

*Standard Operating
Procedures*

for

*Armed Forces Classification
Test (AFCT)*

Revised 11 June 2008

“Procedures on the administration of the AFCT Re-Test”

SOP Overview

Introduction These standard operating procedures (SOP) provides administrative procedures for the Armed Forces Classification Test (AFCT).

- Reference**
- (a) AFCT Re-Test Administration Procedures, COMDTINST 1236.1 - **Currently being staffed at HQTRs**
 - (b) Armed Services Military Personnel Accession Testing Programs, COMDTINST M1130.24
 - (c) Training and Education Manual, COMDTINST M1500.10 (series)
 - (d) Physical Security and Force Protection Program Manual, COMDTINST M5530.1 (series)
 - (e) Administration Manual, DOD 1304.12-L-AETP-AM1
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In this SOP The following will be discussed in this chapter:

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Section A - Authority to Administer/Stock AFCT Re-Tests

1. As outlined in reference (a), the following commands are authorized to administer AFCT re-tests:

- a. Headquarters Support Command
- b. Integrated Support Commands
- c. Training Centers
- d. Sections

2. These commands are authorized to stock the following AFCT material:

- a. Administration Manual, DOD 1304.12-L-AETP-AM1
- b. Scoring Directions, DOD 1304.12-L-AETP-SD1
- c. Conversion Table, DOD 1304.12-L-AETP-CT3, October 1993 (for re-test taken prior to 1 July 2004).
Conversion Table for test taken on or after 1 July 2004.
- d. Test Book Form 17A, DOD 1304.12B17A
- e. Test Book Form 17B, DOD 1304.12B17B
- f. Score Key 17F, Pg 1, DOD 1304.12-L-AETP-ST17F1
- g. Score Key 17F, Pg 2, DOD 1304.12-L-AETP-ST17F2
- h. Score Key 17F, Pg 3, DOD 1304.12-L-AETP-ST17F3
- i. Score Key 17G, Pg 1, DOD 1304.12-L-AETP-ST17G1
- j. Score Key 17G, Pg 2, DOD 1304.12-L-AETP-ST17G2
- k. Score Key 17G, Pg 3, DOD 1304.12-L-AETP-ST17G3

3. In accordance with reference (b), persons authorized to stock AFCT material and administer AFCT retest must be designated in writing as an Education Services Officer (ESO).

4. The commands above are authorized to lend AFCT material to units within their areas of responsibility (AOR) for testing. The person administering the re-test must be designated in writing as the unit's ESO or alternate ESO. Answer keys shall only be provided to units with a ESO who are deploying for more than 90 days. Commands with a ESO who desire to hold AFCT Test material on a permanent /semi-permanent (more than 90 days) basis should send a waiver request to CG Institute to establish AFCT re-testing authority.

Section B - Administering AFCT Test

1. In-service members who desire to take an AFCT re-tests will be counseled by an ESO before being allowed to do so. This counseling, at minimum, will consist of the following:
 - a. If a member's ASVAB composite scores are below the threshold to qualify them for a particular education or training program, they may re-take one or more of the ten tests.
 - b. Inform the potential test-taker that whatever score received on the test (whether better or worse) will become their official score and that they must wait six (6) months after taking any test to take the same test again.
 - c. Inform the member on the new renorming scores for each rating. Appendix A provides a list of the old and new rating ASVAB requirements, which became effective 1 July 2004.
 - d. Inform the member that if they retake any of the following tests, the ESO who scored the test(s) will be required to recalculate the member's Armed Forces Qualification Test (AFQT), which is done using the formula $2VE + AR + MK = \text{STANDARD SCORE}$ (Standard Score Converts to AFCT Percentile using the Standard Scores to 1997 Percentile Conversions AFQT Table (effective 1 July 2004), Appendix C).

VE	Verbal Ability
AR	Arithmetic Reasoning
MK	Mathematical Knowledge
PC	Paragraph Comprehension
WK	Word Knowledge

- e. Inform the member that if they retake either the Paragraph Comprehension (PC) or Word Knowledge (WK), the ESO who scored the test(s) will be required to recalculate the member's Verbal (VE) score. This recalculation will be done by combining raw scores on the PC and WK and converting that raw score into a scaled VE score using ASVAB Form Conversion of Raw Scores to 1997 Standard Score Equivalents Tables; Appendix B.

