

## MILPERSMAN 1236-010

### ARMED FORCES CLASSIFICATION TEST (AFCT) ADMINISTRATION AND PROCEDURES FOR NAVY PERSONNEL

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#### 1. Policy

a. The Armed Forces classification test (AFCT) is the in-service version of the Armed Services vocational aptitude battery (ASVAB) test is used to qualify current enlisted military personnel (Active or Reserve Component) for reclassification. Navy personnel may improve their qualifications for a rating conversion or other desired career options by improving their scores via AFCT retest.

b. Navy personnel may retest periodically using the AFCT, but their most recent scores will be their official scores of record retained in their enlisted master file (EMF), even if lower than previous tests. AFCT scores will not replace members' initial enlistment ASVAB scores in the reenlistment eligibility data display, generated by the Defense Manpower Data Center (DMDC).

#### 2. Authorization to Administer AFCT

a. Office of the Chief of Naval Operations (OPNAV), Navy Selection and Classification Office (N132G) is the test control office and AFCT Program Manager for the Navy. Navy sites wishing to administer the AFCT must obtain authorization and test materials from OPNAV (N132G).

b. Authorization is limited to larger platform ships (e.g., CVN, LHA, or LHD), personnel support detachments (PSDs), and Navy Reserve activities (NRAs). If needs warrant, other sites may be considered, but must have a minimum of 50 military personnel permanently assigned, sufficient full-time staff, and infrastructure to administer and properly safeguard AFCT

materials. Waivers will be considered on a case by case basis. Test sites are authorized to test Sailors and all other Service Members.

c. Navy commands are encouraged to request authorization to administer the test in order to increase availability and accessibility of the AFCT for military personnel. However, only one site within a 150-mile geographical area should be established to avoid redundancy with other Navy or Department of Defense (DoD) AFCT sites. All command requests to establish an AFCT site must be endorsed via the command's immediate superior in command (ISIC). A template for establishing a test site is available upon request from OPNAV (N132G) via E-mail at: [NavyAFCT@navy.mil](mailto:NavyAFCT@navy.mil) or by postal mail request to:

<b>Navy Selection and Classification (OPNAV (N132G))</b> <b>701 South Courthouse Road</b> <b>Building 12, Room 3R180</b> <b>Arlington, VA 22204-2199</b>
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d. Navy AFCT sites have been established at sea and ashore in locations throughout the world to ensure adequate retesting of Navy personnel desiring to expand their career and or rating conversion opportunities. Once a command has been designated as an AFCT site, it is expected that the site will continue to offer testing opportunities to Sailors and other Service Members, until such site has been authorized to terminate testing. A request to terminate testing must be submitted to OPNAV (N132G) via ISIC with justification (e.g., decommissioning of command) explaining why the command wishes to cease AFCT testing. If testing termination is approved, the Navy AFCT site must conduct a close-out inventory and return all testing materials to OPNAV (N132G) within 30 days of termination.

### 3. AFCT Administration

a. All test booklets, answer sheets, scoring keys, and other associated classification test material are controlled items. Commanders of AFCT sites are responsible for the control and security of all testing material in their custody per MILPERSMAN 1236-030. They will issue written instructions to ensure the establishment of sound security and compromise prevention measures as follows:

(1) Authorized Navy and other Service AFCT sites must designate a test control officer (TCO) who will obtain test

materials and accept responsibility for proper safeguarding and handling the material per MILPERSMAN 1236-030. TCOs must be commissioned officers or civilian (GS-07 or above). A copy of the designation letter will be forwarded to OPNAV (N132G) no later than 30 days after assignment.

(2) TCOs are authorized to designate test administrators (TA) to assist with the administration of the AFCT. TAs must be a chief petty officer or above or civilian GS-05 or above, and cannot assume the responsibilities of the TCO. Pay grade waivers will be considered on a case-by-case basis. A copy of the designation letter will be forwarded to OPNAV (N132G) no later than 30 days after assignment.

