From: Commanding Officer (Only Battalion/Squadron level CO)
To: MCB Hawaii Education Center (Test site)

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 (Marine must meet requirements to test per MCO)

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 THE REASON FOR TESTING, i.e. lateral move to MOS XXXX) and needs to attain a (specify score required, i.e. GT score of 110 or AFQT score of 72). He/She currently possesses a GT score of 108 (or other composite score or AFQT score) and he/she last tested on 28 January 2006. Attached is a certified true copy of his/her 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)

*******Anyone signing other than the Battalion/Squadron CO must have By Direction*******

Submit the following items to the MCB Hawaii Education Center prior to the test date to register for the AFCT:
1. Official Command Authorization Letter for AFCT
2. Certified True copy of Test screen from MCTFS (See S-1 for assistance. Scores from MOL will not be accepted!)
3. MCB Hawaii Education Center Classification Test Registration form
ABCDEFGH

***TEST SCORES***

ENTER NEXT EDIPI: ---------- ENTER CATG:       SEQ NBR:    17:18:20
EDIPI:                    NAME: MOTIVATED, IAM M       PAGE:  01
RUC:                      COMPANY CODE:     PRES-RANK:     RECSTATE:      COMP CODE:
PLT CODE:                 TRNGRP:          R-RECSTAT:     RCOMP-CODE:            PAGE: 01

*CLASS TEST*             *AFQT ASVAB*              *LANGUAGE SCORES*
VER:                     SCORE:                    DLAB SCORE:
TYPE:                    FORM:                     DATE:
DATE:                    

*ASVAB TEST*             *GCT SCORES*              *MISC TEST SCORES*
GT                       GCT                         ARC SCORE:
MM                       PA                          ARC DATE:
EL                       AR                          EDPT SCORE:
CL                       RV                          EDPT DATE:
                       AC                          

*FOREIGN LANGUAGE*       *SELF PROFESSED LANG*

Sign here

CERTIFIED TRUE COPY OF ORIGINAL
Capt Reeves, Michael
20171012

ENCLOSURE (1)

Stamped, signed, rank and dated E-7 or above. If E-6 and below, submit by direction letter