

Note 1: Each testing section will maintain all inventory documentation on file for 2 years under record number 601-222f/600A, “Test Material Inventories”; disposition instructions are in Appendix [A, Section IV](#).

Note 2: The MEPS testing sections may be required by their leadership to conduct an inventory during a Change of Command. These optional inventories will be considered as Command Directed inventories and will be conducted in the same manner as an “Other” inventory. Command Directed inventories require a disinterested witness. A [UMF 611-1-1-R-E](#) will be completed to reflect the reason for conducting the inventory, the physical inventory number generated by the automated inventory system, date inventory was completed, and any discrepancies noted in the “Remarks” section. In addition, the incoming MEPS Commander will sign the [UMF 611-1-1-R-E](#). At the incoming MEPS Commander’s discretion, the outgoing MEPS Commander will sign the [UMF 611-1-1-R-E](#) in the “Remarks” section.

(1) Receipt of accountable test material.

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

(b) The TCO/TST must add permanent accountable test material received to their inventory using the automated inventory software within 5 business days of receipt, and complete a new [UMF 611-1-1-R-E](#) reflecting the physical inventory number generated by the inventory software, date inventory was completed, inventory software material stock number of the items added, total quantity of items added, serial number/s or serial number set of items added, document numbers generated by inventory software during the receiving process, and the reason for conducting the inventory in the “Remarks” section. Attach the shipping document to the back of the. Maintain the forms and documents under record number 601-222f/600A, “Test Material Inventories”; disposition instructions are in Appendix [A, Section IV](#).

(c) If a shipping document is not received or the shipping document does not contain serial numbers of the items, prepare a memorandum for record (MFR) listing the material received, date, quantity, and serial numbers (if available). If accountable material is received and it does not contain a serial number, notify J-3/MEOP-ORT through your Sector testing section. J-3/MEOP-ORT will contact the materials proponent unit for guidance. The TCO/TST and a disinterested witness will sign the MFR and attach to the [UMF 611-1-1-R-E](#).

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

(e) The TCO/TST will stamp accountable test material, with the exception of scratch paper and answer sheets, with the MEPS’ office symbol (e.g., Spokane MEPS will be MEWS-FIS-OT). Test materials that have been previously stamped are grandfathered and do not have to be re-stamped with new office

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symbols. Materials received permanently from another MEPS with their office symbol, cross out and add the office symbol of the receiving MEPS.

(2) Disposition of accountable test material.

(a) Destroy accountable test material (paper) by burning, shredding, or mulching. Scratch paper and answer sheet spines with computations, item responses, or complete SSNs are considered accountable test material and must be returned to the MEPS for destruction. Destroy disks by breaking into many pieces and disposing in regular trash. Destroy scratch paper immediately after each test session. Maintain completed answer sheets under record number 601-222d/600A, "Qualification Test Answers"; disposition instructions are in Appendix [A, Section IV](#).

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

(c) The TCO/TST must destroy accountable test material within 5 business days of removal from the inventory using the automated inventory software and complete a new [UMF 611-1-1-R-E](#) reflecting the physical inventory number generated by inventory software and date of completion. In the "Remarks" section, annotate the reason for conducting the inventory, the inventory software material stock number, quantity disposed, and the Disposition document numbers generated by inventory software during the disposition process. Attach the DD Form 1348-1A generated by the automated inventory software during the disposition process and any applicable destruction guidance (i.e., e-mails, official messages) to the back of the new [UMF 611-1-1-R-E](#). Maintain the forms for 2 years under record number 601-222f/600A, "Test Material Inventories"; disposition instructions are in Appendix [A, Section IV](#).

(d) If controlled Air Force special purpose test material is destroyed, a copy of the [UMF 611-1-1-R-E](#) and DD Form 1348-1A must be provided to the Air Force Publications Center (HQ AFPC/DPSOE).

(e) If controlled Army special purpose test material is destroyed, a copy of the [UMF 611-1-1-R-E](#) and DD Form 1348-1A must be provided to the Army Personnel Testing Education Division (AHRC-PDE/APT).

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

(a) Each time accountable test material is removed from or returned to the MEPS' secure storage room, an entry must be recorded on [UMF 611-1-9-R-E, Daily Inventory Log](#). No entry is required for material being destroyed or permanently transferred. The MEPS testing section personnel will maintain one log in a binder for all material. Place record label 601-222f/600A, "Test Material Inventories" on the binder (see Appendix [A, Section IV](#) for disposition instructions) and maintain for one calendar year. If the binder is full, the MEPS testing section is allowed to keep the most recent 6 months of [UMF 611-1-9-R-E](#) in the binder and the previous months in a file in the testing section file drawer. The binder will be kept in the secured storage room accessible to all TAs, but does not have to be in a bookshelf, safe, etc.

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

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

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

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

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

(g) After the last entry is made on each sheet, the TCO/TST will review the completed form for accuracy. When a discrepancy is identified, the TCO/TST will train the responsible TA in the correct procedures, verify the material has been returned to the secure storage room, and ensure the correction is made to [UMF 611-1-9-R-E](#). Upon ensuring the form is accurate, the TCO/TST will initial in the “Reviewed By” block in the upper right-hand corner. Place record label 601-222f/600A, “Test Material Inventories” on the binder (see Appendix [A, Section IV](#) for disposition instructions) and maintain for one calendar year.

d. Relocation.

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

(2) In the event an ITA’s residence changes from the original address when hired, an other inventory will be conducted three days before and three days after the ITA’s relocation to the new residence. A copy of the pre- and post-testing inventories will be sent to J-3/MEOP-ORT through Sector within three business days of completion of the inventories. The TCO/TST do not have to be present and a disinterested witness is not required for residential moves.

2-6. Transfer of Accountable Test Material

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

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

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

(2) When material is permanently transferred outside the MEPS, the TCO/TST must complete the memorandum (Figure [2-4](#)) reflecting the nomenclature, quantity, and serial number of each item. The original memorandum, signed by the TCO/TST and a disinterested witness, will accompany the material and a copy will be attached to the most recent inventory. The TCO/TST and a disinterested witness at the receiving agency must sign the memorandum, and return a copy to the originating MEPS immediately. Once the originating MEPS receives the signed memorandum, the TCO/TST will remove the material from the inventory within 5 calendar days and complete a new [UMF 611-1-1-R-E](#) reflecting the date of completion, and the reason for conducting the inventory in the “Remarks” section. Attach the memorandum to the back of the new [UMF 611-1-1-R-E](#). File forms for 2 years under record number 601-222f/600A, “Test Material Inventories” (see Appendix [A, Section IV](#) for disposition).

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

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

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

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

d. The contracted parcel service must be used to transfer accountable test material from the MEPS IAW [UMR 25-50, Official Mail and Distribution Management Program](#). If the contracted parcel service is not available, use the least expensive but traceable means while maintaining security parameters established in this regulation. Permanent transfer of test booklets will be shipped using the contracted parcel service’s ground delivery.

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

2-7. Ordering Test Material

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

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b. MEPS TCOs will use their established APD accounts to access the APD Ordering Portal (<https://www.orderportal.army.mil/OPlogin.aspx>) to order and track items stored at the APD warehouse. MEPS testing personnel will use the ASVAB Material Order Form located on SPEAR at J-3 / Operations and Readiness/Testing Division/Test Material Management to requisition ASVAB material stored by J-3/MEOP-ORT,

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

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

- (a) Log into WMS at <https://wmsweb.afncr.af.mil/wms/>
- (b) You will be prompted to choose a CAC certificate (ALWAYS choose the authorization certificate)
- (c) Click on the "Accounts" tab
- (d) Click "My Personnel Information" (on the left side of the screen)
- (e) Fill in your "Personnel Information" and then click save. Use only your official government email address ending in "army.mil" as your contact information.

(2) Once you have registered for a WMS account and receive your account number, send it and a copy of your current TCO/TST test account verification memorandum (see Figure [2-5](#)) via e-mail to AFPC.DP1S.MilTestingOffice@us.af.mil. The subject of the e-mail will be "Request for WMS TCO Account". The body of the e-mail must contain your WMS general account number. The Air Force Test Management Office at the Air Force Personnel Center (AFPC) will confirm the MEPS request for a testing account with the Air Force Departmental Publishing Office (AFDPO) who, in turn, will send a TCO account number to the email address entered in the WMS application. At that point you will be able to order Air Force material using your TCO account.

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

- (a) Using a Web browser, navigate to <https://wmsweb.afncr.af.mil/wms/>
- (b) Enter in "search" item you require with no spaces (i.e. AFPT991, AFPT993), click search
- (c) Click on magnifying glass under "View Details"
- (d) Enter quantity requesting, click "Add to Shopping Cart"
- (e) When finished with orders, click "Proceed to Checkout"
- (f) Review order, if okay, click "Submit Order"

d. Immediately upon assumption of duties, and when any information on the memorandum changes, MEPS Commanders will provide the following agencies, to include Sector Testing POCs, a copy of the TCO/TST test account verification memorandum (see Figure [2-5](#)):

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

(2) Air Force Test Management Office, HQ AFPC/DPSOE, 550 C Street West, STE 9, Randolph AFB, TX 78150-4711 email: AFPC.DP1S.MilTestingOffice@us.af.mil

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

e. File the original memorandum under record number 1e/800D, “Housekeeping Instructions – Duty Appointments”, disposition instructions are in Appendix [A, Section IV](#).

2-8. Reproduction of Accountable Test Material

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

2-9. Test Loss/Compromise (TLC)

a. The following list describes test material loss or compromise that requires reporting and/or possible investigation. If a TLC is determined to have occurred, the Sector Commander will conduct an investigation into the matter. The Sector Commander will consult with the Staff Judge Advocate’s (SJA) office to determine if a UCMJ Rule 303 Commander’s Inquiry or an Army Regulation 15-6 investigation will be initiated. The details of the loss and the name of the investigator will be provided to the SJA and the legal office will prepare the appointment memorandum for the Commander to sign (refer to [UMR 27-1, Military Justice and Legal Services](#) for investigative procedures).

Note: This list is not inclusive, it is only provided for guidance.

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

Note: All pages of an answer sheet are considered accountable test material. Missing answer sheets containing examinee’s PII will be reported to the J-1/Program Division as a possible Personally Identifiable Information (PII) Breach. Reference [UMR 25-52](#) for reporting procedures.

