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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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AND
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

IN REPLY REFER TO
OPNAVINST 1532.1
MCO 1532.1
BUMED-M3B4
13 Mar 2008

OPNAV INSTRUCTION 1532.1
MARINE CORPS ORDER 1532.1

From: Chief of Naval Operations
Commandant of the Marine Corps

Subj: U.S. NAVY AND MARINE CORPS AVIATION SELECTION TEST BATTERY

Ref: (a) Examiner's Manual for the U.S. Navy and Marine Corps
Aviation Selection Test Battery, NOMI P-5098C
Part I (2004)
(b) APEX.NET Version 1.1 Examiner's Guide, NOMI P-5098C
Part II (2004)
(c) OPNAV N13 Program Authorization (PA) 106
(d) OPNAV N13 Program Authorization (PA) 107
(e) MCO 1542.1H
(f) MCO P1100.73B
(g) COMDTINST M1500.10B, Coast Guard Education and Training
Manual
(h) COMDTINST M1000.6A, Coast Guard Personnel Manual

1. Purpose. To define responsibilities for the management and use of the Aviation Selection Test Battery (ASTB). This instruction applies to the control and administration of all materials pertaining to the subject test battery, the verification and management of test scores, and the definition of minimum qualifying scores for acceptance to aviation training.

2. Cancellation. BUMEDINST 1532.1K.

3. Background

a. The ASTB consists of six subtests: Math Skills Test (MST), Reading Comprehension Test (RCT), Mechanical Comprehension Test (MCT), Spatial Apperception Test (SAT), Aviation and Nautical Information Test (ANIT), and Aviation Supplemental Test (AST).

b. Four scores are derived from weighted combinations of these subtests: Academic Qualifications Rating (AQR), Pilot Flight Aptitude Rating (PFAR), Flight Officer Flight Aptitude Rating (FOFAR), and Officer Aptitude Rating (OAR).

c. The ASTB is available in paper-and-pencil format and a web-based platform called APEX.NET (see references (a) and (b)). The ASTB delivered via APEX.NET is identical in content to the paper-and-pencil ASTB.

d. The ASTB was developed using industry standard scientific methods to predict the success of students in aviation officer training programs. The complete test battery is used as a primary selection instrument for aviation programs by the Navy, Marine Corps, and Coast Guard. The OAR score, derived from the MST, RCT, and MCT only, is used for selecting non-aviation officer candidates.

e. Continued success of the ASTB program depends upon security of testing materials, strict adherence to standardized testing procedures, and timely processing of completed tests.

f. Applicants to aviation or non-aviation officer programs must have attained appropriate qualifying score(s) on the ASTB before reporting for training.

4. Responsibilities

a. The Surgeon General of the Navy (CNO (N093)) determines the minimum qualifying scores for student naval aviators and student naval flight officers and will review all appeals resulting from Naval Operational Medicine Institute (NAVOPMEDINST) decisions regarding matters relating to ASTB testing and test procedures. Minimum scores can be set higher than these by Navy, Marine Corps, or Coast Guard program authorizations to accommodate the needs of each Service.

b. Naval Medical Support Command (NMSC), as the immediate superior in command (ISIC) over NAVOPMEDINST, will provide appropriate review of the ASTB instruction.

c. Naval Operational Medicine Institute (NAVOPMEDINST) is responsible for procuring, distributing, processing tests, determining official scores, and controlling all test materials pertaining to the U.S. Navy and Marine Corps ASTB.

d. Commander, Navy Recruiting Command (COMNAVCRUITCOM) determines the minimum qualifying scores for non-aviation officer programs for the Navy. COMNAVCRUITCOM is responsible

for establishing minimum scores for Student Naval Aviators and Student Naval Flight Officers for the Navy following references (c) and (d), respectively.

e. Headquarters, Marine Corps (HQMC) determines the minimum qualifying scores for non-aviation officer programs for the Marine Corps. HQMC is responsible for establishing minimum scores for student naval aviators and student naval flight officers for the Marine Corps following reference (e). HQMC (ASM) is the waiver authority regarding ASTB test scores (see reference (f)).

f. Commander, Coast Guard Personnel Command (COMCOGUARD PERSCOM) is responsible for establishing minimum scores for student naval aviators for the Coast Guard in following references (g) and (h).

g. Commanding Officer of activities receiving test materials is accountable for maintaining inventory and security of test materials and for assuring standardized test administration.

