

**ARMED FORCES CLASSIFICATION TEST (AFCT)  
AUTHORIZATION LETTER FOR MARINES**

John A. Lejeune Education Center  
MCB Camp Lejeune, NC – (910) 451-3092 Email: [parkerpr@usmc-mccs.org](mailto:parkerpr@usmc-mccs.org)

<b>From:</b>	Military Testing Coordinator, Education Assistance Branch, Personal & Professional Development Program, Marine & Family Programs, Marine Corps Community Services, Camp Lejeune
<b>To:</b>	Unit Commanders, Camp Lejeune, MCAS New River, and MARSOC.
<b>Subj:</b>	CY-2014 AUTHORIZATION LETTER FOR THE ARMED FORCES CLASSIFICATION TEST (AFCT) FOR MARINES
<b>Ref:</b>	(a) MCO 1230.5b: CLASSIFICATION TESTING.
<b>Encl:</b>	(1) Information regarding the AFCT for Marines and listing of testing dates available. (2) Example of the required retest letter that must be typed by the command and signed by the Marine's Commanding Officer. (3) Example of current test score printout required from MCTFS (not MOL).

**RETAKING THE ARMED FORCES CLASSIFICATION TEST**

- REFERENCE (a):** Is provided as guidance in preparing Marines to retake the AFCT test.
- RETESTING:** Marines will not be retested earlier than six months following the most recent AFCT test. Exceptions to these requirements may only be authorized by CMC (MPP-50). Authorization will not be considered unless a minimum of 90 days has passed from the previous AFCT retest date.
- ADMINISTRATION:** All Marine Enlisted personnel may not retest without first obtaining written authorization from his/her command at the battalion/squadron level. An example of the required letter mandated by HQ USMC is displayed in Enclosure (1). The authorization letter may be signed "By Direction" by any staff officer with "By Direction" authority from the Commanding Officer. Also, a "CERTIFIED TRUE COPY" printout stamped, signed, and dated of the Marine's most current AFCT test scores issued from their IPAC administration office (not MOL) must accompany the request, see Enclosure (3).
- SCORES:** AFCT scores are reported in MCTFS (3270), via the Unit Dairy, approximately 14-21 days after the test date. No scores may be obtained through the testing office. Marines submitting packages for various Marine Corps programs should take appropriate action to ensure test scores are readily available prior to established program deadlines. **RUSH SCORING DOES NOT EXIST!!!**
- SCHEDULING:** The AFCT is administered on Fridays (excluding holidays) by **appointment only**. To schedule an exam, all Marine enlisted personnel must bring to the John A. Lejeune Education Center Testing Department, Room 120, the appropriate completed paperwork required to retake the AFCT. The authorization letter must be typed and signed by the service member's Commanding Officer, and accompanied by a "CERTIFIED TRUE COPY" of their most recent AFCT scores obtained from MCTFS (3270) not (MOL). All paperwork must be turned in BEFORE the day of testing to ensure accuracy. If paperwork is incomplete service member will not be permitted to test. Marines may not retest earlier than 6 months following their last AFCT test.
- DRESS CODE:** Military uniform is optional. However, if wearing civilian attire it must conform to base dress code policies. Service member must have a valid military ID card to retest. **NO MILITARY ID, NO TEST!**
- For more information regarding the AFCT test, please contact Mr. Paul Parker, (910) 451-3092, or email address at [parkerpr@usmc-mccs.org](mailto:parkerpr@usmc-mccs.org).

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**2014 AFCT TESTING DATES**

**TEST TIME-0730**

Total time for test 2.5 HOURS

<b>January</b>	3, 10, 17, 24, 31	2.5 HOURS
<b>February</b>	7, 14, 21, 28	2.5 HOURS
<b>March</b>	7, 14, 21, 28	2.5 HOURS
<b>April</b>	4, 11, 18, 25	2.5 HOURS
<b>May</b>	2, 9, 16, 23, *29*	2.5 HOURS
<b>June</b>	6, 13, 20, 27, **30**	2.5 HOURS
<b>July</b>	11, 18, 25	2.5 HOURS
<b>August</b>	1, 8, 15, 22, 29	2.5 HOURS
<b>September</b>	5, 12, 19, 26	2.5 HOURS
<b>October</b>	3, 10, 17, 24, 31	2.5 HOURS
<b>November</b>	7, 14, 21, ***24***	2.5 HOURS
<b>December</b>	5, 12, 19, ****22****	2.5 HOURS

\* Due to College Graduation on the 30<sup>TH</sup> of May, the AFCT has been moved to the 29<sup>TH</sup> of May (Thursday).

\*\* Due to the 4<sup>th</sup> of July Holiday on Friday, the AFCT has been moved to the 30<sup>th</sup> of June (Monday).

\*\*\* Due to Thanksgiving Holiday, the AFCT has been moved to the 24<sup>th</sup> of Nov (Monday).

\*\*\*\* Due to Christmas Holiday, the AFCT has been moved to 22<sup>nd</sup> of Dec (Monday).