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Section B - Administering AFCT Test, Continued

2. The ESO will take the following steps prior to administering an AFCT test.

STEP	ACTION
1	The ESO shall familiarize themselves with proper testing procedures outlined in reference (b) prior to administering AFCT tests
2	Ensures member has not re-taken any version of the same subtest within the last 6 months. This shall be verified in the Test Results component of Direct Access: Home>Develop Workforce>Manage Competencies (GBL)>Use>Test Results
3	Ensures a different test version is administered if member has re-taken the subtest in the past. Note: There are two test versions, 17A and 17B
4	Ensures the time limits listed in reference (e) for each test are observed
5	Ensures outside assistance is not available
6	Ensures the examinee is adequately instructed
7	Ensures the test is conducted in a location free from distraction
8	Ensures the member is supplied with the proper materials
9	Ensures that test booklets are page checked before and after testing

3. Once the steps above have been followed, the ESO will administer the AFCT test.

Section C - AFCT Test Results

1. After a service member has taken a re-test, the ESO will score the test using the proper score key for the test version administered. The ESO shall use the Directions for Scoring, DOD 1304.12-L-AETP-SD1 (October 1992).

If member retested on the VE, AR, MK, PC, or WK, a recalculation will need to be done by the ESO.

IF	THEN
VE subtest was Taken	<p>The member's AFQT score will need to be recalculated using the following formula:</p> $2VE+AR+MK = \text{STANDARD SCORE}$ <p style="text-align: center;">Standard Score Converts to AFCT Percentile</p> <p>Note: The sum of the above should be converted to a percentile using the Standard Scores to 1997 Percentile Conversions AFQT Table (effective 1 July 2004), Appendix C.</p>
AR subtest was Taken	<p>The member's AFQT score will need to be recalculated using the following formula:</p> $2VE+AR+MK = \text{STANDARD SCORE}$ <p style="text-align: center;">Standard Score Converts to AFCT Percentile</p> <p>Note: The sum of the above should be converted to a percentile using the Standard Scores to 1997 Percentile Conversions AFQT Table (effective 1 July 2004), Appendix C.</p>
MK subtest was Taken	<p>The member's AFQT score will need to be recalculated using the following formula:</p> $2VE+AR+MK = \text{STANDARD SCORE}$ <p style="text-align: center;">Standard Score Converts to AFCT Percentile</p> <p>Note: The sum of the above should be converted to a percentile using the Standard Scores to 1997 Percentile Conversions AFQT Table (effective 1 July 2004), Appendix C.</p>
PC subtest was Taken	<p>The member's VE score will need to be recalculated using the following formula:</p> $\text{Raw Score of PC} + \text{Raw Score of WK} = \text{NEW Raw Score}$ <p style="text-align: center;">THEN Take New Raw Score to find New VE score</p> <p>Using ASVAB Form Conversion of Raw Scores to 1997 Standard Score Equivalents Table (effective 1 July 2004), Appendix B.</p> <p style="text-align: center;">THEN</p> <p>The member's AFQT score will need to be recalculated using the following formula:</p> $2VE+AR+MK = \text{STANDARD SCORE}$ <p style="text-align: center;">Standard Score Converts to AFCT Percentile</p> <p>Note: The sum of the above should be converted to a percentile using the Standard Scores to 1997 Percentile Conversions AFQT Table (effective 1 July 2004), Appendix C.</p>

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Section C - AFCT Test Results, Continued

IF	THEN
<p>WK subtest was Taken</p>	<p>The member's VE score will need to be recalculated using the following formula:</p> <p style="text-align: center;">Raw Score of PC + Raw Score of WK = NEW Raw Score THEN Take New Raw Score to find New VE score</p> <p>Using ASVAB Form Conversion of Raw Scores to 1997 Standard Score Equivalents Table (effective 1 July 2004), Appendix B.</p> <p style="text-align: center;">THEN</p> <p>The member's AFQT score will need to be recalculated using the following formula:</p> <p style="text-align: center;">$2VE+AR+MK = STANDARD SCORE$ Standard Score Converts to AFCT Percentile</p> <p>Note: The sum of the above should be converted to a percentile using the Standard Scores to 1997 Percentile Conversions AFQT Table (effective 1 July 2004), Appendix C.</p>