- (10) Transfer of test material without proper receipt.
- (11) Destruction or disposition of test material under improper conditions.
- (12) Improper mailing of test material.
- (13) Suspected incidents of training courses or sessions, sponsored by DoD personnel, using questions from test booklets or emphasizing information known to be covered by the test (e.g., coaching).
- (14) Tampering with any package containing test material.
- (15) Improper storage of test material.
- (16) Access by unauthorized personnel to any safe, secured container, or restricted area containing test material.
- (17) Theft of test material by any individual.
- (18) Use of “crib notes” or unauthorized testing aids.
- (19) Copying all or part of the iCAT-ASVAB, special purpose test, or USMIRS test scoring software.
- (20) Copying or taking photos of test questions from the computer monitor.

b. The TA/ITA will report instances of actual test loss or possible test compromise of accountable test material to the MEPS who will report the incident to the Sector testing section personnel within 24 hours of identifying the loss/compromise. In addition, Sector Commanders will report instances of actual test loss or possible compromise of accountable test material to the USMEPCOM Commander within 24 hours of notification of the incident. The MEPS will document the information on [USMEPCOM Form 611-1-R-E, ASVAB Test Loss/Compromise Telephone Report](#) and fax or electronically send a copy to Sector testing section. Incidents of Test Loss/Compromise for Single Site Testing (SST) will be reported within 24 hours of inventorying the packages from the school.

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

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

e. In case of loss of test booklets, conduct an immediate inventory of accountable test material. ITAs are required to provide a copy of their immediate inventory to the MEPS, identifying the serial number(s) of the lost test booklet(s).

f. The investigation findings will be forwarded by the investigating officer to the Sector Commander with a courtesy copy delivered to the MEPS Commander. Sector testing section and J-3/ MEOP-ORT will

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review the report for technical validity and ensure any recommendations are sufficiently warranted before closing. Once the investigation is closed by J-3/ MEOP-ORT, a copy of the investigation report will be returned through Sector testing section to the MEPS. The MEPS will maintain a copy of the report under record number 601-222a/600A, "Test Material Accountability"; disposition instructions are in Appendix [A, Section IV](#). The closure memorandum is required prior to removing missing material from the MEPS accountable test material inventory. The TCO/TST will remove the lost test material from the automated inventory software and complete a new [UMF 611-1-1-R-E](#) the physical inventory number generated by inventory software and date of completion. In the "Remarks" section, annotate the reason for conducting the inventory, the inventory software material stock number, quantity disposed, and the Disposition document numbers generated by inventory software during the disposition process. . Attach a copy of the closure memorandum and the DD Form 1348-1A generated by the inventory software during the disposition process to the back of the new [UMF 611-1-1-R-E](#).

2-10. Non-Compromise-Related Incidents

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

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

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

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

2-11. Test Administrator (TA) Conflicts of Interest

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

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will notify the appropriate Service, in writing, with the details of the incident.

2-12. Prohibited Coaching Practices

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

2-13. Ringers

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

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

[TOC](#)**Figure 2-1. Sample Memorandum of Personnel Authorized Access into Restricted Testing Area.**

(Use Appropriate Letterhead)

OFFICE SYMBOL Month Day, Year

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

SUBJECT: Personnel Authorized Access in Restricted Testing Area

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

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

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

This memorandum supersedes memorandum, (subject), July 11, 2017.

Sherri Jones MAJ, USA Commanding

[TOC](#)**Figure 2-2. Sample Memorandum of Personnel Authorized Access into Secure Storage Room.**

(Use Appropriate Letterhead)

OFFICE SYMBOL Month Day, Year

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

SUBJECT: Personnel Authorized Access in Secure Storage Room

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

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

Secure Storage Room access roster will be limited to MEPS Testing Section personnel or appointed MEPS TAs only.

This memorandum supersedes previous memorandum, dated July 11, 2017.

Jane A. Doe LCDR, USN Commanding

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

(Use Appropriate Letterhead)

OFFICE SYMBOL Month Day, Year

MEMORANDUM FOR COMMANDER, MILWAUKEE MILITARY ENTRANCE PROCESSING STATION

SUBJECT: Accountable Test Material – High School Test Kit 1

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

Nomenclature	Title	Serial Number	Quantity
DD Form 1304-24A-STB	Test Booklet	1023991-1024000	10
DD Form 1304-24B-STB	Test Booklet	1738661-1738670	10
Total			20

Signature of TA

[TOC](#)**Figure 2-4. Sample Memorandum for Temporary/Permanent Transfer of Accountable Test Material.**

OFFICE SYMBOL	Month Day, Year															
<p>MEMORANDUM FOR COMMANDER, XXXXXXXXX MILITARY ENTRANCE PROCESSING STATION</p> <p>SUBJECT: Temporary/Permanent Transfer of Accountable Test Material</p> <p>The accountable test materials listed below are being forwarded to your command:</p> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left; width: 45%;">Title</th><th style="text-align: left; width: 35%;">Serial Number</th><th style="text-align: left; width: 20%;">Quantity</th></tr></thead><tbody><tr><td>DD Form 1304-24A-STB</td><td>1023991-1024000</td><td>10</td></tr><tr><td>DD Form 1304-24B-STB</td><td>1738661-1738670</td><td>10</td></tr></tbody></table> <p>Upon receipt, please have your TCO/TST and a witness sign the endorsement below to acknowledge receipt of the above materials.</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; border-top: 1px solid black; padding-top: 5px;">Disinterested Witness Signature</td><td style="width: 50%; border-top: 1px solid black; padding-top: 5px;">TCO/TST Signature</td></tr></table> <p>SUBJECT: First Endorsement for Temporary/Permanent Transfer of Accountable Test Material</p> <p>Reference: Temporary/Permanent Transfer of Accountable Test Material, dated XXXXXXXX</p> <p>I, hereby, acknowledge the receipt of the above listed material. The materials were received on (date).</p> <table style="width: 100%; border-collapse: collapse; margin-top: 20px;"><tr><td style="width: 50%; border-top: 1px solid black; padding-top: 5px;">Disinterested Witness Signature</td><td style="width: 50%; border-top: 1px solid black; padding-top: 5px;">TCO/TST Signature</td></tr><tr><td style="padding-top: 5px;">XXXXX MEPS</td><td style="padding-top: 5px;">XXXXX MEPS</td></tr></table>		Title	Serial Number	Quantity	DD Form 1304-24A-STB	1023991-1024000	10	DD Form 1304-24B-STB	1738661-1738670	10	Disinterested Witness Signature	TCO/TST Signature	Disinterested Witness Signature	TCO/TST Signature	XXXXX MEPS	XXXXX MEPS
Title	Serial Number	Quantity														
DD Form 1304-24A-STB	1023991-1024000	10														
DD Form 1304-24B-STB	1738661-1738670	10														
Disinterested Witness Signature	TCO/TST Signature															
Disinterested Witness Signature	TCO/TST Signature															
XXXXX MEPS	XXXXX MEPS															

[TOC](#)**Figure 2-5. Sample Memorandum for Verification of APT Accounts (sample not to scale)**

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

Chapter 3**Enlistment ASVAB Test Administration****3-1. Test Administrator Preparation**

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

b. TAs using iCAT will be granted access by their iCAT SSM only.

3-2. Site Security Administration (SSM) Duties for iCAT

a. iCAT SSM duties are performed by the MEPS TCO (primary) and TST (alternate). SSM's will be provisioned by J-3/MEOP-ORT upon completion of SSM training in JKO. New TCO/TST must establish a JKO account prior to accessing JKO for training.

b. Once training has been completed, the MEPS TCO/TST will forward training certificate along with DoDID number to J-3/MEOP-ORT for provisioning.

c. TCOs will deactivate TA/ITA access to the iCAT within five business days of an individual's departure from the testing section.

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

3-3. Authorization to Test

a. Personnel authorized to test.

(1) Non-prior Service applicants at least 17 years of age. If not 17 years of age or older, the applicant cannot test. If tested before the age of 17, the test will be added to the applicant's record as invalid for enlistment purposes, and retest eligibility starts from the date of test.

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

(3) Prior service (PS) applicants may test according to guidance in appropriate Service directives. The validity period for previous test scores and associated source documentation for PS applicants are determined by each Service. PS applicants do not need a [DD Form 368, Request for Conditional Release](#) to take an aptitude test. When PS applicants are retested with an enlistment ASVAB, the results become the score of record. IRR applicants will be processed in the same manner as non-prior service applicants.

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

(4) TAs, to include appointed and previously appointed in-house MEPS TAs, who need to take the ASVAB must be removed from testing duties and not have access to ASVAB test material for at least 6 months prior to the scheduled ASVAB test. The iCAT-ASVAB will be used for TAs taking this test. Waivers of the 6-month rule will be considered on a case-by-case basis for a TA applying for special programs with

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submission time requirements. Waivers will be requested through Sector testing section to J-3/MEOP-ORT.

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

b. Personnel not authorized to test.

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

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

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

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

3-4. When Authorized Individuals are Allowed to Test

a. Standard retest policy.

(1) The retest policy applies to any enlistment test taken and to a student test when used for enlistment purposes (i.e., a Recruiting Service requests a high school test to be pulled). A student test cannot be used for enlistment if there is an ASVAB used for enlistment purposes resident in their test history.

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

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

(4) When retested, a complete ASVAB is administered, and the results of a valid test become the applicant's score of record.

(5) Applicants, who have taken an initial ASVAB, enlistment or a student test used for enlistment, can retest after 1 calendar month has elapsed (e.g., initial test taken on 2 January, applicant can retest on 2 February).

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(6) Applicants who have taken the first retest, can retest after 1 calendar month has elapsed (e.g., initial test taken on 2 January, first retest was taken on 2 February, applicant is eligible for second retest on 2 March). Third and subsequent retests can be administered after 6 calendar months have elapsed from the last test date (e.g., initial test taken 2 January, retest taken 2 February, second retest taken on 2 March, third retest is authorized 2 September).

b. Special considerations.

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

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

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

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

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

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

(5) Applicants excused from test sessions due to distress may be authorized an immediate retest by the MEPS Commander (see Paragraph [3-9\(g\)\(1\)](#)).

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

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

c. Exceptions to retest policy.

