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: (1) 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 the in-service retest of the AFCT. Sgt 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 2010. 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 Incharge at (123) 456-7890 or via email ikaika.incharge@usmc.mil.  

I.M. INCHARGE  
(By direction)  

*Anyone signing other than the Battalion/Squadron CO must type 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
**TEST SCORES**  

ENTER NEXT EDIPI: ------- ENTER CATG:  SEQ NBR:  17:18:20

EDIPI:  COMPANY CODE:  PRES-GRADE:  RECSTATE:  
RUC:  NAME: MOTIVATED, IAM M  PAGE: 01
PLT CODE:  TRNGRP:  R-RECSTAT:  

*CLASS TEST*

VER:  TYPE:  DATE:

*ASVAB TEST*

GT  MM  EL  CL

*FOREIGN LANGUAGE*  *SELF PROFESSIONAL LANG*

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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 or civilian Marine submit by direction letter