



COMMAND AUTHORIZATION LETTER FOR ARMED FORCES
CLASSIFICATION TEST (AFCT)

COMMAND LETTERHEAD

(Must use Battalion/Squadron level Letterhead-not Company level)

1230
Office Code
Date

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

ABCDEFGH

****TEST SCORES****

10/01/2018

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

CLASS TEST
 VER:
 TYPE:
 DATE:

ASVAB TEST
 GT
 MM
 EL
 CL

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 or civilian Marine submit by direction letter