

Preparing for the AFCT (Retake of ASVAB)

Marines needing higher ASVAB scores should start their preparation far in advance of the test day. Resources are available at any MCCS Library and **FREE** electronic resources (practice tests and e-books) are available from **EBSCO Learning Express** (DoD MWR Library) and can be accessed via:

<https://mwrdigitallibrary.navy.mil/> (

Some useful sites for academic preparedness toward the AFCT include: <https://dantes.petersons.com/> (Online Academic Skills Course) <https://www.march2success.com/> (College Readiness Online Course, ACT Online Course, SAT Online Course) <https://military.tutor.com/home> (Skills Assessments, Practice ASVAB Quizzes).

Additionally, college courses in English, Math, Science, or History are other valuable ways to potentially improve overall AFCT performance.

Pay special attention to the areas that comprise the required composite score:

1. Composite scores
AFQT = $2*VE + AR + MK$
GT (General Technical) = $WK + PC + AR + MC$
MM (Mechanical Maintenance) = $AR + EI + MC + AS$
EL (Electronics Repair) = $AR + MK + EI + GS$
CL (Clerical/Administration) = $WK + PC + MK$
2. AFCT subtests
GS- General Science
AR- Arithmetic Reasoning
WK- Word Knowledge
PC- Paragraph Comprehension
MK- Mathematics Knowledge
EL- Electronics Information
AS- Auto and Shop Information
MC- Mechanical Comprehension
VE- Verbal

Follow All Retest Requirements:

1. Per MCO 1230.5C-5-A-1-E Pg 14: Examinees must wait six months before retesting unless HQMC approves a retest request after 90 days. (Contact the Foster Testing Office for retest waiver procedures)
2. Command Authorization **Letter** (see sample on reverse side)
3. **Certified True Copy** of ASVAB scores as found in the "Test Scores" page in MCTFS & signed by your S-1
4. **MCRD Testing** is conducted through the **IPAC in BLDG 622, Room 121**, Mon-Wed on a walk-in basis between 0800-0830. For more information please call: 619-524-6123
5. All proper documentation and military ID are required at the time of the exam.

Strategies for Taking the AFCT

- Read the directions for the test carefully before you begin.
- Read each question carefully before selecting your answer.
- Pay attention to the time — don't spend too much time on one individual question if that means you won't have time to answer later questions.
- When you don't know the answer to a question, try to rule out as many incorrect choices as you can, and then make an educated guess from the remaining answers. There is no penalty for guessing.

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 AFQT RETEST INSTRUCTIONS

COMMAND LETTERHEAD

1230
Office Code
Date

From: **Commanding Officer**
For: MCB Quantico Voluntary Education Center

Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFQT ICO
SERGEANT I. M. MOTIVATED EDIPI/0111 USMC

Encl: Certified True Copy of MCTFS TEST screen

Ref: (a) MCO 1230.5C

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.

1. In accordance with the reference, Sergeant Motivated meets the requirements for an in-service retest of the AFQT. 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.

I. M. INCHARGE
(or By direction)

- 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.

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