5. Test Materials. For purposes of this instruction, the term "test materials" refers to the following:

a. Examiner's Manual for the U.S. Navy and Marine Corps Aviation Selection Test Battery, NOMI P-5098C Part I (2004).

b. APEX.NET Version 1.1 Examiner's Guide, NOMI P-5098C Part II (2004).

c. Test Books

(1) The first five subtests of the ASTB (MST, RCT, MCT, SAT, and ANIT) are presented in Book I, of which three forms are currently in use:

(a) ASTB Book I, Form 3 (NOMI-1532/2G).

(b) ASTB Book I, Form 4 (NOMI-1532/2H).

(c) ASTB Book I, Form 5 (NOMI-1532/2I).

(2) The sixth subtest (AST) is presented in Book II. Multiple versions of ASTB Book II are to be released with form numbers AA, AB, AC ...through ZZ.

- (a) ASTB Book II, Form AA (NOMI-1532/2AA).
- (b) ASTB Book II, Form AB (NOMI-1532/2AB).
- (c) ASTB Book II, Form AC (NOMI-1532/2AC) through...
- (d) ASTB Book II, Form ZZ (NOMI-1532/2ZZ).

(3) Note. Any Book II form may be administered in combination with any Book I form to yield a complete set of ASTB scores. An ASTB administered without Book II can generate only an OAR score.

d. Test Answer Sheets. U.S. Navy and Marine Corps Aviation Selection Test Data, NOMI 1532/1 (5-04).

6. Distribution and Custody of Test Materials

a. Distribution and Control. NAVOPMEDINST is responsible for procuring, distributing, and controlling all test materials pertaining to the U.S. Navy and Marine Corps ASTB. Address requests and inquiries to: Commanding Officer, NAVOPMEDINST, NAMI Detachment (Code 341), 340 Hulse Road, Pensacola, FL 32508-1092. Activities receiving test materials are accountable for maintaining inventory and security of test materials and for assuring standardized test administration per references (a) and (b).

b. Permanent Custody. Permanent custody of test materials and/or access to the web-based APEX.NET platform for test delivery may be assigned to activities whose mission requires frequent ASTB administrations.

c. Temporary Custody. Where it is impractical for applicants to travel to an activity having permanent custody of test materials or access to the web-based APEX.NET platform, temporary custody of paper materials or APEX.NET access may be requested for periods of up to 6 months as authorized by NAVOPMEDINST. Requests for temporary custody must be made in writing from the applicant's commanding officer. Requests for custody extension must be in writing and provide suitable justification. Each temporary custody request must address the following with respect to administering the ASTB:

- (1) Adequate security for test materials.
- (2) Adequate testing facilities.
- (3) Qualified test administrators:
 - (a) Command Career Counselor.
 - (b) Education Services Officer.

(4) Compliance with standardized testing procedures per references (a) and (b).

d. The request must include the following information about each applicant:

- (1) Name.
- (2) Social Security Number (SSN).
- (3) Program to which the individual is applying.

e. Personnel to be authorized by NAVOPMEDINST to administer the ASTB on either a temporary or permanent basis are required to sign a statement acknowledging their responsibility for maintaining security of the test materials. This statement is provided in the Appendix of reference (a).

7. Test Administration. All reasonable efforts must be made to provide ASTB administration opportunities to applicants from the civilian community as well as active duty and reserve military personnel, whether in the Continental United States (CONUS), outside the Continental United States (OCONUS), ashore, or at sea. All properly qualified applicants should have the opportunity to take the ASTB. Positive identification of the applicant and verification of his or her SSN must be made before administering the ASTB.

a. Procedures. Custodians of test materials must ensure that personnel assigned to administer the ASTB have a thorough understanding of the provisions of reference (a) for paper ASTB administration, and reference (b) if web-based ASTB

administration is to be conducted. Procedures stated in the relevant references are to be followed explicitly. Any irregularities must be reported immediately to NAVOPMEDINST (Code 341).

b. Retests. A lifetime limit of three ASTB administrations is mandated for ASTB Forms 3, 4, and 5 such that an applicant may take Form 3 (NOMI-1532/2G) once, Form 4 (NOMI-1532/2H) once, and Form 5 (NOMI-1532/2I) once, and thereafter will be ineligible for ASTB testing. These forms may be administered in any order for applicants who choose to retest. Previous administrations of ASTB forms no longer in use do not count toward the lifetime three administration limit. The following retest policies apply:

(1) The first retest shall occur only after 30 full calendar days have elapsed between the date of the first test and the date of the retest. Do not retest before the 31st day.