2. The ESO will prepare a MEMO to the member, via the unit. The MEMO must contain the following information:
 - a. The test version taken.
 - b. The raw score for each subtest taken.
 - c. The date the test was administered.
 - d. A statement saying that it will be six months before the member can retake any version of the subtest taken.
 - e. A statement saying that the retest scores take precedence over scores previously entered even if the retest scores are the same or lower than ones previously entered.
 - f. A statement saying that the member is responsible for ensuring new scores have been entered in Direct Access.
 - g. If any of the subtest's VE, AR, MK, PC, or WK is taken, then a calculation showing what the member's new AFCT score is, must be annotated.

Note: All ESOs should follow the standard MEMO provided in Appendix D.

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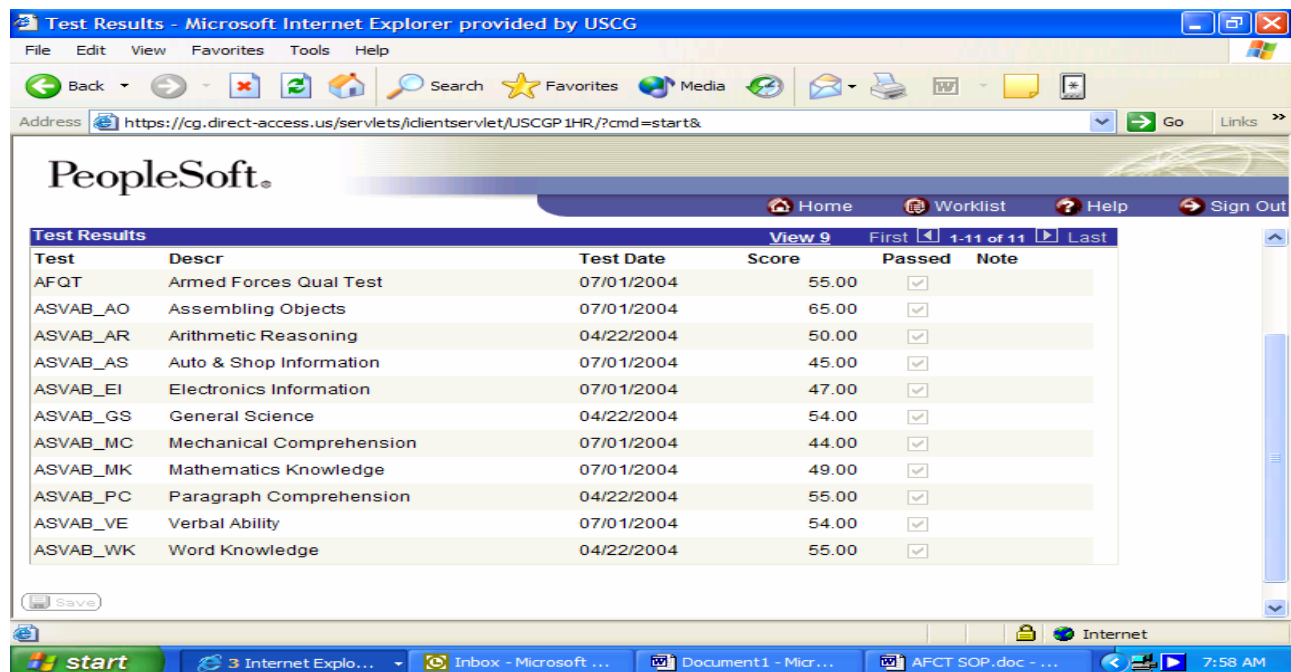
Section C - AFCT Test Results, Continued

The ESO assigned to authorized commands in Section A, may enter the test results into Direct Access. If the ESO is not able to enter the test results in Direct Access, a copy of the MEMO will be forwarded to the member's Servicing Personnel Office (SPO) for entry into the system.

