

MILPERSMAN 1236-030

SAFEGUARDING ENLISTED CLASSIFICATION TEST MATERIAL

Responsible Office	OPNAV (N13)	Phone:	DSN	225-4449
			COM	(703) 695-4449
			FAX	227-7751
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

References	(a) COMNAVCRUITCOMINST 1130.8H (b) BUPERSINST 1001.39F (c) COMNAVRESFORINST 1001.5F (d) COMNAVCRUITCOMINST 5400.2E
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1. **Policy.** Enlisted classification test materials, including examination questions and answers, are official information and warrant protection under statutory requirements or in the public interest. This article sets forth minimum protection and control and applies specifically to all enlisted classification test materials such as the following:

a.	Armed Forces Classification Test (AFCT)
b.	Armed Services Vocational Aptitude Battery (ASVAB)
c.	Defense Language Aptitude Battery (DLAB)
d.	Navy Advanced Programs Test (NAPT)
e.	Radio Code Aptitude Battery (RCAT)

2. **Labeling and Handling**

a. All tests (including examiner's copy) and scoring keys are designated "For Official Use Only" and must be so labeled.

b. Test answer sheets must be handled as "For Official Use Only."

c. Handling of unwrapped tests, scoring keys, copies of tests, and completed answer sheets after test administration must be limited as follows:

ACTIVITY (authorized by Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training and Education Division (N13) to hold enlisted classification tests)	TEST CONTROL OFFICER (TCO) (by written order of the commanding officer or readiness commander)	TEST ADMINISTRATOR (testing and grading)	ENLISTED CLASSIFICATION TESTS
Personnel Support Activity Detachments	Officer in Charge	Assigned Enlisted Classifier (PN-2612) (exception - designated in writing by TCO) NOTE: Also determines retesting eligibility	AFCT ASVAB DLAB RCAT
Navy Recruiting Districts (NRD)	A commissioned officer	See reference (a) for NAPT administration and grading	NAPT
Naval Reserve Readiness Command (NAVRESREDCOM)		The assigned Enlisted Classifier (PN-2612) NOTE: Also oversees activity Enlisted Classifiers	ASVAB DLAB RCAT
Naval Air Station (NAS)			
Naval Air Facility (NAF)			
Naval Air Reserve (NAVAIRES)			
Naval Reserve Center (NAVRESCEN)	Classification Coordinator	Classification Coordinator Reserve Activity assets who meet the requirements of reference (b) or (c).	
Naval and Marine Corps Reserve Center (NMCRC)			
Naval Air Reserve Center (NAVAIRESNEN)			

3. **Accounting for Materials.** Enlisted classification test materials must be carefully accounted for and stored as specified in this article when not in use.

a. A log must be kept on access to classification test materials with the below minimum information entered:

(1)	Time and date safe opened and closed.
(2)	Who had access.
(3)	Test materials removed and returned.
(4)	Reason removed and returned.
(5)	A positive indication that all materials are accounted for.
(6)	Daily entries as to whether or not the safe was opened.

b. Inventory shall be by:

(1)	Serial number.
(2)	Number of each item on board.

c. Other inventories will be per reference (a) and (d).

d. After testing, but prior to the departure of the examinee(s), all test materials will be collected (i.e., test booklet, answer sheet, scratch paper, pencils, etc.) and handled as follows:

(1)	The test booklet will be given a page-by-page check.
(2)	All pencil marks will be erased from the test booklet before it is used again.
(3)	Copies that are too marked-up or deteriorated beyond use will be destroyed as prescribed in this article and reported as destroyed on the next semi-annual Classification Report. (Exception: NAPT materials held by NRDs shall be returned to (OPNAV), Nuclear Enlisted Program (N133D).

