



UNITED STATES MARINE CORPS
 MCB HAWAII EDUCATION CENTER
 BOX 63073
 MCBH KANEHOE BAY HAWAII 96863-3073

Office Use Only
 Received by:

CLASSIFICATION TEST REGISTRATION FORM

*** PER MCO 1230.5C ***

Print Last Name, First Name

Rank

EDIPI & Birth Date

Unit

1. Indicate below which classification test you are requesting to take and check appropriate box.

A. Defense Language Proficiency Test (DLPT): _____
 Specify Date Specify Language

Mission Related Recertification DLPT was taken in the last six months YES NO

B. Defense Language Aptitude Test (DLAB): _____ DLAB was taken in the last six months YES NO
 Specify Date

C. Armed Forces Classification Test (AFCT): _____
 Specify Date

Check one: First time taking this exam. I've taken this exam before on: _____ (date)

Note the following important requirements for AFCT:

A LETTER FROM BATTALION/SQUADRON CO AND A COPY OF MCTFS TEST SCORES ARE REQUIRED TO TAKE AFCT, PER MCO 1230.5C ENCLOSURE (2). Please see back side of this page for check list.

- ❖ Wait period between classification exam RE-TEST is six (6) months.
- ❖ Wait period between classification exam WAIVER RE-TEST is within six (6) months.

2. I understand that:

- Once registered, I must sign in at the Education Center **prior** to the scheduled test time.
- I must have a military ID and a valid picture ID card, e.g. driver's license, in my possession to enter the testing room.
- Per MCO 1230.5C, page 15 paragraph (g) Marines retesting at any Marine Corps or sister service testing facility must be in the appropriate uniform of the day.

Signature of examinee

Date

Duty Phone

Cell Phone

Email

I certify that this section is aware of the above servicemember's desire to take the indicated test(s). This service member will be authorized the time required to complete the exam on the testing date.

Printed Name of CO, OIC, EO

Signature

Date

Duty Phone

Cell Phone

Email

MARINE CORPS AFCT RETEST POLICY

- A. In order to be eligible to retake the AFCT you must submit the documentation included in ENCLOSURE (2) of MCO 1230.5C included herein. Read the instructions carefully. It is your responsibility to ensure you meet the required criteria for retest.
- B. You must submit this letter and its attachment prior to taking the test. You should also familiarize yourself with MCO 1230.5C in order to understand the testing process, grading and scoring criteria. Failure to understand this policy and submit the required documentation may result in an invalid test score and a subsequent wait of six months before you are eligible to retake the AFCT.
- C. The cover letter must be on your command's letterhead and should specifically state the valid reason for your retest. There are only four specific reasons that will be acceptable for retest and they are listed in MCO 1230.5C on page 3.
- D. If you need assistance with this process, see your Admin/S-1. If your S-1 cannot help you, please see IPAC.

Note: Only a **TEST SCREEN** printout from MCTFS labeled "TEST SCORES" will be accepted (per MCO 1230.5C). Printout must be "CERTIFIED TRUE COPY," dated and signed with written rank by the appropriate admin authority.

CHECK LIST FOR AFCT TEST ELIGIBILITY (per MCO 1230.5C):

- Submit AFCT *re-test* letter from unit Commanding Officer. or
- Submit AFCT *waiver* letter Commanding Officer.
- Letter **MUST** be on an OFFICIAL USMC LETTERHEAD. The letter must state the MOS in order to justify the need to retest. Examinee must obtain a written authorization from his/her command at the BATTALION/SQUADRON level via the Command Authorization letter. The letter may be signed "By Direction" from the unit career retention specialist or any staff officer with "By direction" authority from the Commanding Officer.
- Attach copy of your test scores from MCTFS.
Copy of AFCT test scores must be:
 - 1. from "MCTFS BASIC TRAINING RECORD" (**TEST SCREEN**)
 - 2. stamped "certified true copy"
 - 3. signed by E-7 or above with rank and date
 - 4. If E-6 and below, submit by direction letter
- Only authorized personnel at S-1 may certify the scores as a true copy. If S-1 cannot help you, see IPAC.
- Need assistance? Call Test Examiner at 257-2158