Note: The ESO must obtain CGFTESO user role authorization from PSC by filling out the Direct Access User Access Authorization and PAO Designation form, CG PSC 7421/2 Rev 07/05 (http://www.uscg.mil/hq/psc/forms/psc7421_2.pdf). The ESO will check the 'Other' box in block 7 of the form and enter '**CGFTESO - ASVAB/AFCT/AFQT/FLP Test Entry**'. Once the form is filled out, it will need to be faxed to PSC. PSC will notify the ESO that access to Test Results component in Direct Access has been approved.

The ESO will take the following steps to enter the new scores in Direct Access: (ref: <http://cgweb.psc.uscg.mil/Direct-Access/index.htm>)

STEP	ACTION
1	Log into Direct Access and access the Test Results component. Home>Develop Workforce>Manage Competencies (GBL)>Use>Test Results
2	Enter the member's EMPLID and press ENTER.
3	View the test results already annotated in system to ensure test hasn't already been entered.
4	If not already entered, locate the previous subtest and delete the existing date and score. Note: Do not add an additional row for the retest. To work properly with the Training Administration System (TAS) a new row for a retest must not be inserted.
5	Type in the new score and the date of the retest.
6	Enter the version of the test (17A or 17B) in the Note field.
7	Press SAVE. Note: If any of the subtest's VE, AR, MK, PC, or WK is entered, a new AFQT score must be annotated.



The ESO will need to retain a copy of the MEMO and the original answer sheet used during the testing. The scratch paper must be destroyed by shredding/burning/pulverizing. Do not keep scratch paper or it becomes accountable. Periodically (no later than 6 months from testing date), the ESO will forward copies of MEMOs and original answer sheets to the CG Institute (NRT). CG Institute will retain these documents for 5 years.

Section D - Inventory/Safeguarding AFCT Testing Material

1. Test materials (including test booklets, answer keys, complete or partially complete test answer sheets, and scratch paper with writing on it) are considered accountable controlled items and will be handled and maintained only by personnel with AFCT re-testing authority as listed in reference (a). Scratch paper shall be considered a controlled item until it is destroyed. Blank answer sheets are considered non-accountable.
2. Test materials are designated FOR OFFICIAL USE ONLY and CONTROLLED ITEMS (TEST MATERIALS). Test booklets and answer keys shall be labeled accordingly.
3. Security of AFCT materials.
 - a. When not in use, test booklets, answer keys, complete or partially complete test answer sheets, and scratch paper with writing on it (unless destroyed) will be stored in a security container that is used only for storing AFCT and other testing materials.
 - b. The security container may be in the form of a combination lock safe or a locking metal file cabinet with a steel rod running through the drawer handles, a welded hasp, and a combination lock. Appropriate security containers are described in Chapter 2.G. of reference (d).
 - c. The combination of the lock on the security container will be changed in accordance with the criteria described in Chapter 2.G. of reference (d) and whenever any personnel with AFCT re-testing authority at a command are relieved or depart without relief.
 - d. The room in which the security container is located should be locked when no personnel with AFCT re-testing authority are present.
 - e. An inventory of AFCT test materials will be conducted by a qualified ESO semiannually (June/December) and upon relief of the custodian. An electronic copy of this inventory will be provided to CG Institute (NRT); (CGI-PF-AFCT@uscg.mil).
4. COs will ensure that all personnel involved in administering AFCT testing are thoroughly briefed (verbally, in writing, or using multi-media materials) regarding the security of testing materials. The briefing will cover information contained in reference's (a), (b), and this SOP.
5. Procedures should be developed locally to ensure control of tests during their administration so that all controlled items are continuously accounted for. Careful control of all materials must be exercised at every point in handling, storage, use and disposition.
6. Personnel with AFCT re-testing authority will ensure that test booklets are page checked before testing and before an examinee is allowed to leave the testing room.