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

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

d. Unless otherwise stated, exceptions to testing policy granted by J-3/MEOP-ORT are valid for 1 year from the date of approval. Keep written approval of exceptions from J-3/MEOP-ORT under Record Number 100/800D, "Policies and Precedents" (see Appendix [A, Section IV](#)) and upload a copy of the approved exception into the applicant's processing record when applicable.

3-5. Request for Examination

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

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

3-6. ASVAB Test Facility Requirements During Test Sessions

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

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

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

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

3-7. Night Testing Provisions

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

b. Exceptions to policy (ETP) regarding the minimum arrival window as stated in 3-7a can be approved locally by the MEPS Commander when a 3-hour window is provided that includes the timeframe of 1500-1600 and the IRC agrees with the applicant arrival time window. The ETP must be documented on a Memorandum for Record (MFR) with the MEPS Commander's signature verifying the agreement between the MEPS and the IRC. The MFR will include the expiration date of the ETP, which will be one year from the date of the MEPS Commander's signature. MEPS Testing Sections will forward the MFR via email to Sector Representatives and J-3/MEOP-ORT within 3 business days of MEPS Commander's authorization.

c. Exceptions to policy (ETP) regarding the minimum arrival window as stated in 3-7a that cannot be approved locally by the MEPS Commander (e.g., cutoff time before 1600) will be sent to J-3/ MEOP-ORT through Sector for approval/disapproval. The ETP request must be in Memorandum for Record (MFR) format and signed by the MEPS Commander. The MFR must provide the justification for the change and a statement

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that the IRC agrees with the applicant arrival time window. Approved ETPs will be valid for one year from date of approval by Sector.

3-8. Applicant/TA Ratio

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

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

3-9. General Enlistment Testing Direction

a. ITAs are only authorized to conduct tests resident on the iCAT-ASVAB system in the MEPS during manning shortages and high-peak periods of testing.

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

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

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

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

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

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

(2) The iCAT-ASVAB system is completely inoperable.

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

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

(1) Distress (e.g., sick, nervous, fatigued). Be alert for applicants who show signs of distress and, when appropriate, excuse the applicant from the test session. If an applicant is excused, collect testing material, including scratch paper, before the applicant departs the room. The TA must note the time and reason of dismissal on [UMF 611-1-7-R-E, Aptitude Testing Processing List](#). The MEPS testing section personnel will notify the Recruiting Service of the action taken. The MEPS Commander may authorize an immediate retest for the applicant and, when immediately retested for this reason, the original test results will be invalidated and not counted as a test taken. The form may be obtained from the [USMEPCOM Intranet Sharing Policy Experience And Resources \(SPEAR\)](#), ordered from APD or reproduced on 8 ½- by 11-inch plain white bond paper.

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(2) Cheating. Ensure applicants are working independently and not cheating. Applicants will have on their desks only those materials (test booklet, answer sheet, two sheets scratch paper, and two lead pencils) provided by the TA when taking the test. Use of unauthorized assistance such as cameras, cellular telephones, or any other electronic devices is prohibited within any testing area. Applicants detected receiving or using unauthorized assistance (e.g., crib sheets, talking during the test, gazing onto a neighbor's test, etc.), or using other devious means (e.g., working on a portion of the test other than the one being administered or using a calculator, cellular telephone, electronic translator, or other electronic/mechanical devices) will not be allowed to continue to test. If testing is complete, their test results will be invalidated. Without causing disruption to the test session, excuse applicants caught cheating after collecting test material, to include scratch paper. The TA must note the time and reason of dismissal on [UMF 611-1-7-R-E](#). The MEPS testing section personnel will notify the Recruiting Service of the action taken. The applicant's test will be invalidated and the applicant will be placed in an administrative hold status and will not be allowed to retest until 6 months from the test date. Every succeeding retest must be taken at the MEPS. If the applicant has a cellular telephone or other electronic devices with Wi-Fi or internet accessibility on their person during the test, but does not use it as a means of unauthorized assistance, the test will be invalidated and the applicant will not be allowed to retest for one month, unless the test being invalidated is their third test, then Paragraph [3-4\(a\)\(5\)](#) of this regulation applies.

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

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

h. Applicants who abandon or do not return within 30 days to complete a test after answering at least one question are considered to have been tested. The TA will collect test material, to include scratch paper, and note the time and reason of departure on [UMF 611-1-7-R-E](#). The applicant's test will be invalidated, and the MEPS testing section personnel will notify the Recruiting Service of the action taken. Follow the normal retest policy for test eligibility.

i. Breaks will not be permitted during administration of the ASVAB.

j. The MEPS Commander will determine if the circumstances of the delay warrant invalidating the test session.

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

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Note: The computer generated Applicant Test Processing List printed from iCAT A&R may be used in lieu of the [UMF 611-1-7-R-E](#).

3-10. MEPS iCAT/PiCAT Verification Test Administration

a. The TA will conduct the test session using the Enlistment Testing Program iCAT: ASVAB User's Guide verbatim.

b. Applicant will provide the TA with a completed [USMEPCOM Form 680-3A](#). Once reviewed for accuracy, sign block 22 in the TA's presence.

c. The TA must maintain visual control of applicants checked in for testing. If an applicant departs the area for any reason during the session, the TA must again verify the individual's status by having the applicant sign the back of the [UMF 680-3A](#) and conduct a signature comparison with block 22 of the [UMF 680-3A](#).

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

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

f. During test administration, the TA will add to or update personal data as required to the applicant's record in USMIRS.

g. As tests are completed, the TA will:

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

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

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

(1) Ensure all ET stations are logged off.

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

(3) Review test data. Compare the applicant's processing record in USMIRS and [UMF 611-1-7-R-E](#) to ensure accuracy of merged test results. After, initial [UMF 611-1-7-R-E](#) and file under record number 601-222d/600A, "Qualification Test Answers"; disposition instructions are in Appendix [A, Section IV](#). Destroy after 30 days.

Note: The computer generated Applicant Test Processing List printed from iCAT A&R may be used in lieu of the [UMF 611-1-7-R-E](#).

(4) Upload UMF 680-3A used for testing into the applicant's processing record in USMIRS.

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i. In the event the iCAT cannot not be accessed due to connectivity issues timeframe and the issue cannot be resolved in timely manner, the test session will be terminated. The applicant can return to either the MEPS or MET site within 30 days to complete the test.

3-11. MET Site iCAT/PiCAT Test Verification Test Administration.

a. The TA will conduct the test session using the Enlistment Testing Program iCAT: ASVAB User's Guide verbatim.

b. Applicant will provide the TA with a completed [UMF 680-3A](#) and a photographic identification card. If no photographic identification card is available, the TA will ink the applicant's right thumb to obtain a thumbprint in the appropriate block on [UMF 680-3A](#). The TA will fill in the photo ID information on block 22 of the [UMF 680-3A](#). Once reviewed for accuracy, the applicant will sign block 22 in the TA's presence. In the event the applicant has an envelope provided by the recruiter to transport unverified test scores, it will be collected from the applicant at this time.

c. Procedures in Paragraph(s) 3-10c will be followed regarding physical control of the applicants when administering iCAT/PiCAT verification testing at the MET Site.

d. In the event iCAT cannot not be accessed due to connectivity issues and no resolution has been found within the specified timeframe provided by the TCO, the test session will be terminated. The applicant can return to either the MEPS or any iCAT MET site within 30 calendar days to complete the test.

3-12. Enlistment Paper and Pencil ASVAB Test Administration

a. Enlistment Paper and Pencil ASVAB testing can be conducted at a MEPS as a contingency process in the event iCAT-ASVAB testing is unable to be provided for an extended period of time. The J-3 MEOP-ORT Chief of Testing is the approval authority for reversion to enlistment paper and pencil ASVAB testing at the MEPS and will provide the announcement and operational guidance when these situations occur.

b. Applicants must provide the TA with a completed [UMF 680-3A](#). Once reviewed for accuracy, the applicant must sign block 22 in the TA's presence.

c. The TA will complete a [UMF 611-1-7-R-E](#) as applicants arrive to test.

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

e. The TA must maintain visual control of applicants once they have been checked in for testing. If an applicant departs the room for any reason, the TA must again verify the individual's status by having the applicant sign the back of the UMF 680-3A and perform a signature comparison to block 22 of the [UMF 680-3A](#).

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

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

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

- (2) Collect materials, including scratch paper, directly from each applicant.
- (3) Inventory test booklets and answer sheets (to include a quick page check).
- (4) Release applicants from the test room after test material has been accounted for.
- (5) Conduct a thorough page-by-page check of test booklets once the TA returns to the MEPS or testing storage site.
- (6) Review test booklets for serviceability. Erase stray marks from test booklets. Booklets that are worn or contain marks that cannot be completely erased will be destroyed. Test booklets will not be repaired in any fashion (e.g., stapling, taping, etc.).
- (7) Secure accountable test material according to Paragraph 2-3.

h. MEPS TAs will:

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

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

(3) Review merged test data. Compare applicant processing record in USMIRS 1.1. and [UMF 611-1-7-R-E](#) to ensure accuracy of merged test results. After verifying accuracy of merged test scores in USMIRS, initial the [UMF 611-1-7-R-E](#) and file under record number 601-222d; disposition instructions are in Appendix [A](#), Section IV.

(4) Upload [UMF 680-3A](#) used for testing into the applicant's processing record in USMIRS.

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

3-13. Test Results

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

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

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

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

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

d. To release the scores for student tests, conduct a student test query in the Central Student Database of [USMIRS CEP](#) utilizing name, date of birth, and school. Merge student test scores into USMIRS. Student tests coded option 7 will not be merged into USMIRS.

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

3-14. Manual Scoring

The MEPS testing section personnel will manually score a test when the OMR is inoperative or answer sheets are damaged. The process used to manually score a student test can be found in the [Test Scoring Application User Guide](#). A scorer and verifier will be used during the manual entry process to ensure accuracy of data input.

3-15. Confirmation Testing

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

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

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

3-16. Confirmation Test Administration

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

(1) The confirmation test is passed, **or**

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

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

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

3-17. Scoring the Confirmation Test

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

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

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

3-18. Post Confirmation Test Actions

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

a. All subsequent retests following a C-Test failure.

b. All subsequent retests following a C-Test no-show.

