



**UNITED STATES MARINE CORPS**  
MARINE CORPS BASE  
PSC Box 20004  
Camp Lejeune, North Carolina 28542-0004

BO 1230.1K  
MCCS

**OCT 27 2004**

BASE ORDER 1230.1K

From: Commanding General  
To: Distribution List

Subj: PERSONNEL CLASSIFICATION TESTING

Ref: (a) MCO P1000.6G, ACTS Manual  
(b) MCO P1100.71A, MPPM ADM  
(c) MCO 1230.5A

Encl: (1) Sample Administrative Action (AA) Form

1. Situation. To promulgate instructions concerning personnel classification testing.

2. Cancellation. BO 1230.1J.

3. Mission. References (a) through (c) set forth the procedures for classification testing programs. Initial classification testing begins at the recruit depots, reserve organizations identified in the references and at the recruiting stations. Subsequent classification includes all classification actions effected after initial classification. The objectives of subsequent classification are the assignment of individuals to specific tables of organization billets and the reclassification, retraining, and/or reassignment of personnel consistent with their military potential and the overall skill requirement of the Marine Corps. Authority for this command to procure, administer, and safeguard classification testing materials is contained in the references.

a. Testing and retesting will be conducted at the Lifelong Learning Center, Building 202. Contact the Testing Officer at the Lifelong Learning Center for all dates and times of below listed tests.

b. The following classification testing materials are available at this command for use as indicated:

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(1) General Classification Test (GCT). This test will be administered to commissioned and warrant officers in accordance with the provisions within reference (a). This test serves as the mental ability score of record for all commissioned and warrant officers.

(2) Armed Services Vocational Aptitude Battery (ASVAB). Effective 1 January 2003, the ASVAB replaced the Armed Forces Classification Test (AFCT). Retests will not be authorized within a six-month period following the date of the previous test, unless authorized by the Commandant of the Marine Corps (MPP-50). The ASVAB is comprised of 10 parts, which identify and measure those aptitudes, which are significantly related to military jobs and thereby provide a profile of enlisted Marines' strengths and weaknesses in terms of their assignment potential. The following categories of enlisted personnel may be retested:

(a) Enlisted Marines as well as all enlisted Sailors and Coast Guard personnel permanently stationed aboard Marine Corps Base, Camp Lejeune.

(b) When directed by the Commandant of the Marine Corps (CMC).

(3) Language Proficiency Test (LPT)/Defense Language Proficiency Test (DLPT). The LPT/DLPT are designed as the standard test to determine the degree of proficiency of personnel who indicate their ability in any foreign language for which a test is available. Testing is authorized only if the Commanding Officer determines testing or retesting is warranted as outlined in the references.

(4) Defense Language Aptitude Battery (DLAB). The DLAB is designed to aid in selecting personnel for language training at formal schools by determining the individual's aptitude for a foreign language. The DLAB is administered to eligible personnel being considered for or who are applying for assignment to language training.

(5) Typing and Dictation Test. These tests are designed to measure proficiency in personnel claiming these skills. Initial testing is administered at the Marine Corps Recruit Depots (MCRDs) and is used in formal school assignment where these skills are a requirement. These tests may also be used in

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situations where such knowledge would be helpful in making proper personnel assignments.

c. Summary of Revision. This Order contains a significant number of changes and should be reviewed in its entirety.

d. Personnel who are assigned to Marine Corps Base (MCB), Camp Lejeune under the Fleet Assistance Program (FAP) or on Temporary Additional Duty (TAD) in excess of 30 days can be retested, providing they have a minimum of 90 days remaining on their FAP/TAD assignment.

e. With the exception of the enlisted service members mentioned in paragraph 4.a.(2)(a), all other enlisted service members of the Armed Forces are not eligible to test/retest at MCB, Camp Lejeune unless authorized by the Commandant of the Marine Corps (CMC) (MPP-50) and their respective service authorities.

f. Classification tests administered by this command must be forwarded to the CMC (MPP-50) for scoring and entry into MMS before they become part of the official record. CMC (MPP-50) will not return test scores to the Lifelong Learning Center (LLC), MCB, Camp Lejeune.