Section E - Mailing of AFCT Testing Material

1. A traceable method (e.g., certified mail, USPS, FedEx) will be used to transport test materials. Materials will be double-wrapped and the inner envelope will be plainly marked "TO BE OPENED BY PERSONNEL AUTHORIZED TO HANDLE TEST MATERIALS". A cover letter, listing all material being forwarded, will accompany the material with a copy attached to the outside of the inner envelope.

Section F - Loss/Compromised AFCT Testing Material

1. A compromise is a disclosure of AFCT information to a person(s) who is(are) not authorized access to that information. The unauthorized disclosure may have occurred unknowingly, willfully or through negligence. Compromise is confirmed when conclusive evidence that AFCT information has been disclosed to an unauthorized person(s).

Any civilian employee, military personnel, or other person associated with the Coast Guard, having knowledge of the loss, unauthorized disclosure, or possible compromise of AFCT information or of any infraction to security regulations shall immediately advise their command security officer. Once advised of the incident, commands shall report or assure matter is reported immediately in accordance with the procedures listed below.

2. The following, as a minimum, are prohibited actions that constitute loss or compromise of test material and require an investigation.

- a. Access to materials by unauthorized personnel.
- b. Discussing questions from a test with unauthorized personnel.
- c. Disclosing test questions by one service member to another.
- d. Questioning examinees by anyone for the purpose of gaining knowledge of test contents.
- e. Developing local or practice tests which contain actual test material.
- f. Suspected incidents of training courses or sessions using questions from test booklets.
- g. Transferring accountable test material without proper receipt.
- h. Destroying or disposing of test material under improper conditions.
- i. Using improper methods of sending test materials.
- j. Tampering with any package containing test material.
- k. Improperly storing tests material.
- l. Access by unauthorized personnel to any safe or secured container containing test material.
- m. Theft of test material by any individual.
- n. Using crib sheets or an unauthorized testing aid.

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Section F - Loss/Compromised AFCT Testing Material, Continued

3. If AFCT test materials are suspected of being lost or compromised, notify the CG Institute immediately, informing the perspective ISC. The initial report of suspected lost or compromise will provide at a minimum the following information:

- a. Location and date of the test site;
- b. Purpose and size of the test session;
- c. Complete name and serial numbers of missing or compromised items;
- d. Amount of material lost or compromised (e.g., whole test or part of a test);
- e. Circumstances surrounding the incident;
- f. Action taken to investigate;
- g. Projected time to complete the investigation;

A preliminary investigation shall be initiated as quickly as possible after it has been discovered. If preliminary investigation warrants, initiate, an Administrative Investigation in accordance with the Administrative Investigations Manual, COMDTINST M5830.1. The results of the investigation will be reported to the Coast Guard Institute within one (1) workday after completion.

4. Investigation should result in:

- a. Further prevention of a recurrent loss or compromise;
- b. Corrective action taken (e.g., rescheduling a test, canceling scores, withdrawing testing materials).

Section G - Replacement/Destruction of AFCT Materials

1. Replacement of AFCT test materials.

- a. Test materials, with the exception of answer sheets, will be used until they have been recalled, replaced, or become unusable.
- b. An e-mail request must be submitted to CGI-PF-AFCT@uscg.mil to replace any AFCT testing material.

2. Destruction of AFCT test materials.

- a. A person with AFCT re-testing authority and one witness will be responsible for destroying worn or defaced test materials.
- b. Destruction of these materials will be by burning, shredding, or pulverizing.
- c. The destruction report will list serial numbers of material destroyed and will be signed by the personnel who completed the destruction.
- d. The original destruction report will be retained by the unit performing the destruction until the destroyed test is no longer in use. A copy of the destruction report will be forwarded to the Coast Guard Institute.
- e. Log all destroyed materials in the testing log.

Note: Authority to destroy any AFCT testing material must come from CG Institute prior to destruction.