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

Figure 3-1. Sample of an Oral iCAT-ASVAB Briefing.

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

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

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

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

Applicants who are projected for a retest – if the score you achieve today increases by 20 AFQT points or more than your previous AFQT score, taken within the past 6 months, you will be required to take a confirmation test before processing is continued. The confirmation test results are not counted as the official scores of record for enlistment, it is used to confirm your true aptitude ability.

Applicants who are projected for a confirmation test – you are here to take the confirmation test which is used to identify your true aptitude ability. The confirmation test score will not be used as the score of record for enlistment. You must achieve at least half of the critical gain to validate your highest score obtained.

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

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

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

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

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

Does anyone have any questions?

Get them started.

Figure 3-2. Sample of a Written iCAT-ASVAB Briefing.

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

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

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

Applicants who are projected for a retest – if the score you achieve today increases by 20 AFQT points or more than your previous AFQT score, taken within the past 6 months, you will be required to take a confirmation test before processing is continued. If the confirmation test results are not counted as the official scores of record for enlistment, it is used to confirm your true aptitude ability.

Applicants who are projected for a confirmation test – you are here to take the confirmation test which is used to identify your true aptitude ability. The confirmation test score will not be used as the score of record for enlistment. You must achieve at least half of the critical gain to validate your highest score obtained.

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

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

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

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

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

Does anyone have any questions?

You may now go to a test terminal.

Chapter 4 MET Sites

4-1. Purpose

a. MEPS will provide additional testing service by establishing MET sites to conduct enlistment testing at locations remote from the MEPS. Testing at MET sites will normally be conducted by Intermittent Test Administrators (ITAs). MET sites offer iCAT, PiCAT Verification, and special purpose testing.

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

4-2. Facilities

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

b. Required standards for MET site test room facilities during test sessions, equipment, and conditions are described in Paragraph [3-6](#) of this regulation. Coordinate deviation from the standards to J-3/MEOP-ORT through Sector testing section. MET sites will not be located or co-located within a recruiting station.

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

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

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

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

(b) Use a “City and State” naming convention for all MET sites. Indicate who the host is: Army National Guard, Army Reserve, DeVry University, etc.

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

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

d. When possible, limit access to the testing room to testing personnel only. If this is not feasible, limit key access to supervisory and maintenance personnel (National Guard Armory and Reserve Centers).

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

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(1) Use [USMEPCOM Form 611-1-14-I-R-E](#), MET Site ITA Review (iCAT) to document the inspection/review. Retain the most recent form under record number 11-7a/800B, “Internal Review and Audit Files”; disposition instructions are in Appendix [A, Section IV](#). Deficiencies will be reported in writing to Sector testing section.

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

(3) Annotate corrective action for discrepancies on page 2 of [UMF 611-1-14-I-R-E](#), MET Site ITA Review (iCAT).

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

4-3. General Testing Direction

a. Applicants will be registered in iCAT Authorization and Reporting prior to the test.

b. All TA’s will be familiar with system failure/recovery procedures as outlined in the ETP iCAT User’s Guide. If all recovery efforts fail, the applicant may return to the MET site within 30 calendar days to continue the test where they left off. Applicants may also elect to retest immediately at the iCAT MET site or in the MEPS A different test version must be selected. Significant technical difficulties will be reported to both the MEPS testing section and DTAC per the ETP iCAT User’s Guide.

4-4. ASVAB Test Scores from iCAT

a. Test scores are transferred from DTAC to USMIRS shortly after completion of the test provided personal data exists for the applicant in USMIRS. For more information, please refer to the ETP iCAT User’s Guides posted on the iCAT Authorization and Reporting Website (iCAT A&R).

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

c. Correcting iCAT scores in USMIRS transactions.
MEPS must submit a USMEPCOM J-3/ Operations Center (MOC) request to correct any data associated with MET site ID corrections and retest eligibility date changes.

4-5. MET Site Utilization

a. MEPS will monitor the MET site testing program for effectiveness of the site location by analyzing the Service utilization of existing MET sites using [USMEPCOM Form 611-1-6-R-E, MET Site Utilization Analysis](#). File form under record number 601/600A, “General Personnel Procurement Correspondence Files – MET Site Utilization Analysis”; disposition instructions are in Appendix [A, Section IV](#). Form may be obtained from the USMEPCOM [SPEAR](#) and reproduced on 8.5 by 11-inch plain white bond paper.

b. MEPS testing section personnel will review each MET site usage quarterly and provide a copy of the analysis to Sector testing section. The Sector Commander can delegate the reporting requirement to the Battalion level. A site is not considered efficient if the average utilization is less than five testers per session over 6-month period. The MEPS will interface with their Battalion and Sector (if necessary) to develop a

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plan of action to ensure maximum usage of the site is achieved. Suggested adjustments include changing the time, day, and/or week of the test or placing the site on-call and only test when five applicants are projected. MEPS must discuss the proposed plan with the IRC. The MEPS can also evaluate placing a low usage site on probation for a period of time to evaluate adjustments. If usage does not increase, take appropriate action. A low MET site average may be appropriate in order to retain an ITA in an area for high school testing. For example, a MET site that has a low number of confirmed testers, but is in an area where there is a high volume of high school testing being conducted.

4-6. Intermittent Test Administrator (ITA)

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

a. Newly hired ITAs.

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

(2) The TCO, TST, TNCO, or Lead Test Clerk will observe and review newly assigned ITAs at both an enlistment and student session, if applicable, within 6 months of their first test session. Use [UMF 611-1-14-I-R-E](#) or [UMF 611-1-14-P-R-E](#) (for HS paper and pencil test sites only) to document the review. Retain the two initial reviews under record number 11-7a/800B, "Internal Review and Audit Files"; disposition instructions are in Appendix [A, Section IV](#).

(3) Subsequent reviews must be completed by the TCO, TST, TNCO, or Lead Test Clerk within 12 months of the previous review date at a MET site or student session, and be documented using [UMF 611-1-14-I-R-E](#) or [UMF 611-1-14-P-R-E](#) (for HS paper and pencil test sites only). Retain all review forms under record number 11-7a/800B, "Internal Review and Audit Files"; disposition instructions are in Appendix [A, Section IV](#).

4-7. No-show Sessions

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

Chapter 5

Special Purpose Test Administration

5-1. Purpose

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

b. Special purpose tests are delivered by paper and pencil, computerized, and web-based methods. Administration and scoring vary according to the delivery method. Specific guidance for web-based and computerized special purpose testing is listed by test in Paragraph [5-8](#) and Table [5-2](#). Special purpose tests can be administered on the same day the ASVAB is administered; however, the ASVAB must be administered first, except AFOQT. Special purpose tests can be taken while applicants are in the DEP.

c. MEPS testing section personnel will establish a schedule for the most common special purpose tests so the Services can schedule their applicants in advance. Special purpose testing will not interfere with ASVAB testing.

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

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

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

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

5-2. Test Administration Preparation

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

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

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

5-3. Site Security Manager and Site Administrator Duties

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

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

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

(2) Test Administrators that have been selected to conduct DLPT testing will establish a JKO account and complete the required DLPT training. Once training has been completed, the MEPS TCO will forward the training certificate along with TA's DoDID# to J-3/ MEOP-ORT for provisioning.

(3) MEPS TCOs will inform J-3/MEOP-ORT by email, via Sector, of a DLPT TAs departure within five business days of that action. DLPT system SSMs will deactivate those system users within 24 hours of notification. Maintain the email on file for 2 years under record number 1e/800D, "Housekeeping Instructions Duty Appointments", disposition instructions are in Appendix [A, Section IV](#).

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

(1) SIFT site administrators will activate/deactivate MEPS personnel for access to the SIFT. At the discretion of the TCO, personnel assigned to fulltime testing duties can request a new examiner account by accessing SIFT online at <https://sift.health.mil>. After the request is made, the personnel requesting access must contact J-3/MEOP-ORT SIFT site administrators to get their account activated. SIFT training is accomplished solely by a review of the SIFT Test Administration Manual (TAM). SIFT test administrators are required to access their SIFT account every 30 days to keep account active. If the account lapses, it will be automatically deactivated. Accounts can only be reactivated by J-3/ MEOP-ORT.

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

5-4. Authorization to Test

a. Personnel authorized to test.

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

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

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

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

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

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

b. Personnel not authorized to test.

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

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

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

5-5. Request for Examination

a. Applicants will be scheduled in USMIRS by the Services. Service members with approved ETPs will be projected by the MEPS testing section.

b. Applicant will provide the TA with a completed [UMF 680-3A](#). Once reviewed for accuracy the applicant will sign block 22 in the TA's presence.

c. The applicant will provide the TA a photographic identification card when testing at a MET Site. If no photographic identification card is available, the TA will ink the applicant's right thumb to obtain a thumbprint in Block 23 on [UMF 680-3A](#).

5-6. Test Facility Requirements

a. Required standards for the special purpose test room during test sessions, equipment, and conditions are described in Paragraph [3-6](#) of this regulation.

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

c. High quality monaural headphones with volume control that cover the ear will be used for all tests

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with an audio component. The headphones distributed to all MEPS for DLPT use meet these requirements.

5-7. Applicant / TA Ratio

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

5-8. Authorized Tests

a. Air Force Officer Qualification Test (AFOQT)

(1) Used to measure aptitudes for selecting candidates for Air Force commissioning programs.

(2) Applicants who fail to qualify on the AFOQT may retest 90 days after the initial test. Applicants are allowed three retests, the third retest requires a waiver from applicant Wing/CC or equivalent; AFROTC/CC, ARPC/DPA, AFRS/RSO, NBG/AIP, and the Air Force Academy Commandant of Cadets (USAFA/CW) are the waiver authority for their appropriate source of commission. Applicant must provide an approved waiver to test a third time to the MEPS TCO before the test can be administered. The waiver will be uploaded into the applicant's processing record in USMIRS.

(3) Requests for an exception to the retest policy will be initiated by the Service liaison personnel and forwarded directly to Headquarters, Air Force Reserves for Officer Training School applicants and Reserve applicants; and Air Force Reserve Officer Training Corps (AFROTC) for AFROTC detachment applicants. Service liaison personnel will provide written documentation of all approvals of their requests for exceptions to the retest policy. This document will be uploaded into the applicant's processing record in USMIRS. MEPS personnel will include a copy of the approved exception request when the answer sheets are mailed for scoring.