(2) The second and final retest shall occur only after 90 full calendar days have elapsed following the date of the first retest. Do not retest before the 91st day following the second exam.

(3) Illegal Retests. In cases where an applicant is given a test form he or she has already taken, the illegal administration will fail to generate any valid scores, but will still be counted against his or her three-test lifetime limit. The applicant will be forced to wait 90 days before testing again, provided he or she has a legal ASTB administration remaining.

c. Test Merges. An applicant who has taken the MST, RCT, and MCT subtests to generate an OAR score may subsequently take the SAT, ANIT, and AST subtests from the same ASTB form within 90 days of the OAR administration to obtain a complete set of ASTB scores. This is called a merged test. The following is a list of guidelines for merged testing:

(1) OAR examinees who desire to generate a complete set of ASTB scores when more than 90 days have elapsed since taking the OAR must retake the entire ASTB.

(2) A merged test is considered to be a single ASTB administration for purposes of lifetime test administration limits.

(3) The next legal test date following a merge is either 31 or 91 days from the date of the SAT, ANIT, and AST administration, as specified below:

(a) If an applicant's OAR and subsequent SAT, ANIT, and AST administration represented his or her first exposure to current ASTB forms, that applicant would need to wait only 30 days before retesting, and could retest two more times.

(b) If an applicant's OAR and subsequent SAT, ANIT, and AST administration represented his or her second exposure to current ASTB forms, that applicant would need to wait 90 days before retesting, and could retest one more time.

(c) If an applicant's OAR and subsequent SAT, ANIT, and AST administration represented his or her third exposure to current ASTB forms, that applicant would generate a complete set of ASTB scores from the merge, but would be ineligible for any further ASTB testing.

(4) Applicants who have taken the entire ASTB and are being retested must take the entire battery again even though they may be satisfied with their performance on parts of it.

d. Test History Verification. Before administering any portion of the ASTB to an applicant, the examiner shall verify the applicant's test history with NAVOPMEDINST (Code 341). Required information includes applicant SSN, the dates of all previous full or partial ASTB administrations, and form numbers administered on all previous administrations.

e. Forwarding Test Answer Sheets. Forward completed test answer sheets, including form number, within 5 working days of any test administration, to Commanding Officer, NAVOPMEDINST, NAMI Detachment (Code 341), 340 Hulse Road, Pensacola, FL 32508-1092. Shipping may be conducted via any nationally recognized carrier, as long as documents are assigned a tracking number by that carrier. An invoice and request for receipt acknowledgement must be included.

8. Test Processing and Scoring. NAVOPMEDINST is responsible for processing tests and determining official scores.

a. Test Answer Sheet Completeness Review. Test answer sheets are reviewed and demographic information verified (e.g., race, gender, test form taken, etc.) for completeness and accuracy. Incomplete test answer sheets cannot be processed, but may still be counted as exams for purposes of establishing number of retests remaining and test eligibility dates. Testing activities are required to provide the examinee demographic information required for ASTB processing.

b. Scores. Test answer sheets are machine scored after receipt by NAVOPMEDINST. Scores from these tests are maintained in a NAVOPMEDINST database of official scores. Web-administered ASTB exams are scored immediately by computer, and can generate official ASTB scores on letterhead immediately after test administration. Web-administered ASTB scores are stored in the same official database as paper-and-pencil administered ASTB scores. Only the applicant's most recent scores are considered for program eligibility, even if higher scores were obtained on a previous test. Scores derived from legal tests will not expire and will be valid for a lifetime.