(3) Individuals who hold a position in the testing process (e.g., TAs) may not test during their assigned period, and for a period of 6 months following their reassignment without approval from OPNAV (N132G).

b. The AFCT is available on paper (in versions 18F and 19G) at Navy AFCT sites and on computer at most other DoD military service sites. Navy personnel may take either test format at any service site.

#### 4. **AFCT Inventory**

a. Navy AFCT sites are required to designate a TCO, and must annually certify their TCO and (if applicable) TAs. Every Navy AFCT site must also conduct an annual inventory, listing all serial numbers of test materials currently in custody, and verifying that all test materials are accounted for and have not been compromised. These inventories are due to OPNAV (N132G) no later than 31 July each fiscal year. The standard AFCT inventory report will be provided by OPNAV (N132G) with the test site approval letter.

b. Upon relief of a TCO, a joint turnover inventory of all testing material will be conducted by the current TCO and the person relieving the TCO. This turnover inventory and a copy of the TCO designation will be forwarded to OPNAV (N132G) within 30 days of appointment.

5. **AFCT Prerequisites**

a. Navy personnel desiring to take the AFCT must have written authorization from their command which affirms a legitimate reason for testing (e.g., to qualify for a rating conversion or special program) and confirms scholastic improvement since the ASVAB or AFCT through completion of at least one of the following:

(1) Passed the U.S. citizenship test, or obtained an accredited U.S. based high school diploma or general educational development (GED).

(2) Completed the Online Academic Skills Course available at: <https://www.navycollege.navy.mil/>.

(3) Completed an educational software course (e.g., PLATO) or a college or correspondence course in math, science, english, history, or social studies.

**Note:** Completion of Navy "A" or "C" schools or Navy correspondence courses does not meet the above conditions. Members desiring a retest must satisfy above criteria for each retest.

b. Navy personnel are prohibited from taking any local or practice test which contains actual ASVAB test material, and from enrolling in any non DoD approved program intended to prepare students for taking the AFCT.

6. **Frequency of Testing.** Navy personnel may repeat the AFCT only after their most recent scores post to their EMF. However, no member may repeat the AFCT less than 30 days from their last test, regardless of format, whether paper or computer-based. Personnel repeating a Navy paper-based test (versions 18F or 19G) must take the alternate version with each subsequent test session.

7. **AFCT Results Posting**

a. The process for grading and posting AFCT scores differs, depending on the version taken:

(1) **Computer-Based AFCT.** Members taking a computer-based AFCT will have their EMF updated electronically by Navy Personnel Command (NAVPERSCOM), Records and Data Quality

Maintenance Division (PERS-33) via monthly data transfers from DMDC. If new scores do not appear within 30 days of testing, members should obtain a report from the test site, or contact OPNAV (N132G) to request a score validation letter of their most recent test. This letter may be submitted to a PSD or NRA for posting of the new scores to their EMF.

(2) **Paper-Based AFCT.** All Navy members taking a paper-based AFCT must have their answer sheets sent via fastest traceable means to:

Commander Naval Education and Training Professional Development Center (NETPDC) Code N321 6490 Saufley Field Road Pensacola, FL 32509
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b. NETPDC will transmit Service Members' AFCT test results to the Navy Enlisted Advancement System (NEAS). NEAS information transmittals update the EMFs, which then feed into Service Members' Navy Standard Integrated Personnel System (NSIPS) electronic service record. Scores for Active Component Sailors should be uploaded to the EMF within 30 days. PSDs have the ability to process an NSIPS transaction to update Sailors' EMF. Reserve Component Sailors must take their letter to their NRA to process an NSIPS-Reserve transaction.

8. **AFCT Inquiries.** Questions regarding the Navy AFCT Program must be directed to OPNAV (N132G) at: [AFCTHelpdesk@navy.mil](mailto:AFCTHelpdesk@navy.mil).