(4) AFOQT answer sheets are not scored at the MEPS, but a placeholder score of eight zeroes is entered into USMIRS to account for workload. Forward answer sheets and a copy of the AFPT 238 (AFOQT Test Roster) via the contracted parcel service to HQ Air Force Personnel Center (AFPC/DPSOEI), 550 C Street West, Suite 9, Randolph AFB, TX 78150-4711 for scoring NLT the next business day after the test date. In addition, if an applicant has been caught cheating, the TCO/TST will attach a note to the answer sheets indicating the circumstances of the incident.

b. Coding Speed (CS)

(1) Used by the Navy to measure how quickly and accurately an examinee can find a certain number in a table and link it to a display word.

(2) CS is normally taken in conjunction with the ASVAB, but can be taken as a standalone test.

(3) CS is a special test but the standard ASVAB retest policy applies. See Table [5-2](#)

c. Defense Language Aptitude Battery (DLAB)

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

(2) DLAB is normally accessed through the web-based iCAT platform, however, it is administered using the DLPT platform. DLAB can also be administered using the special purpose test computers.

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(3) DLAB will be offered whenever the DLPT system is available and whenever the established special test schedule calls for it.

(4) Applicants who fail to obtain a qualifying score on the DLAB may be retested no earlier than 180 calendar days from the last test administration, unless an exception to policy is granted for a specific individual to retest within 180 days, however, individuals can only take the DLAB twice in a 12-month period. See Table [5-2](#) for Service- specific details. DLAB scores do not expire.

(5) Web delivered DLAB tests are automatically scored by the DLPT system and then transferred to the applicant's USMIRS record. If there is a system interruption and the score does not make it into DLAB, the score can be entered manually upon approval from J/3/MEOP-ORT.

d. Defense Language Proficiency Test (DLPT)

(1) Used by the Services to measure knowledge of a particular foreign language. National Language Service Corps (NLSC) and Defense Intelligence Agency (DIA) procedures are outlined in 5-8(c)(8).

(2) DLPTs are web-delivered only on the DLPT system.

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

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

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

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

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

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

(b) Scores are automatically reported as proficiency skill levels on the DLPT Authorization and Reporting Web site. MEPS will print the DLPT score report and convert the proficiency skill levels to data codes according the following chart and manually enter them into USMIRS. The DLPT score report will then be uploaded into the applicant's processing record in USMIRS as a source document. All DLPTs are entered into USMIRS as DLPT regardless of their actual version. The two-character language code will precede the listening and reading scores in that order. A complete list of available tests and language codes is found on the DLPT Authorization and Reporting website in the "Account Maintenance" section of the homepage.

Table 5-1. Proficiency Skill Levels.

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

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

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

(5) Applicants who fail to obtain a qualifying score on the DLPT may retest no earlier than 270 calendar days from the last test administration and no more than two iterations of the same test in a 12-month period. DLPT scores expire after 1 year. MEPS Commanders may authorize an immediate retest when original tests were administered under adverse conditions (i.e., undue distractions). This does not include illness that existed prior to the test session, as applicants are informed not to take the test if ill.

(6) MEPS will complete a [DA Form 330, Language Proficiency Questionnaire](#) for each Army applicant who is administered a DLPT at the MEPS and upload it into the applicant's processing record in USMIRS.

(7) MEPS do not conduct Language Oral Proficiency Interviews (OPI), this is the responsibility of the Service. MEPS will not administer very low range DLPTs or upper range DLPTs unless authorized by HQ USMEPCOM J-3/ MEOP-ORT.

(8) NLSC and DIA testing procedures are as follows:

1. Eligibility:

- a. Age: Non-service sponsored applicants must be at least 17 years old. There is no upper age limit.
- b. Citizenship: Non-service sponsored applicants must be a United States Citizen with a valid social security number.
- c. Language Dialect: Non-service sponsored applicants may take any lower range DLPT that is available as a web-delivered test. Upper range tests must be approved by J-3/MEOP-ORT.

2. Testing:

- a. Testing for this program is accomplished Monday through Friday in MEPS only.
- b. NLSC and DIA applicants will be given VIP consideration, especially when it comes to test scheduling. Arrival times will be no sooner than 0800 hours unless agreed to by the applicant.

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c. NLSC and DIA applicant's personal information will be gathered only upon applicant arrival in the MEPS and projected as "walk-ins" by the MEPS testing section.

d. NLSC and DIA applicants will contact MEPS Test Control Officers (TCO) directly to schedule their tests. Email is the preferred method of communication. Below procedures have been agreed upon by USMEPCOM and the requesting agencies.

(1) Non-service sponsored applicants are instructed by the requesting agency to briefly explain in an email to the TCO that they need to take the DLPT. They are to list the language they need testing on and three dates when they will be available for the entire day to take the test. If the MEPS cannot schedule the test for one of the three dates submitted by the applicant, an alternate date will be agreed upon.

(2) The TCO should respond to the candidate's e-mail request within 24 hours and exchange emails with the candidate until a test date and time is agreed upon and the language to be tested is confirmed. It is the candidate's responsibility to inform their agency of the test date and time.

(3) The TCO should address issues of parking, building access and security, etc. in the email exchange. MEPS on military installations or Federal building will sponsor NLSC and DIA applicants for access to the installation during periods of elevated threat conditions or as required by local guidance.

(4) DIA applicants will be referred to as "DoD" applicants in all written correspondence (email) between the MEPS and the applicant.

e. Portions of the [UMF 680-3A](#) will be completed by the applicant immediately prior to the test. Guidance provided in paragraph 3 below. .

f. The applicant is scheduled per paragraph 3 below.

g. The applicant is tested.

(1) Test registration is completed through DLPT Authorization and Reporting (DLPT A&R) application as specified in paragraph 5-8(c)(2)(c). For further instructions, please refer to the "Web-based Defense Language Testing User's Guide," found under the "Documents" section in DLPT A&R.

(a) Most Non-service sponsored applicants will not be found in the Person Data Repository (PDR) and will be added to the DLPT database per instructions provided in the "Web-based Defense Language Testing User's Guide."

(b) "NLSC" will be selected from the drop down box in the "Choose Service" field when adding an NLSC applicant to the DLPT database using the "Add Test Candidate to DLPT" screen.

(c) "DoD" will be selected from the drop down box in the "Choose Service" field when adding a DIA applicant to the DLPT database using the "Add Test Candidate to DLPT" screen.

(1) The Reading and Listening portions of the DLPT will be administered on the same day.

(2) Three copies of the score report generated by the DPLT system will be printed.

(a) The first copy of the score report should be given to the applicant before he/she departs the MEPS. TCOs will highlight the scores on this copy.

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(b) On the second copy the MEPS should black out all but the last four digits of the Personal ID. The document will be scanned and sent to the agency requesting the test via encrypted email. Please refer to the links provided below for instructions located on SPEAR as follows:

[National Language Service Corps](#)
[Defense Intelligence Agency \(DIA\)](#)

(c) The third copy is uploaded into the applicant's processing record in USMIRS.

3. Processing:

a. Portions of the [UMF 680-3A](#) are completed on the day of the test as indicated below. Blocks not listed will not be completed.

(1) Write "NLSC Applicant" or "DIA Applicant" at the top of the form as appropriate.

(2) Block A: the service processed for (SPF) will be coded as "ZZZ" on the form and in USMIRS.

(3) Block B is completed as usual.

(4) Blocks 1 through 10 are completed as usual. NLSC and DIA applicants must be United States Citizens.

(5) Non-service sponsored applicants from NLSC and DIA will not take the ASVAB. No aptitude score is required.

(6) Entries in blocks 11, 12, 16a/b/c, 17a/b, 20 and 22, will be the same for all applicants as listed below. Religious preference, education level, recruiter ID, etc., are entered only as placeholders. These entries are to be completed as follows:

(a) Block 11: Unknown (99)

(b) Block 12: High School Diploma (12L)

(c) Block 16a: No

(d) Block 16b: No

(e) Block 16c: Special

(f) Block 17a: 999999999

(g) Block 17b: 99999

(h) Block 20: No

(i) Block 22: the applicant must sign in the presence of the test administrator

(j) Social security conflicts will be communicated to the applicant and the requesting agency for resolution.

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b. Upon completion of the Request for Examination, the TCO will enter the applicant's personal data into USMIRS and schedule the applicant as a walk-on. This step and the manual entry of DLPT test scores into USMIRS are necessary to capture work load data.

(1) As appropriate, "NLSC Applicant" or "DIA Applicant" will be entered in the Applicant Notes section of the USMIRS Schedule an Applicant Visit screen. This step is essential for tracking MEPS workload.

(2) Standard MEPS check-in procedures are followed. Ensure that "DIA or Defense Intelligence Agency" is not printed on the applicant nametag.

c. Upon completion of the DLPT, the TCO manually enter the DLPT score and upload the original [UMF 680-3A](#), and a copy of the score report generated by the DLPT system into the applicant's processing record in USMIRS. Other documentation may be added as needed.

d. Lunch will not be provided to these applicants.

e. After testing, the applicant will be checked out at the front control desk and depart the MEPS.

f. English Comprehension Level (ECL)

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

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

(3) Army applicants who have scored a 75 or higher on an ECL are not authorized to retest. Applicants that have not achieved a score of 75 or higher on the ECL may retest 30 days after initial test, 30 days after first retest, and every six months thereafter. The DLPT system imposes a six month retest policy for the ECL, so TAs must request a retest approval in that system and via email from J-3/ MEOP-ORT.

g. Electronic Data Processing Test (EDPT)

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

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

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

h. Selection Instrument Flight Training (SIFT)

(1) Used to test Army flight school applicants.

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

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

(4) SIFT test scores range between 20 to 80 and must be manually entered into USMIRS.

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

i. Tailored Adaptive Personality Assessment System (TAPAS)

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

(2) TAPAS is a Service specific test and normally taken after the iCAT enlistment test, but can be taken at any time. Such cases include, when a high school ASVAB used for enlistment or a service processing for (SPF) change. These applicants will then be required to take the TAPAS as a standalone test.

(3) TAPAS will be administered to all Army, Air Force, Navy, and Marine Corps applicants. Results are sent from HQ USMEPCOM USMIRS 1.1 data base to the Services for input into their respective Service data base.