Section H - Request for AFCT Testing Material

1. Units not listed in Section A of this SOP may request a temporary transfer of physical custody of AFCT testing material. The request must be submitted to the nearest type of command listed in Section A and contain the following:
 - a. Specify the rating, name and EMPLID of the individual requesting to re-test and reason for retest,
 - b. Specify the test(s) that the individual is requesting,
 - c. Specify the number of times the individual has retaken the test(s) being requested,
 - d. Specify the date of the last re-test and version if known.
2. Whenever a ESO transfers physical custody of AFCT test material to another command, they will complete and sign a letter which specifies at least the following:
 - a. test book form number (17A and/or 17B),
 - b. test serial number,
 - c. serial number of any answer sheets,
 - d. date of the transfer of custody,
 - e. name of the ESO relinquishing custody, and
 - f. name of the ESO to whom custody is being transferred.
3. ESOs who transfer physical custody of AFCT test material to another command will retain the letter described in paragraph 1 above until the materials described in the letter have been returned.
4. Commands who desire to hold AFCT Test material on a permanent /semi-permanent (more than 90 days) basis should send a waiver request to CG Institute to establish AFCT re-testing authority. Requests should contain the following:
 - a. Name of the command's ESO to whom custody is being transferred,
 - b. Provide justification for the request,
 - c. Description of the type of security container that will be used by the recipient to store the test booklet(s), and
 - d. State whether the security container used to store the test booklet(s) will be used to store any other materials.

Section I - AFCT Waivers

1. A commanding officer (CO) or Officer-in-Charge (OIC) may waive up to five (5) points of an ASVAB Class “A” School Composite Score defined in appendix A. This authority may not be delegated to an executive petty officer acting as OIC. A CO or OIC may not waive the score on a single test.
2. COs and OICs may request additional waivers by sending e-mail, message, or letter to COMDT (CG-1322) with full justification and a statement concerning the number of points already waived by the command.

APPENDIX A

ASVAB CLASS "A" SCHOOL COMPOSITE SCORES

ASVAB 1997 RENORMING SCORES - EFFECTIVE 1 JULY 2004

RATING	SCHOOL ASVAB REQUIREMENTS	OLD RQMT	NEW RQMT
AET	AFQT	66	65
	OR MK AND EI AND GS	171	172
	AND MINIMUM AR	52	52
AMT	AFQT	66	65
	OR AR AND MC AND AS AND EI	213	220
	AND MINIMUM AR	52	52
AST	AFQT	66	65
	OR VE AND MC AND AS	159	162
	AND MINIMUM AR	52	52
BM	VE AND AR	101	100
DC	VE AND MC AND AS	152	155
EM	MK AND EI AND GS	152	153
	AND MINIMUM AR	52	52
ET	AFQT	66	65
	OR MK AND EI AND GS	171	172
	AND MINIMUM AR	52	52
FS	VE AND AR	106	105
GM	AR AND MK AND EI AND GS	208	209
HS	VE AND MK AND GS AND AR	210	207
	AND MINIMUM AR	50	50
IS	AR AND VE	N/A	109
IT	AFQT	66	65
	OR MK AND EI AND GS	171	172
	AND MINIMUM AR	52	52
MK	AR AND MC AND AS	150	154
	OR VE AND AR	106	105
MST	VE AND AR	115	114
	AND MINIMUM MK	58	56
OS	VE AND AR	106	105
PA	VE AND AR	110	109
	AND MINIMUM VE	55	54
PS	VE AND AR	101	100
SK	VE AND AR	106	105
	AND MINIMUM VE	52	51
YN	VE AND AR	106	105
OCS	VE AND AR	110	109

APPENDIX B

ASVAB FORM CONVERSION OF RAW SCORES TO 1997 STANDARD SCORE EQUIVALENTS TABLE **FORM 17A** (EFFECTIVE 1 JULY 2004)

TABLE: ASVAB TRANSFORM - ASVAB FORM 17F - (17A)
Conversion of Raw Test Scores to 1997 Standard Scores Equivalents
ASVAB Tests Administered on or after 1 July 2004