c. Retest Eligibility. An applicant's official score will be derived from his or her most recent legal test. A retest determined to be illegal due to inadequate time between tests or improper form usage will not replace legal scores of record. An illegal test will mean, however, that an applicant will have to wait 90 days (as specified under paragraph 7b) before testing again, provided that applicant has a remaining legal test opportunity.

d. Cheating. Cheating will not be tolerated at any time. If cheating is suspected, an explanatory note will be attached to the test answer sheet and mailed to NAVOPMEDINST. In the case of web-based ASTBs, this note will be mailed by itself. If an applicant under suspicion of cheating is active duty military, NAVOPMEDINST will notify that applicant's commanding officer.

e. Screening. Each aviation or officer program applicant reporting for training must have official scores which meet or exceed the standards set by the appropriate authority of the Navy, Marine Corps, or Coast Guard.

(1) Only applicants who have attained qualifying scores should be referred to flight surgeons or aviation medical examiners for flight physical examinations. An exception to this is permitted when waiting for test results in candidate processing delays.

(2) Any applicant who has not attained these standards is ineligible for entry into officer training.

f. Appeals. All appeals resulting from NAVOPMEDINST decisions regarding matters relating to ASTB testing and test procedures should be made to the Bureau of Medicine and Surgery (BUMED-M3) with an information copy to NAVOPMEDINST (Code 341).

9. Qualifying Scores

a. Aviation Programs. Qualifying scores must meet certain minimums which are determined by the Chief, BUMED. BUMED recommends the following minimum test scores for student naval aviators (SNAs) and student naval flight officers (SNFOs):

(1) SNA ASTB minimums are AQR 3 and PFAR 3. FOFAR scores should not be considered in SNA selection decisions.

(2) SNFO ASTB minimums are AQR 3 and FOFAR 3. PFAR scores should not be considered in SNFO selection decisions.

(3) Note that minimum qualifying scores can be set higher than these by Navy, Marine Corps, or Coast Guard program authorizations to accommodate the needs of each Service.

b. Officer Programs. Qualifying scores for non-aviation officer programs are published under separate directives by COMNAVCRUITCOM or HQMC, as appropriate.

10. Disclosure of Test Data. Test data that identifies individual applicants will be divulged only to personnel processing the individual's application, training administrators for the purpose of selection and placement, and researchers using these data for the development and validation of new selection tests and procedures. Individuals desiring their own test results may request a score report from NAVOPMEDINST (Code 341) per the Privacy Act.

11. Test Validity. NAVOPMEDINST is responsible for maintaining a continuing assessment of validity indices of the ASTB program for selection and prediction of success in aviation programs. NAVOPMEDINST is responsible for development, identification, fielding, and validation of new experimental test procedures and items to include data collection and analyses to ensure the highest possible level of predictive validity is maintained.

12. Security. Test materials are designated "For Official Use Only." Security procedures must follow reference (a) if tests are administered in paper form only or references (a) and (b) if tests are administered via the web.

a. NAVOPMEDINST shall require all test material custodians to provide an inventory of test material annually.

b. When test materials become worn or otherwise unfit for use, forward with tracking number via a nationally recognized carrier to NAVOPMEDINST (Code 341) for destruction. Packages should be double-wrapped with the inner envelope plainly marked, "To be opened by personnel authorized to handle test materials." The cover letter must list materials being forwarded and request receipt acknowledgement.

c. Custodians of test materials must take all reasonable precautions to ensure the following:

(1) Personnel responsible for test materials are thoroughly acquainted with the need for security of these materials.

(2) Materials will be handled only by personnel designated in writing by their Commanding Officer.

d. Access will not be assigned to personnel who may later require official ASTB scores of their own. Members being assigned duties involving handling test materials must take the entire test battery before assuming duties. Scores derived from this test will become their permanent scores of record.

e. If any test forms are lost or compromised, the incident must be reported immediately to NAVOPMEDINST (Code 341). An investigation must be directed by the commanding officer of the

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custodial activity and results of the investigation forwarded to NAVOPMEDINST. At the discretion of NAVOPMEDINST, the compromised form may be suspended at all testing locations for a period not to exceed 6 months.

f. Failure to observe test security requirements that results in a compromise of test material may be punishable under the Uniform Code of Military Justice.



R. S. KRAMLICH
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