(4) TAPAS is administered to all Army non-prior service (NPS) applicants who test at the MEPS or MET site, regardless of component (RA, USAR, ARNG) or Tier after the ASVAB. . TAPAS can be administered as a stand-alone test selected from the test delivery screen of the ET station. No manual score entries will be made in USMIRS.

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

(b) Retest interval for the TAPAS test is the same as the ASVAB, except for the Marine Corps, they are not authorized a retest.

(5) Services will project applicants for TAPAS test.

i. Test of Basic Aviation Skills (TBAS)

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

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

(3) Candidates who fail to obtain a qualifying score are allowed 3 attempts and must have a minimum of 90 days apart.

j Cyber Test (CT)

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

(1) All Air Force, Navy, and Marine Corps components will be administered the CT after taking the ASVAB and Army applicants qualifying for MOS 35Q/17C.

(2) No retests are authorized for Air Force, Navy, and Marine Corps applicants. Army applicants may retest after one calendar month and every six months thereafter.

5-9. General Special Purpose Testing Direction

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

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

c. TAs will not score tests or perform any nonrelated testing activities during the session.

d. Web-based and computerized delivery methods provide the Privacy Act Statement during the on-screen instructions and it is not read aloud by the TA. It is not required to have the applicant sign a hard-copy Privacy Act Statement for web-based or computerized special purpose tests.

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

f. Applicants who abandon a test after answering at least one question are considered to have been tested. The TA must collect test material, to include scratch paper, and note the time and reason of departure on MFR. The MEPS testing section personnel will notify the Recruiting Service of the action taken. Follow the normal retest policy for test eligibility.

g. Scoring information for special purpose tests is summarized in Table [5-2](#).

5-10. Test Administration (TA)

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

b. Applicants will provide the TA administering the test with a completed [UMF 680-3A](#). The TA will have the applicant sign block 22 in his or her presence. The TA will have the applicant review and verify all personal information and update USMIRS if required.

Note: A new [UMF 680-3A](#) is not required for an applicant to take a special purpose test, unless the applicant is processing for a different Service. Any new [UMF 680-3A](#) signed and submitted by an applicant for a special test will be uploaded into the applicant processing record in USMIRS.

c. The TA must maintain visual control of applicants once checked in for testing. If an applicant departs

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the area for any reason before the start of the session, the TA will again verify the individual's status by having the applicant sign the back of the UMF 680-3A and perform a signature comparison to block 22 on the UMF 680-3A.

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

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

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

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

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

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

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

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

(2) Collect materials, including scratch paper, directly from each applicant. NOTE: For the web-based DLPT, collect the applicant's user ID and password when the test is completed.

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

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

(5) Conduct a page-by-page check of the test booklets once the TA returns to the secure storage room.

(6) Review test booklets for serviceability. Erase stray marks from test booklets. Destroy booklets IAW Paragraph [2-5\(c\)\(2\)](#) of this regulation that are worn or contain marks that cannot be completely erased. Test booklets will not be repaired in any fashion (e.g., stapling, taping, etc.).

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(7) Secure accountable test material according to Paragraph [2-3](#) of this regulation.

(8) Review answer sheets to ensure personal information (i.e., applicant's name and SSN) is entered correctly. If appropriate, test scorers can make minor administrative changes to the answer sheet, but will not make changes to the applicant's subtest item responses, to include darkening in responses.

(9) Score the test, with the exception of AFOQT

j. DLPT score reports will be printed from DLPT Authorization and Reporting, used to manually enter scores into USMIRS, and uploaded into the applicant's processing record as a source document.

k. Add/update personal data as required.

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

(2) Build or add to the applicant processing record in USMIRS with the following documents:

(a) [UMF 680-3A](#) used for testing. [UMF 680-3A](#) presented for testing must be uploaded into the applicant's processing record in USMIRS.

5-11. Test Results

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

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

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

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

5-12. Answer Sheet Storage and Shipment

a. Answer sheets not forwarded outside the MEPS will be filed under record number 601-222d/600A, "Qualification Test Answers" (disposition in Appendix [A, Section IV](#)). Answer sheets may be destroyed after 30 days.

b. The TCO/TST will oversee shipping of answer sheets/automated results via the contracted parcel service to outside agencies for scoring or recording purposes. Answer sheets will not be folded, creased, pinned, clipped, or altered in any manner. Package and mail them according to Paragraph [2-5](#). The MEPS testing section personnel will enclose a [DA Form 200, Transmittal Record](#) listing each answer sheet/disk by number and each applicant's name and SSN. File a copy of the [DA Form 200](#) under record number 1n1/800D, "Office Mail Records – Accountable Mail Receipts" (Appendix [A, Section IV](#)).

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

Table 5-2. Scoring Special Purpose Tests

Test Title	Version	Scoring	Retest Policy
AFOQT Air Force Officer Qualifying Test Paper and Pencil	Forms T1/T3 and T2/T4	Answer sheets are sent to Randolph AFB for scoring, but a placeholder score of eight zeroes is entered into USMIRS to account for workload.	Three retests are authorized. Each retest must be at least 90 days apart after initial test. The third test requires a waiver from the applicant's Wing/CC, or equivalent
Coding Speed Web-based(ICAT)		Scores automatically post to USMIRS Score report available in ICAT A&R	Standard ASVAB retest policy
CYBER Web-based(ICAT)		Scores automatically post to USMIRS.	Navy: Retests not authorized Air Force: Retest not authorized Army: Retest one calendar month after the initial test and every six months thereafter. MarineCorps: Retests not authorized.

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DLAB Defense Language Aptitude Battery: Web-based (DLPT A&R)		Automatically scored by the DLPT Authorization and Reporting software. Print score reports from the testing software and enter into USMIRS.	All Services: Retests are authorized but no earlier than 180 calendar days from the last test. Individuals may only take the DLAB twice in a 12-month period. Any retest outside of the normal schedule must be approved by J-3/MEOP-ORT.
DLPT Defense Language Proficiency Test: Web-based (DLPT A&R)		Automatically scored by the DLPT Authorization and Reporting website. Multiple choice test scores post immediately at the conclusion of the test. Constructed response test results can take up to two weeks to post. Print score reports from the testing software and convert the reported skill levels to data codes (see table 5-1) Manually enter the language code and data codes scores into USMIRS.	Retests are authorized no earlier than 270 calendar days from the last test. No more than two iterations of the same test are authorized in a 12-month period. Requests for retests must be entered into the DLPT Authorization and Reporting website and also sent via e-mail to the DLPT Site Security Manager in J-3/ MEOP-ORT.

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ECL English Comprehension Level: Web-based (DLPT A&R)	Forms M, N and O	Automatically scored by the DLPT Authorization and Reporting website. Print score reports from the testing software and manually enter scores into USMIRS The score range is 0- 100.	Applicants may retest 30 days after initial test, 30 days after first retest, and every 6 months thereafter. Army applicants are not authorized to retest after attaining a minimum score of 75 or higher.
EDPT Electronic Data Processing Test: Paper and Pencil	Form C	Manually scored in the MEPS testing section and manually entered into USMIRS. One total raw score (the number right), score length is three digits, range is 000-121.	All Services: applicants may retest after six calendar months. There is no limit on the number of retests authorized.
SIFT Selection Instrument for Flight Training Delivered on an Army Personnel Testing system	Version 2.0	Automatically scored and posted on the SIFT application and manually entered into USMIRS. Score length is two digits and the range is 20-80. Scores are back-filled with six zeroes when entered into USMIRS. For example, a score of 45 is entered as 00000045.	All Services: Applicants may take one retest after 45 days only if they did not achieve a qualifying score of 40. A retest is never authorized after a qualifying score is achieved.

Table 5-2. Scoring Special Purpose Tests

TAPAS Tailored Adaptive Personality Assessment System: Web-based(ICAT)	Air Force: 5.1 Army: 12, 13, 14 Marine Corps: 5.1 Navy: 12, 13, 14	Air Force: Scores are not provided. Army: Scores are not provided. Marines: Scores are not provided Note: manual input, scores are sent electronically to the Services data base..	Air Force: Retest same as the ASVAB Army: Retest same as ASVAB Navy: Retest same as ASVAB Marines: Retest not authorized
TBAS Test of Basic Aviation Skills: Standalone testing		There is no TBAS score, the TBAS is part of a number of individual scores that make up the total Pilot Candidate Selection Method (PCSM). Not scored at the MEPS and no manual entry in USMIRS.	-3 attempts 90 days apart.

Chapter 6

Overseas Testing

6-1. Overview

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

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

6-2. Enlistment Testing Program Responsibilities

a. MAPWG representatives should:

(1) Ensure Services appoint an ASVAB Overseas Program Manager as the point of contact for the USMEPCOM per ([DoDM 1145.02, Chapter 4](#)).

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

b. DTAC should:

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

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

c. J-3/ MEOP-ORT will:

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

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

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

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

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

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

- (a) Applicant failed to sign in block 22 in the presence of the TA/TE.
- (b) Applicant failed to sign in block 24f in the presence of the recruiter.
- (c) Recruiter failed to sign in block 25.

d. Service ASVAB Overseas Program Manager should:

(1) Be familiar with ASVAB testing guidance found in [DoD Instruction 1304.12E](#), [DoD Military Personnel Accession Testing Programs](#); [DoDM 1145.02, Chapter 4](#).

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

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

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

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

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

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

e. Military Services overseas testing personnel should:

(1) Be familiar with overseas testing program guidance found in this regulation and in “Enlistment Testing Program iCAT: ASVAB User’s Guide” found on the [“iCAT Authorization and Reporting” website](#) (CAC required).

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

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

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

(5) Properly identify applicants by examining a photo ID. If a photo ID is unavailable, capture the applicant’s right thumbprint in box 23 of the [UMF 680-3A](#).

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

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

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

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

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

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

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

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

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

f. Recruiting Services should:

(1) Be familiar with ASVAB testing guidance found in [DoD Instruction 1304.12E](#), [DoD Military Personnel Accession Testing Programs DoDM 1145.02, Chapter 4](#), and this regulation.