RAW	GS	AR	WK	PC	AS	MK	MC	EI	VE	RAW
0	20	26	20	20	28	27	27	26	20	0
1	21	27	21	20	30	27	28	29	20	1
2	23	28	22	22	31	28	29	31	20	2
3	25	30	23	25	33	30	31	33	20	3
4	27	31	24	28	35	32	32	35	20	4
5	28	32	25	31	36	33	33	38	21	5
6	30	34	27	34	38	35	35	40	22	6
7	32	35	28	37	40	37	37	42	23	7
8	34	36	29	40	41	38	38	44	24	8
9	36	38	30	42	43	40	40	47	24	9
10	38	39	31	45	45	42	42	49	25	10
11	40	40	33	48	47	43	44	51	26	11
12	42	42	34	51	48	45	46	53	27	12
13	44	43	35	54	50	47	48	56	28	13
14	46	44	36	57	52	48	50	58	29	14
15	48	46	37	60	53	50	52	60	30	15
16	50	47	38		55	52	54	63	30	16
17	52	48	40		57	53	56	65	31	17
18	54	50	41		58	55	58	67	32	18
19	56	51	42		60	56	60	69	33	19
20	58	52	43		62	58	62	72	34	20
21	60	53	44		63	60	65		35	21
22	62	55	45		65	61	67		36	22
23	64	56	47		67	63	69		36	23
24	65	57	48		68	65	71		37	24
25	67	59	49		70	66	72		38	25
26		60	50						39	26
27		61	51						40	27
28		63	53						41	28
29		64	54						42	29
30		65	55						43	30
31			56						43	31
32			57						44	32
33			58						45	33
34			60						46	34
35			61						47	35
36									48	36
37									49	37
38									49	38
39									50	39
40									51	40
41									52	41
42									53	42
43									54	43
44									55	44
45									56	45
46									56	46
47									57	47
48									58	48
49									59	49
50									60	50

APPENDIX B

ASVAB FORM CONVERSION OF RAW SCORES TO 1997 STANDARD SCORE EQUIVALENTS TABLE **FORM 17B** (EFFECTIVE 1 JULY 2004)

TABLE: ASVAB TRANSFORM - ASVAB FORM 17F - (17B)
Conversion of Raw Test Scores to 1997 Standard Scores Equivalents
ASVAB Tests Administered on or after 1 July 2004

RAW	GS	AR	WK	PC	AS	MK	MC	EI	VE	RAW
0	20	26	20	20	28	27	27	26	20	0
1	21	26	20	20	30	27	28	29	20	1
2	23	28	20	20	31	28	29	31	20	2
3	25	29	22	23	33	30	31	33	20	3
4	27	31	23	26	35	32	32	35	20	4
5	28	32	24	30	36	33	33	38	20	5
6	30	33	25	33	38	35	35	40	20	6
7	32	35	27	36	40	37	37	42	21	7
8	34	36	28	39	41	38	38	44	22	8
9	36	37	29	42	43	40	40	47	23	9
10	38	39	30	45	45	42	42	49	24	10
11	40	40	32	48	47	43	44	51	25	11
12	42	42	33	51	48	45	46	53	26	12
13	44	43	34	54	50	47	48	56	27	13
14	46	44	35	58	52	48	50	58	27	14
15	48	46	36	61	53	50	52	60	28	15
16	50	47	38		55	52	54	63	29	16
17	52	48	39		57	53	56	65	30	17
18	54	50	40		58	55	58	67	31	18
19	56	51	41		60	56	60	69	32	19
20	58	53	43		62	58	62	72	33	20
21	60	54	44		63	60	65		34	21
22	62	55	45		65	61	67		35	22
23	64	57	46		67	63	69		36	23
24	65	58	47		68	65	71		37	24
25	67	59	49		70	66	72		37	25
26		61	50						38	26
27		62	51						39	27
28		63	52						40	28
29		65	54						41	29
30		66	55						42	30
31			56						43	31
32			57						44	32
33			58						45	33
34			60						46	34
35			61						47	35
36									48	36
37									48	37
38									49	38
39									50	39
40									51	40
41									52	41
42									53	42
43									54	43
44									55	44
45									56	45
46									57	46
47									58	47
48									58	48
49									59	49
50									60	50