UNITED STATES MARINE CORPS  
*(Unit Letterhead & Complete Address)*

IN REPLY REFER TO:  
1230  
*(Office Code)*  
*(Date)*

From: Commanding Officer, *(Complete Military Address)*  
To: Military Testing Officer, Education Assistance Branch,  
Personal & Professional Development Program, Marine &  
Family Programs, Marine Corps Community Services, Camp  
Lejeune, NC

Subj: REQUEST FOR IN-SERVICE RETEST OF ARMED FORCES  
CLASSIFICATION TEST (AFCT) FOR *(RANK, NAME, EDIPI, and  
MOS)*.

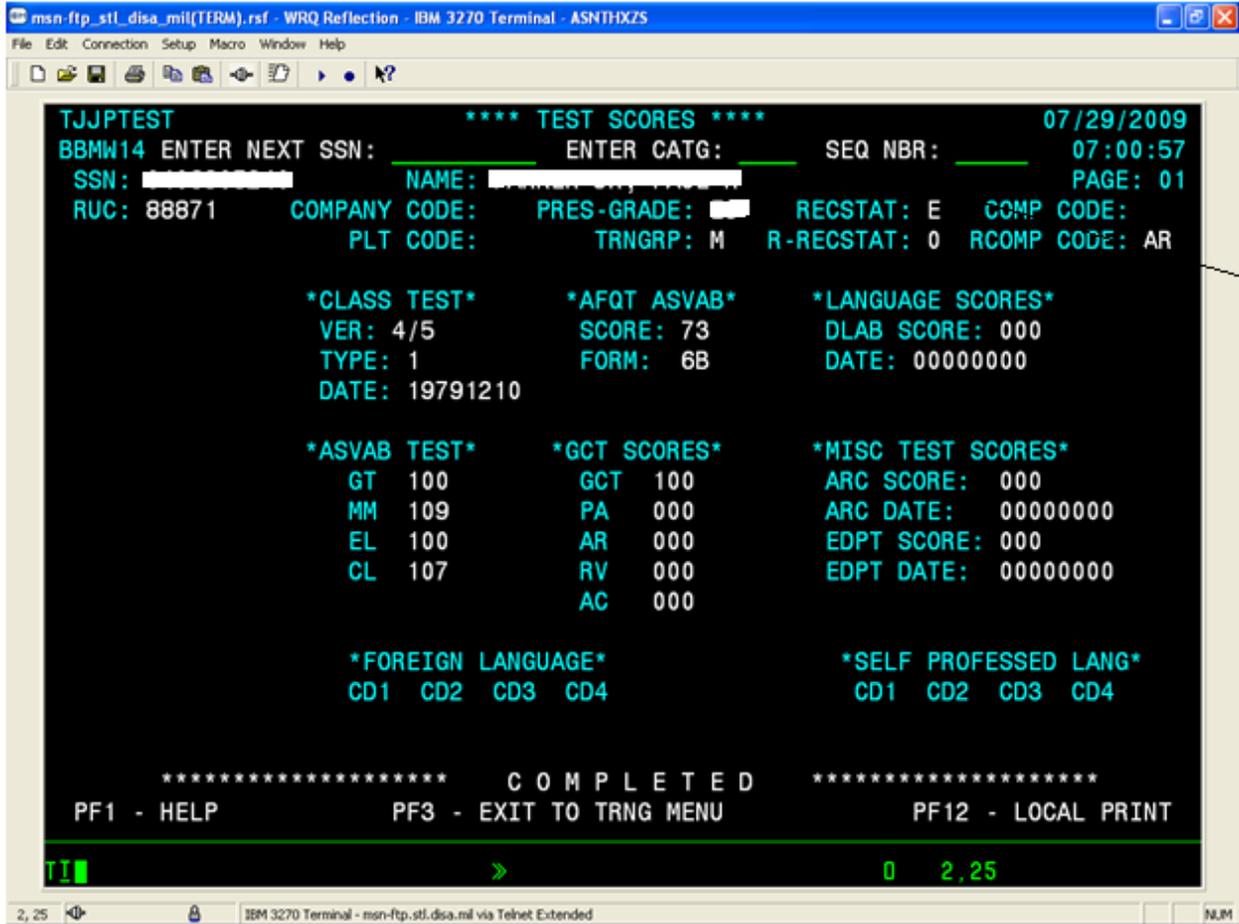
Ref: (a) MCO 1230.5B.

Encl: (1) MCTFS Print-out of scores for *(Rank and Name)*.

1. In accordance with Reference (a), service member is requesting an in-service retest of the Armed Forces Classification Test (AFCT). *(Rank and Name)* took the AFCT on *(AFCT Test Date)* and did not acquire the mandatory scores for *(MOS School or Program)*. The program the Marine is applying for requires a *(GT, EL, or MM)* minimum score of *(Score)*. *(His/Her)* current score is *(AFCT Score)*.
2. Enclosed is a "CERTIFIED TRUE" copy of the Marine's AFCT screen/scores obtained from MCTFS.
3. The point-of-contact for this request is *(Marine's Command/Unit and Unit Phone Number)*.

Commanding Officer *(Name)*  
By Direction *(If Applicable)*

**EXAMPLE**



CERTIFIED TRUE COPY

SIGNATURE:

DATE:

Ensure score report obtained from MCTFS (not MOL) is STAMPED, SIGNED and DATED for verification of authenticity.