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

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

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

g. Honolulu and New York MEPS will:

(1) Be familiar with ASVAB testing guidance found [DoD Instruction 1304.12E](#), [DoD Military](#)

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[Personnel Accession Testing Programs, DoDM 1145.02, Chapter 4](#), this regulation, and the Enlistment Testing Program iCAT: ASVAB User's Guide, found on the ["iCAT Authorization and Reporting" website](#) (CAC required).

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

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

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

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

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

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

(a) For existing records owned by New York or Honolulu MEPS, those MEPS will upload into the applicant's processing record in USMIRS the [UMF 680-3A](#) and the individual iCAT Score Report received from the overseas test site.

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

(c) When no applicant record exists in USMIRS, resolve any document issues with the overseas test site and enter the applicant's personal data into USMIRS. Scores from iCAT Authorization and Reporting will then post in USMIRS under the ownership of either the New York or Honolulu MEPS, depending on which one entered the personal data into USMIRS. That MEPS will then upload into the applicant's hard copy record and add the, and the individual iCAT Score Report.

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

6-3. Confirmation Testing

- a. Confirmation testing guidance in Chapter [3](#) will be adhered to with the following exceptions:

(1) Administration of confirmation tests at overseas test sites is authorized with a few exceptions. Due to a lack of internet capabilities, American Samoa, Saipan, and Kona are allowed to test using the enlistment paper and pencil test forms. All other overseas sites must use iCAT. Currently there are two iCAT testing forms available for overseas enlistment testing. If an applicant has taken both iCAT forms and triggers a confirmation test, a student test form may be used until more iCAT test forms are made available. Applicants that travel stateside will have the option to take their confirmation test at a MEPS using iCAT.

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

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

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

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

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

(3) Retests following the confirmation test, excluding American Samoa, Saipan, and Kona, must be administered via the student paper and pencil version of the ASVAB until more iCAT test forms are made available.

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

6-4. Special Purpose Tests

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

Appendix A

References

Section I

Required Publications

(The publications needed to comply with this regulation.)

DoD Manual 1145.02

Military Entrance Processing Station (MEPS)

CAT-ASVAB User’s Guide

Test Scoring Application User Guide

USMEPCOM Regulation 25-52-1

Personally Identifiable Information (PII) and Protected Health Information (PHI)

USMEPCOM Regulation 27 -1

Military Justice and Legal Services

USMEPCOM Regulation 380-1

Security, Safety, and Special Programs.

USMEPCOM Regulation 601-4

Student Testing Program

USMEPCOM Regulation 601-23

Enlistment Processing.

USMEPCOM Manual 680-3-1

System Operations

Section II Required Forms

(The forms needed to comply with this regulation.)

DA Form 200

Transmittal Record

DA Form 330

Language Proficiency Questionnaire

DD Form 368

Request for Conditional Release

DD Form 1304-2AM

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

[TOC](#)

DD Form 1304-2AS

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

DD Form 1348-1A

Issue Release/Receipt Document

SF 700

Security Container Information.

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

SF 702

Security Container Check Sheet.

USMEPCOM Form 680-3A

Request for Examination.

USMEPCOM Form 727-E

Processing List (PL).

Section III Prescribed Forms

(The forms prescribed by this regulation.)

USMEPCOM Form 611-1-R-E

ASVAB Test Loss/Compromise Telephone Report.

USMEPCOM Form 611-1-1-R-E

Annual, Joint, Other Inventory of Accountable Test Material.

USMEPCOM Form 611-1-2-R-E

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

USMEPCOM Form 611-1-6-R-E

MET Site Utilization Analysis.

USMEPCOM Form 611-1-7-R-E

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

USMEPCOM Form 611-1-8-R-E

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

USMEPCOM Form 611-1-9-R-E

Daily Inventory Log.

USMEPCOM Form 611-1-11-R-E

Statement of Destruction of Test Materials.

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

MET Site/ITA Review.

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

MET Site/ITA Review (HS paper and pencil only).

USMEPCOM Form 611-1-18-R-E

Military Entrance Test Site Update Sheet.

USMEPCOM Form 611-1-19-R-E

MET Site Accountable Material Checklist for Test Administrators

Section IV

Recordkeeping Requirements

Record Number 1e/800D: “Housekeeping Instructions – Duty Appointments”

PA: N/A

Keep in office file until rescinded and no longer needed for business, not longer than 6 years, then destroy.

(Referenced in [Paragraph 1-5a](#))

Record Number 1n1/800D: “Office Mail Records – Accountable Mail Receipts”

PA: N/A

Keep in office file until record is 2 years old, then destroy.

Note: DA Form 200 that contain PII (i.e. last name, last 4, etc.) will not be arranged to permit retrieval by personal identifier; it should be filed by date.

(Referenced in [Paragraph 5-12b](#))

Record Number 1oo/800D: “Policies and Precedents”

PA: N/A

Keep in office file for one year, not longer than 6 years, then destroy.

(Referenced in [Paragraph 3-4d](#))

Record Number 1v1/800D: “Access Controls – Control Procedures”

PA: N/A

Keep in office file until complete and no longer needed for business, not longer than 6 years, then destroy.

(Referenced in [Paragraph 2-3c](#))

Record Number 1v3/800D: “Access Controls – Entry into Vaults or Containers”

PA: N/A

Keep in office file until complete and no longer needed for business, not longer than 6 years, then destroy. If the SF 702 is involved in an investigation, it will be retained until the investigation is complete, then destroy.

(Referenced in [Paragraph 2-3d](#))

Record Number 11-7a/800B: “Internal Review and Audit Files”

PA: N/A

MET Site Inspections: Keep in office file for two years or until superseded and no longer needed for business, not longer than 6 years, then destroy.

ITA Reviews: Keep in office file until 2 years upon transfer or separation of individual, not longer than 6 years, then destroy.

(Referenced in Paragraphs [4-2e\(1\)](#), [4-6a\(2\)](#), [4-6a\(3\)](#))

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Record Number 350-1j3/600E: “Individual Training Files” (*may add individual name for filing*)

PA: OPM/GOVT-1; A0600-8-104AHRC

Upon transfer or separation of individual, keep in office file until record is 1 year old, then destroy.

(Referenced in [Paragraph 1-6](#))

Record Number 601/600A: “General Personnel Procurement Correspondence Files – MET Site Utilization Analysis”

PA: N/A

Keep in office file for 2 years, not to exceed 6 years, then destroy.

(Referenced in [Paragraph 4-5a](#))

Record Number 601-222a/600A: “Test Material Accountability”

PA: N/A

Keep in office file for two years, not to exceed 6 years, then destroy.

(Referenced in [Paragraph 2-9f](#))

Record Number 601-222d/600A: “Qualification Test Answers”

PA: A0601-210aUSAREC

Keep in office file for 30 days, not to exceed 6 years, then destroy.

(Referenced in Paragraphs [2-5c\(2\)\(a\)](#), [3-10j\(4\)](#), [5-12a](#))

Record Number 601-222f/600A: “Test Material Inventories”

PA: N/A

Keep in office file for 2 years, then destroy.

(Referenced in Paragraphs [2-5a\(3\)](#), [2-5b\(3\)](#), [2-5c](#), [2-5c\(1\)\(b\)](#), [2-5c\(2\)\(c\)](#), [2-5c\(3\)\(a\)](#), [2-5c\(3\)\(h\)](#), [2-6b\(2\)](#))

Appendix B

Management Control Evaluation Checklist - Testing Operations

B-1. Function

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

B-2. Purpose

This purpose of this checklist is to assist Commanders and Test Control Officers (TCOs) in evaluating the key management controls listed below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling simulation, other). Answers that indicate deficiencies must be explained and corrective actions indicated in the supporting documentation. These controls must be evaluated at least once every 2 years. Certification that the evaluation has been conducted will be done on [DA Form 11-2-R, Management Control Evaluation Certification Statement](#).

B-4. Test questions

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

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

(2) Did the TCO/TST and the disinterested witness conduct an annual inventory of accountable test material in the MEPS within 12 months of the previous annual/joint inventory and utilize the most current ITA inventory for 100% accountability of test materials? Did the TCO/TST and the disinterested witness sign USMEPCOM Form 611-1-1-R-E (Annual, Joint, Other Inventory of Accountable Test Material)? (USMEPCOM Regulation 611-1, Paragraph [2-5a\(1\)](#) and Note 2))

(3) Did the TCO/TST and the ITA conduct an annual inventory of accountable test material within 12 months of the previous annual inventory at the MEPS? Did the TCO/TST and the ITA sign USMEPCOM 611-1-1-R-E (Annual, Joint, Other Inventory of Accountable Test Material)? (UMR 611-1, Paragraph [2-5\(2\)](#))

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

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

(2) Is there a sign stating “Test in session – will end (time)” posted at each entrance to the test room? (USMEPCOM Regulation 611-1, Paragraph [3-6a](#))

(3) Are recruiters/liaisons not allowed to enter test rooms when testing material is present? (USMEPCOM Regulation 611-1, Paragraph [3-9d](#))

(4) Does the TA remain in the test room when applicants are present? (USMEPCOM Regulation 611-1, Paragraph [3-9c](#))

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

(1) Is a scorer and verifier used during the manual entry process to ensure accuracy of data input? (USMEPCOM Regulation 611-1, Paragraph [3-13](#)).

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

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

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

(1) Are MEPS testing personnel requiring a completed USMEPCOM Form 680-3A for a special test. (USMEPCOM Regulation 611-1, Paragraph [5-5b](#))

(2) Are MEPS TCOs informing J-3/MEOP-ORT by email, via Sector, of a DLPT TAs departure within five business days of that action? (USMEPCOM Regulation 611-1, Paragraph 5-3b)

(3) Did the TA(s) remain in the test room at all times during test administration? (USMEPCOM Regulation 611-1, Paragraph [3-9c](#))

B-5. Supersession

This management control evaluation checklist replaces the previously published version in USMEPCOM Regulation 611-1 (September 3, 2020).