APPENDIX C

STANDARD SCORES TO 1997 PERCENTILE CONVERSIONS AFQT TABLE - EFFECTIVE 1 JULY 2004

For all ASVAB Forms Administered on or after 1 July 2004

STD Score	Percentile	STD Score	Percentile	STD Score	Percentile	STD Score	Percentile
109	1	152	10	195	43	238	85
110	2	153	10	196	44	239	86
111	2	154	11	197	45	240	87
112	2	155	11	198	46	241	88
113	2	156	11	199	47	242	88
114	2	157	12	200	48	243	89
115	2	158	13	201	49	244	90
116	2	159	13	202	50	245	90
117	2	160	14	203	51	246	91
118	2	161	15	204	52	247	92
119	3	162	15	205	53	248	92
120	3	163	16	206	54	249	93
121	3	164	16	207	55	250	93
122	3	165	17	208	56	251	93
123	3	166	17	209	57	252	94
124	3	167	18	210	59	253	94
125	4	168	19	211	60	254	95
126	4	169	19	212	61	255	95
127	4	170	20	213	62	256	95
128	4	171	21	214	63	257	96
129	4	172	22	215	64	258	96
130	4	173	22	216	66	259	96
131	4	174	23	217	67	260	97
132	4	175	24	218	68	261	97
133	4	176	25	219	69	262	97
134	5	177	25	220	70	263	97
135	5	178	26	221	70	264	98
136	5	179	27	222	71	265	98
137	5	180	28	223	72	266	98
138	6	181	29	224	73	267	98
139	6	182	30	225	74	268	98
140	6	183	31	226	75	269	99
141	6	184	32	227	76		
142	7	185	33	228	77		
143	7	186	34	229	78		
144	7	187	35	230	79		
145	7	188	35	231	80		
146	8	189	36	232	81		
147	8	190	38	233	82		
148	9	191	39	234	82		
149	9	192	40	235	83		
150	9	193	41	236	84		
151	9	194	42	237	85		

APPENDIX D

STANDARDIZED AFCT RETEST MEMO

1418
9 Mar 05

MEMORANDUM

From: Name of ESO
Unit Name

Reply to
Attn of:

To: Member, EMPLID
Via: Member's Unit

Subj: RESULTS OF ARMED FORCES CLASSIFICATION TEST (AFCT) RE-TEST

Ref: (a) AFCT Re-Test Administration Procedures, COMDTINST 1236.1
(b) AFCT Standard Operating Procedures (SOP)
(c) Armed Services Military Personnel Accession Testing Programs, COMDTINST M1130.24
(d) Training and Education Manual, COMDTINST M1500.10 (series)

1. In accordance with reference's (a) through (d), you were administered the Armed Forces Classification Test, VERSION 17A on 1 March 2005 and received the following score(s):

GS	AR	WK	PC	AS	MK	MC	EI	VE	GT
	44		20						

2. Your VE score has been recalculated based off of retest of your PC subtest. Your VE score must be recalculated if either of the subtests PC or WK is taken. The following formula is used for calculating VE score:

Raw Score of PC + Raw Score of WK = NEW Raw Score and converting this raw score into a scaled VE score using ASVAB Form Conversion of Raw Scores to 1997 Standard Score Equivalents Table (effective 1 July 2004)

New VE Score: 50

Note: This paragraph is not necessary if member did not take PC and/or WK subtests.

3. Your AFQT score has been recalculated based off of retest of your AR subtest. This must be done if any part of the following subtests calculation changes: $AFQT=2VE+AR+MK$. Note: The sum will then be converted to a percentile using the Standard Scores to 1997 Percentile Conversions AFQT Table (effective 1 July 2004).

New AFQT Score: 72

Note: This paragraph is not necessary if member did not take VE, AR, MK, PC, and/or WK subtests.

4. The results above have been forwarded to your Servicing Personnel Office (SPO) to be entered in Direct Access. It is your responsibility to ensure these scores have been entered in Direct Access (DA).

Note: If ESO enters into results in DA, paragraph will read "The results have been entered in Direct Access."

5. Please note that there must be six (6) months between retests of any subtest versions. Subsequent retests may be requested via your chain of command.

6. Retests scores take precedence over scores previously entered even if the retest scores are lower than ones previously entered.

#

Copy: SPO (if results not entered into Direct Access by ESO)