

4 FEB 2014

MARINE CORPS AFCT RETEST POLICY/COMMAND AUTHORIZATION

1. All Marine Corps and sister service Test Facilities are directed to follow the guidelines established in this enclosure prior to retesting a Marine.
2. NO MARINE (Active Duty, Active Reserve or Selected Marine Corps Reserve) will not be allowed to retest without first obtaining written authorization from his/her command at the battalion/squadron level (see sample letter below). These requests may be signed "By direction" from the unit career retention specialist or any staff officer with "By direction" authority from the Commanding Officer. Marines in the IRR are exempt from this requirement.
3. All in-service retest authorizations will be submitted to the Marine Corps Test Facility with a "CERTIFIED TRUE COPY" of the Marine's "TEST" screen from MCTFS. This paperwork will be used by CMC, (MPP-50) to verify the need to retest for a particular assignment or program and to evaluate previous scores and test date. If this paperwork is not forwarded to CMC (MPP-50) with the Marine's answer sheets, the Marine's retest scores will be considered invalid and will not be entered into MCTFS. Command letters received that do not state a valid reason for the Marine to have retested on the AFCT will deem that Marines retest scores invalid.
4. Marines will not be retested earlier than six (6) months following the most recent retest. Exceptions to this requirement can only be authorized by CMC (MPP-50) and will not be entertained unless a minimum of 90 days have passed from the last retest date and a formal request has been sent by that Marine's command utilizing enclosure (2). To ensure test integrity and minimize test exposure, Marines may only take the AFCT twice in a twelve month period.
5. Participation in the Military Academic Skills Program (MASP) is not a valid reason for retesting on the AFCT. The MASP is not an AFCT preparation course and should not be taken for the sole purpose of improving AFCT scores.
6. Instances where Marines scores are considered invalid, CMC (MPP-50) will only enter the retest date into MCTFS and that Marine will be prohibited from retesting for six (6) months.

COMMAND AUTHORIZATION LETTER FOR AFCT RETEST

COMMAND LETTERHEAD

1230
Office Code
Date

From: Commanding Officer/Officer-In-Charge
To: Education Officer, Marine Corps Base Quantico
Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFCT ICO
SERGEANT I. M. MOTIVATED EDIPI/0111 USMC
Encl: Certified True Copy of MCTFS TEST screen
Ref: (a) MCO 1230.5C

1. In accordance with the reference, Sergeant Motivated meets the requirements for an in-service retest of the AFCT. Sgt I. M. Motivated is applying for (State reason for testing) and needs to attain (specify score required) score of 110. His current score is a 108 and he last tested on 28 January 2006. Attached is a certified true copy of his TEST screen from MCTFS verifying these scores.

2. Point of Contact for this request is Major I. M. InCharge, Commanding Officer, Marine Unit, Overseas at (123) 456-7890, DSN 456-7890.

I. M. INCHARGE
(or By direction)