4. Travel

a. Enlisted classification test materials must not be taken to geographical locations other than the one designated an enlisted classification site by Chief of Naval Operations (CNO) or Commander, Naval Reserve Force (COMNAVRESFOR) (i.e., enlisted classification test materials shall not be taken on road trips without proper authorization).

b. Requests to perform travel with enlisted classification test materials must be forwarded to OPNAV (N13) via the chain of command and must state:

(1)	the specific reason and justification for travel;
(2)	that test materials will remain in personal custody of those persons authorized to handle such materials;
(3)	that the travel can be completed in less than 1 day;
(4)	that a safe is available at the testing site to which travel is desired;
(5)	that no one except the TCO, enlisted classifier, or enlisted coordinator (for naval Reserve activities) has access to the safe;
(6)	that local funding of the travel is available; and
(7)	that no other reasonable means exists to accomplish the desired testing.

c. For NRDs, for all regulations regarding traveling with the NAPT, refer to reference (a).

5. **Transfer**

a. Enlisted classification test materials must not be transferred between activities unless specifically authorized by OPNAV (N13).

b. For Naval Reserve activities, enlisted classification test material custody must not be transferred between activities unless specifically authorized by:

(1)	COMNAVRESFOR (Code 22A6) for air activities.
(2)	COMNAVRESREDCOM for surface activities, with a copy to COMNAVRESFOR (Code 22A6).

6. **Replacement**

a. Replacement test materials must be requested by letter stating the reason for the test materials requested.

(1)	For NRDs - a letter of request must go to OPNAV (N13) via Commander, Navy Recruiting Command, Millington, TN.
(2)	For Naval Reserve activities - a letter of request must go to COMNAVRESFOR (Code 22A6) via the proper chain of command (i.e., NAVRESREDCOM/NAS/NAF/NAVAIRES).

b. Old test materials must be destroyed per this article upon receipt of replacements (except NAPT test materials held by NRDs, which shall be returned to OPNAV (N133D)).

7. **Transmittal**

a. Transmittal of test materials (except blank answer sheets) must be as follows:

(1)	By registered mail.
(2)	Packages of classification test materials must be: <ul style="list-style-type: none">• double wrapped,• tape sealed, and• accompanied by a delivery receipt for all test materials.
(3)	The inner and outer envelopes must reflect the address of both the sending and receiving commands.
(4)	The inner wrapper must be plainly marked: <ul style="list-style-type: none">• on the tape seal, and• on both sides at the top and bottom, and• at both ends, "TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO HANDLE NAVAL MILITARY PERSONNEL TEST MATERIAL."

b. Upon receipt and determination by the receiving activity that the package contains test materials and prior to removal of the marked wrapping, it must be delivered only to the designated enlisted classification test control officer to preclude the possibility of compromise.

8. **Storage**. Minimum storage requirements for test materials are as follows:

a.	Non-portable metal file cabinets with a locking bar, or safes that have a 3-tumbler combination security lock or equivalent must be used. For NAPT storage requirements, refer to reference (a).
b.	For combination locks, the lock combination shall be periodically changed as prescribed for classified material containers.
c.	For NRDs, refer to reference (a) for regulations regarding storage of the NAPT while traveling.

9. **Destruction**

a. Destruction of test materials must be by burning or shredding and must be accomplished under the supervision of personnel designated to handle test materials, who must certify:

(1)	date of destruction;
(2)	title of material;
(3)	NAVPERS number;
(4)	serial number; and
(5)	number of copies destroyed.

b. The certification shall be retained by the responsible custodian of test materials until 2 years after the test series is canceled.

c. For naval Reserve activities, test material destruction must be reported to NAVRESREDCOM (for surface) and COMNAVRESFOR (Code 22A6) (for air) on the next semi-annual classification report.

d. For the NAPT, scratch paper used during the test must be accounted for by the test grader, but may be destroyed immediately by shredding or burning without the destruction certification specified in 9a above.

10. Compromise or Loss

- a. Compromise or loss of any enlisted classification test material must be reported by both message and letter as follows:

(1)	Brief message to OPNAV (N13) (with information addressee as appropriate) within 24 hours of discovery.
(2)	Letter to OPNAV (N13) reporting missing, lost, or stolen Government property (via the appropriate chain of command) providing: <ul style="list-style-type: none">• pertinent information about the loss or compromise;• specific corrective action taken to preclude recurrence;• findings of fact; and• recommendations of the investigator.

- b. An investigation is required in all cases of compromise, probable compromise, or loss of enlisted classification test material.