B-6. Comments

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

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

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

Appendix C**Joint Knowledge Online (JKO) ILTs for Testing Personnel****Enlistment Test Administration**

USMEPCOM HQ-J3-TD-ATA-E001	TA Preparation
USMEPCOM HQ-J3-TD-ATA-E002	Authorization to Test
USMEPCOM HQ-J3-TD-ATA-E003	When Authorized Individuals are Allowed to Retest
USMEPCOM HQ-J3-TD-ATA-E004	Request for Examination
USMEPCOM HQ-J3-TD-ATA-E005	ASVAB Test Facility Requirements During Sessions
USMEPCOM HQ-J3-TD-ATA-E006	Night Testing Provisions
USMEPCOM HQ-J3-TD-ATA-E007	Applicant/TA Ratio
USMEPCOM HQ-J3-TD-ATA-E008	General Enlistment Testing Direction
USMEPCOM HQ-J3-TD-ATA-E009	CAT-ASVAB Administration
USMEPCOM HQ-J3-TD-ATA-E010	iCAT/PiCAT Test Verification Test Administration
USMEPCOM HQ-J3-TD-ATA-E011	Manual Scoring
USMEPCOM HQ-J3-TD-ATA-E012	Confirmation Testing
USMEPCOM HQ-J3-TD-ATA-E013	Confirmation Test Administration
USMEPCOM HQ-J3-TD-ATA-E014	Scoring the Confirmation Test
USMEPCOM HQ-J3-TD-ATA-E015	Post Confirmation Test Actions

MET Site Test Administration

USMEPCOM HQ-J3-TD-ATA-M001	General Testing Direction
USMEPCOM HQ-J3-TD-ATA-M002	ASVAB Test Scores from iCAT
USMEPCOM HQ-J3-TD-ATA-M003	MET Site Utilization
USMEPCOM HQ-J3-TD-ATA-M004	Intermittent Test Administrator (ITA)
USMEPCOM HQ-J3-TD-ATA-M0054	No Show Sessions

Security and Accountability

USMEPCOM HQ-J3-TD-SA-001	Accountable Test Material Test Security
USMEPCOM HQ-J3-TD-SA-002	Control and Storage Procedures
USMEPCOM HQ-J3-TD-SA-003	Inventory Procedures for Accountable Test Materials
USMEPCOM HQ-J3-TD-SA-004	MEPS Inventory Procedures
USMEPCOM HQ-J3-TD-SA-005	Transfer of Accountable Test Material
USMEPCOM HQ-J3-TD-SA-006	Ordering Test Material
USMEPCOM HQ-J3-TD-SA-007	Reproduction of Accountable Test Material
USMEPCOM HQ-J3-TD-SA-008	Test Loss/Compromise (TLC)
USMEPCOM HQ-J3-TD-SA-009	Non-Compromise Related Incidents
USMEPCOM HQ-J3-TD-SA-010	TA Conflicts of Interest
USMEPCOM HQ-J3-TD-SA-011	Prohibited Coaching Practices
USMEPCOM HQ-J3-TD-SA-012	Ringers
USMEPCOM HQ-J3-TD-SA-013	Mailing Procedures
USMEPCOM HQ-J3-TD-SA-014	Package Inventory and Quality Control

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USMEPCOM HQ-J3-TD-SA-015	Recruiting Services Access to Student Information
USMEPCOM HQ-J3-TD-SA-016	Electronic Transmittal of Student Results

Special Purpose Test Administration

USMEPCOM HQ-J3-TD-ATA-SP001	TA Preparation
USMEPCOM HQ-J3-TD-ATA-SP002	Site Security Manager and Site Administrator Duties
USMEPCOM HQ-J3-TD-ATA-SP003	Authorization to Test
USMEPCOM HQ-J3-TD-ATA-SP004	Request for Examination
USMEPCOM HQ-J3-TD-ATA-SP005	Test Facility Requirements
USMEPCOM HQ-J3-TD-ATA-SP006	Applicant-TA Ratio
USMEPCOM HQ-J3-TD-ATA-SP007	Authorized Tests
USMEPCOM HQ-J3-TD-ATA-SP008	General Purpose Testing Direction
USMEPCOM HQ-J3-TD-ATA-SP009	Test Administration
USMEPCOM HQ-J3-TD-ATA-SP010	Test Results
USMEPCOM HQ-J3-TD-ATA-SP011	Answer Sheets Storage and Shipment

Training Standardization Job Task Sheets

USMEPCOM HQ-MEOP-TD-1	Brief Applicants
USMEPCOM HQ-MEOP-TD-10	USMIRS Operational Functions
USMEPCOM HQ-MEOP-TD-11	Perform Quality Control
USMEPCOM HQ-MEOP-TD-12	Performance of the Intermittent Test Administrator
USMEPCOM HQ-MEOP-TD-13	Prepare Test Materials Prior to Test Sessions
USMEPCOM HQ-MEOP-TD-14	Test Score Procedures
USMEPCOM HQ-MEOP-TD-15	Track Applicant Using USMIRS
USMEPCOM HQ-MEOP-TD-16	Market the ASVAB CEP
USMEPCOM HQ-MEOP-TD-17	Program Management and Administration
USMEPCOM HQ-MEOP-TD-18	Sell the ASVAB CEP to Nontesting Schools
USMEPCOM HQ-MEOP-TD-19	Soft Skills
USMEPCOM HQ-MEOP-TD-2	Conduct Aptitude Special Testing
USMEPCOM HQ-MEOP-TD-20	Understand Education Programs
USMEPCOM HQ-MEOP-TD-21	Scheduling
USMEPCOM HQ-MEOP-TD-22	Administrative Duties
USMEPCOM HQ-MEOP-TD-23	Database Management
USMEPCOM HQ-MEOP-TD-24	CEP Training
USMEPCOM HQ-MEOP-TD-3	Conduct Inventories
USMEPCOM HQ-MEOP-TD-4	Distribute Test Material for All Paper and Pencil Testing in a Secure Environment
USMEPCOM HQ-MEOP-TD-5	Ensure Test Errors in USMIRS are Corrected
USMEPCOM HQ-MEOP-TD-6	Maintain Security Control and Accountability of Test Material
USMEPCOM HQ-MEOP-TD-8	Manage and Supervise the Testing Section

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USMEPCOM HQ-MEOP-TD-9	MET Site Facilities
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Appendix D

Privacy Act Statement from the iCAT Privacy Act Statement Screen

AUTHORITY: 44USC3103, 10USC133, 10USC3012, E09397*

PRINCIPAL PURPOSE(S): To request administration of enlistment qualification examination. Your social security number is used to positively identify qualification results.

ROUTINE USE(S): To compute and verify test scores to determine eligibility for enlistment in the Armed Forces and provide scores to the recruiting services. To provide data to the DoD agencies and appropriate outside activities for compilation or research purposes.

DISCLOSURE: Disclosure is mandatory. If you do not authorize disclosure for the purposes described above, you will not be allowed to take the test.

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

Appendix E

Instructions for Creating MET Site Codes

E-1. MET Site Codes Within the Continental United States

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

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

Position 3:

1 = MEPS TA

2 = ITA

Positions 4 & 5: A unique two-digit number assigned by J-3 MEOP-ORT. This number must be unique within the MEPS and must not change for a given physical MET site. Use “99” for in-house (MEPS) PiCAT Verification testing and “97” for in-house (MEPS) iCAT testing.

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

Position 6:

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

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

3 = Saturday test session (day or night)

4 = Sunday test session (day or night)

5 = Second day session

6 = Second Saturday session

7= PiCAT verification session (day or night)

Examples of Chicago MEPS MET site codes:

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

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

542017 = A PiCAT Verification test session given by an ITA at site “01”.

541997 = A PiCAT Verification test session given by a MEPS TA in-house.

541971 = An iCAT test session given by a MEPS TA in-house “97” during the day.

541972 = An iCAT test session given by a MEPS TA in-house “97” during the night.

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

E-2. MET site codes for overseas testing

All codes will be created by J-3/ MEOP-ORT who will inform DTAC and the Service responsible for the test site.

Each code will consist of positions as follows:

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

Positions 3 & 4: Two digit code “88” for overseas MET sites.

Positions 5 & 6: A unique number assigned by J-3/ MEOP-ORT for a given physical overseas MET site location.

Appendix F

Glossary

Section I Abbreviations

AFPC

Air Force Personnel Center

AFOQT

Air Force Officer Qualifying Test

AFPT

Air Force Personnel Test

AFQT

Armed Forces Qualification Test

AFROTC

Air Force Reserve Officer Training Corps

APT

Army Personnel Testing

ASVAB

Armed Services Vocational Aptitude Battery

CAC

Common Access Card

CAT-ASVAB

Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery

CT

Cyber Test

CTV

Centralized Test Validation

DA

Department of the Army

DEP

Delayed Entry Program

DLPT

Defense Language Proficiency Test

DoD

Department of Defense

DTAC

Defense Testing and Assessment Center

ECL

English Comprehension Level

EDPT

Electronic Data Processing Test

FedEx

Federal Express

ETP

Enlisted Testing Program

ET

Examinee Test

FY

Fiscal Year

HIV

Human Immunodeficiency Virus

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IAW

In Accordance With

iCAT

Internet Based Computerized Adaptive Testing

IRC

Interservice Recruitment Committee

IRR

Individual Ready Reserve

ITA

Intermittent Test Administrator

ITS

Information Technology Specialist

MAPWG

Manpower Accession Policy Working Group

MEPS

Military Entrance Processing Station

***MET**

Military Entrance Test

MFR

Memorandum for Record

***MOC**

USMEPCOM Operations Center

NLT

Not Later Than

NPS

Non-Prior Service

OMR

Optical Mark Reader

PC

Personal Computer

PiCAT

Pending Internet Based Computerized Adaptive Testing

PS

Prior Service

SF

Standard Form

SPEAR

Sharing Policy Experience and Resources (USMEPCOM Intranet)

SPF

Service Processing For

SOP

Standing Operating Procedures

SSN

Social Security Number

STARNET

Station Advisory Report Net

TA/TE

Test Administrator/Test Examiner

TBAS

Test of Basic Aviation Skills

TCO

Test Control Officer

TCN

Test Site Control Number

TLC

Test Loss Compromise

TMI

Testing Material Inventories

TST

Test Score Technician

USMEPCOM

United States Military Entrance Processing Command

***USMIRS**

United States Military Entrance Processing Command Integrated Resource System

Section II Terms

Day Test Session

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

In-House Testing

Testing within the MEPS.

Invalid Test

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

Military Entrance Test (MET) site

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

Night Test Session

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

Special Purpose Test

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

Web-Based DLPT

Defense Language Proficiency Test delivered over the Internet.

***USMEPCOM**

established term or abbreviation