



Personal & Professional Development
Education Program
Bldg 4335 C Street Room 109/ Testing Room 202
MCAS Cherry Point, NC 28533
Telephone: 252-466-3500/5197
Email address: ombchpteducation@usmc-mccs.org



CLASSIFICATION TEST REGISTRATION FORM

PER MCO 1230.5C

Print Last Name, First Name Rank EDIPI Unit

1. Indicate below which classification you are requesting to take and check appropriate box.

A. Defense Language Proficiency Test (DLPT) _____
Specify Date Specify Language

☐ Mission Related ☐ Recertification (DLPT) was taken in the last six months ☐ YES ☐ NO

B. Defense Language Aptitude Test (DLAB) _____ was taken in the last six months
Specify Date ☐ YES ☐ NO

C. Armed Forces Classification Test (AFCT) _____ was taken in the last six months
Specify Date ☐ YES ☐ NO

Note the following important requirements for AFCT:

A LETTER FROM BATTALION/SQUADRON/COMMAND CO AND A COPY OF MCTFS TEST SCORES ARE
REQUIRED TO TAKE AFCT PER MCO 1230.5C ,ENCLOSURE (1). Please see page 2 for eligibility check list.

2. I understand that:

Once registered, I must sign in at the education office prior to the schedule test.

I must have a Valid Military ID and a Valid picture ID card, e.g., driver's license, in my possession to enter the testing room.

Per MCO 1230.5C, page 15 paragraph (g) Marines retesting at any Marine Corps sister service test facility must be in the appropriate uniform of the day.

Initial each statement

Initial:		1. Not all languages qualify for FLPB. Marines experiencing FLPB problems must utilize their Chain-of-Command IPAC, Admin Office, Career Planner, 1st SGT, or S-1 for assistance and resolution.
Initial:		2. DLPT scores less than 3/3 expire in 12-months from test date. Retesting in same language requires a 270-day waiting period from previous test. Scores of 3/3 or higher remain active for 2-years.
Initial		3. AFCT test scores are posted only by HQMC in 2-4 weeks from test date. Education Testing Office does not have access to scores.

Signature of examinee

Date

Duty Phone

Email

I certify the above Service member to take the indicated test(s). This Service member will be authorized the time required to complete the exam on the testing date.

Print Name of CO, OIC, EO

Signature

Date

Duty Phone

Email address

CHECK LIST FOR AFCT TEST ELIGIBILITY (per MCO 1230.5C):

Read the MCO instructions carefully. It is your responsibility to ensure you meet the required criteria for retest.

- A. You should also familiarize yourself with MCO 1230.5C to understand the testing process, grading and scoring criteria. Failure to understand this policy and submit the required documentation may result in an invalid test score and a subsequent wait of six months before you are eligible to retake the AFCT.
- B. To be eligible to retake the AFCT you must submit a command authorization letter on your command's letterhead
- C. The letter should specify the valid reason for your retest. There are only four specific reasons that will be acceptable for retest, and they are listed in MCO 1230.5C on page 3.
- D. If you need assistance with this process, see your Admin/S-1 or IPAC.
- E. **A copy of your "TEST SCORES" for MCTFS BASIC TRAINING RECORD** must be submitted and stamped as a "certified true copy" and signed by E-7 or above with rank and date (Per MCO 1230.5C).
- F. If you Need assistance, please call Test Examiner at 252-466-5197.

If it is someone other than the Marine's battalion/squadron CO within their chain of command, the only other persons authorized to sign are those with by direction authority granted by the battalion/squadron CO and must place "By direction" underneath signature.

COMMAND AUTHORIZATION LETTER FOR AFCT RETEST INSTRUCTIONS

COMMAND LETTERHEAD

1230
Office Code
Date

From: Commanding Officer
To: MCB Quantico Voluntary Education Center
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

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 reason for testing) and needs to attain a (specify score required, i.e. GT score of 110). He currently possesses a GT score of 108 and he last tested on 28 January 2006. Attached is a certified true copy of his 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.

- Ensure Marine meets the requirements to test per the ref.
- Ensure to include certified copies of MCTFS Test Screen
- Ensure a valid and specific reason to test is stated within this letter, i.e. lateral move to MOS XXXX (must state MOS), officer program, warrant officer program, etc.
- Ensure to state AFQT/composite score requirement that Marine is short in attaining.

The "To line" will be addressed to the Education center/test facility at which the Marine will retest. The example here depicts a Marine that is retesting at the MCB Quantico Education Center.



Follow this template and these instructions to ensure expeditious processing of YOUR Marine's test scores.

I. M. INCHARGE
(or By direction)

FOREIGN LANGUAGES

ALBANIAN	BURMESE	HAITIAN-CREOLE	LITHUANIAN	SPANISH
AMHARIC	CAMBODIAN	HAUSA	NORWEGIAN	SWAHILI
ARABIC-ALGERIAN	CEBUANO	HEBREW	PASHTO-AFGHAN (DARI)	SWEDISH
ARABIC-EGYPTIAN	CHAVACANO	HINDI	PERSIAN-FARSI	TAGALOG
ARABIC-GULF (IRAQI)	CHINESE - AMOY	HUNGARIAN	POLISH	TAUSUG
ARABIC-LEVANTINE	CHINESE CANTONESE	ICELANDIC	PORTUGUESE	THAI
ARABIC-LIBYAN	CHINESE-MADARIN	INDOVESIAN	PORTUGUESE-BRAZILIAN	TURKISH
ARABIC-MSA	CZECH	ITALIAN	PORTUGUESE-EUROPEAN	UKRAINIAN
ARABIC-SAUDI	DANISH	JAPAENSE	ROMANINA	URDU
ABIC-SUDANESE	DUTCH/FLEMISH	KOREAN	RUSSIAN	UZBECK
ARABIC-YEMENI	FRENCH	KURDISH-KURMANJI	SERBIAN CROATIAN	VIETNAMESE
AZERBAIJANI	GERMAN	KURDISH-SORAN	SLOVENIAN	YIDDISH
BULGARIAN	GREEK	LAO	SOMALI	YORUBA

Defense Language Aptitude Battery Test (DLAB) & Defense Language Proficiency Test (DLPT) Schedule for 2022-2023

Oct 5, 19, 2022	Nov 9, 23, 2022	Dec 7, 21, 2022	Jan 11, 25, 2023	Feb 8, 22, 2023	Mar 8, 29, 2023
Apr 12, 2023	May 10, 31, 2023	Jun 14, 28, 2023	Jul 12, 2023	Aug 9, 23, 2023	Sept 6, 20, 2023

Armed Forces Classification Test (AFCT) & Aviation Selection Test Battery (ASTB) Schedule for 2022-23

Oct 12, 26, 2022	Nov 2, 16, 2022	Dec 14, 28, 2022	Jan 4, 18, 2023	Feb 1, 15, 2023	Mar 1, 15, 2023
Apr 5, 19, 2023	May 3, 17, 2023	Jun 7, 21, 2023	Jul 5, 19, 2023	Aug 2, 16, 30, 2023	Sept 13, 2023