(1) Reporting classification test scores on a unit diary is prohibited. Classification test scores will be entered into the Marine Corps Total Force System (MCTFS) by the CMC (MPP-50) only. Within a period of 15 to 20 days, the parent unit may view the scores on the test score screen of the Basic Training Record (BTR). In cases where test scores have not posted to the BTR within 30 days of the test date, units should contact the CMC (MPP-50) for guidance and assistance.

(2) The BTR will contain the most current test scores. Reporting units finding discrepancies in the Marine's classification test scores on the BTR will report such discrepancies to the CMC (MPP-50).

g. Under no circumstances will a retest of the tests enumerated in paragraph 4 above be administered more than once every 6 months. Exceptions to this requirement can only be authorized by the CMC (MPP-50).

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h. Marine Corps personnel are not authorized to be retested at MEPS or at test facilities established by other components of the Armed Forces without the approval of the CMC (MPP-50).

4. Execution

a. The Director, Lifelong Learning Center will direct and administer all testing described in paragraph 4 above.

b. Commanding Officers will:

(1) Submit requests for all military classification tests by AA Form (NAVMC 10274) via official channels. Requests must reach the Lifelong Learning Center (Attn: Testing Officer) a minimum of five working days prior to the testing date. The enclosure is provided as a guide in preparation of the AA Form. All requests will contain the following information at a minimum:

(a) Name, grade, SSN/MOS, component and RUC.

(b) Name of test desired (as indicated in paragraph 4 above).

(c) Complete justification for testing/retesting.

(d) Date individual was last tested on a requested test and scores attained, if applicable.

(e) Certification that the following requirements have been met for those personnel to be tested on any military classification test:

1 That the testing is to meet a valid military requirement, i.e., to meet prerequisites for reenlistment or for a reenlistment option, reclassification, determining eligibility for formal school training, duty assignments or commissioning programs.

2 That the individual is interested in and motivated for the particular program, training, retraining or assignment (including those programs leading to a warrant/commissioned officer status).

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3 That the individual's current classification test scores are presently too low to qualify for a program in which interest is displayed.

4 That the individual has demonstrated through performance, that his/her maturity, knowledge and/or skills are not reflected by the present scores.

(f) Name and phone extension of the person to be notified in the event of change of testing date, time and location.

(2) Establish a screening process on a continuing basis to ensure that all Marines have been administered the appropriate aptitude test and that scores are reflected on the BTR. If specifically exempted from testing by the CMC (MPP-50), ensure that this information is recorded on page 11 of the Service Record Book (SRB)/Officer Qualification Record (OQR).

5. Administration and Logistics. Not Applicable.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.



W. A. MEIER

Chief of Staff

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**ADMINISTRATIVE ACTION (5216)****NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

UNIT ASSIGN

1230

3. DATE

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

Marine, Subject N.  
012-34-5678Rank  
USMC

5. ORGANIZATION AND STATION (Complete address)

Battalion, Company Name

(Use your correct Command Address)

6. VIA (As required)

(1) Commanding Officer (Endorsement)

7.

**TO:**Commanding General  
Attention Testing Officer, Lifelong  
Learning Marine Corps Base  
Camp Lejeune NC 28542-5000

8. NATURE OF ACTION/SUBJECT

Request to take/retake the  
ASVAB, DLAB, DLPT  
(specify language), or Typing test.

\*Select type of test\*

9. COPY TO (As required)

SNM  
File

10. REFERENCE OR AUTHORITY (if applicable)

- (a) MCO 1230.5 \_
- 
- (b) BO 1230.1 \_

11. ENCLOSURES (if any)

(1) BTR  
Basic Training Record must be from 3270. Marine  
Online IS NOT ACCEPTABLE

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, it is requested that I be afforded the opportunity to take/retake the (subject) test.
2. Per reference (b), the following information is submitted:
  - a. Last Test Date
  - b. RUC
  - c. Justification
3. Point of Contact with telephone number

SUBJECT N. MARINE

FIRST ENDORSEMENT ON \_\_\_\_\_

From: Commanding Officer, (Unit Address)

To: Commanding General, Marine Corps Base, Camp Lejeune (Attention Testing Officer)

Subj: OPTIONAL

1. Commanding Officer's statement, as appropriate.

I. M. COMMANDING

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)