



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1230.1
MCCS
3 JUL 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 1230.1

From: Commanding General
To: Distribution List

Subj: PERSONNEL CLASSIFICATION TESTING

Ref: (a) MCO 1230.5B
(b) MCO P1000.6G
(c) MCO P1100.71A Ch 1

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

2. Cancellation. BO 1230.1K.

3. Mission

a. The references set forth the procedures for classification testing programs. Initial classification testing begins at the recruit depots, reserve organizations, and the recruiting stations identified in the references. Subsequent classification includes all classification actions effected after initial classification. The objectives of subsequent classification are the assignment of individuals to specific table of organization billets, reclassification, retraining, and reassignment of personnel consistent with their military potential and overall skills. Authority for this command to procure, administer, and safeguard classification testing materials is contained in the references.

b. Testing and retesting will be conducted at the John A. Lejeune Education Center, Building 825. Contact the Military Testing Coordinator at (910) 451-3092, located in the John A. Lejeune Education Center, for all dates and times of tests enumerated in this Order.

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c. All classification tests are web-based exams and are accessible through testing computers located at the John A. Lejeune Education Center. The following tests are available aboard Camp Lejeune:

(1) Standard Classification Tests. All enlisted Marines requesting to take the standard classification tests must report to the John A. Lejeune Education Center, Building 825, Room 120, per reference (a), to acquire the appropriate paperwork to retake the Armed Forces Classification Test (AFCT). Contact the Military Testing Coordinator at (910) 451-3092 for test dates and times, or visit the John A. Lejeune Education Center web site at <http://www.mccslejeune.com/edu>. The AFCT 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.

(2) Special Classification Tests. All service members requesting to take the special classification test must report to the John A. Lejeune Education Center, Building 825, Room 120, per reference (a), to acquire appropriate paperwork to retake the Defense Language Proficiency Test (DLPT), Defense Language Aptitude Battery (DLAB), or Oral Proficiency Interview (OPI). Contact the Military Testing Coordinator at (910) 451-3092 for test dates or times, or visit the John A. Lejeune Education Center web site at <http://www.mccslejeune.com/edu>.

(a) DLPT. The DLPT is designed as the standard test for determining proficiency in a foreign language. Testing is authorized for service members aboard Camp Lejeune and those assigned to surrounding military installations.

(b) 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 who are applying for assignment to language training.

(c) OPI. Speaking skill is tested with the OPI, a task-based test that measures performance according to the Interagency Language Roundtable skill level descriptions. The test is conducted over the telephone with a conversation between the tester and the interviewer. These tests are coordinated by

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the military testing officer located in the John A. Lejeune Education Center.

d. All military service members stationed within a 50-mile radius of Marine Corps Base, Camp Lejeune (MCB CAMLEJ) are eligible to test/retest aboard MCB CAMLEJ, provided they have the approval of their commanding officer.

e. ~~The Standard and Special Classification Test results are~~ generated by computer, and the appropriate service points of contact have access to these test results within this authorized data base. Appropriate personnel at Headquarters, U.S. Marine Corps will ensure all test scores are entered into the Manpower Management System before they become part of the official record. Appropriate points of contact at other service headquarters are responsible for ensuring their military members' results are entered into the appropriate systems.

(1) Reporting classification test scores on unit diary is prohibited. Classification test scores will be entered into the Marine Corps Total Force System (MCTFS) by the Commandant of the Marine Corps (CMC) (MPP-50) only. Within a period of 15 to 20 days, the parent commander 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, commanders should contact 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 should report such ~~discrepancies to CMC (MPP-50) at (703) 784-9616.~~

f. Under no circumstances will a retest of the tests enumerated in paragraph 3 above be administered more than once every six months. Exceptions to this requirement can only be authorized by the CMC (MPP-50) for Marines. Military members from other services must comply with applicable policies and directives.

g. Marine Corps personnel are not authorized to retest at a military entrance processing station or test facilities established by other components of the Armed Forces without prior approval from CMC (MPP-50).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure procedures are in place to provide special classification testing to service members.

(2) Concept of Operations. The Order and the references will be utilized when administering, safeguarding, and recording special classification tests.

b. Tasks

(1) Head, Education Assistance Branch shall: Direct and monitor the administration of all testing described in paragraph 3 above.

(2) Commanding Officers/Officers-in-Charge shall:

(a) Ensure requests for military classification tests are submitted in accordance with reference (a) and this Order. Requests must reach the Head, Education Assistance Branch, a minimum of two working days prior to the testing date.

(b) Ensure the Marine Corps AFCT retest policy is strictly enforced with the following guidelines:

1. Marines will not be allowed to retest without first obtaining written authorization from their commander at the battalion/squadron level. These requests may be signed "~~by direction" by the unit career retention specialist~~ or any staff officer with "by direction" authority from the Commanding Officer. A sample letter can be viewed at the John A. Lejeune Education Center website at <http://www.mccslejeune.com/edu>.

2. All in-service retest authorizations will be submitted to the Marine Corps Test Facility with a certified true copy of the Marine's test screen from MCTFS. This paperwork will be used by CMC (MPP-50) to verify the need to retest for a particular assignment or program and to evaluate previous scores and test dates. If this paperwork is not forwarded to CMC (MPP-50) with the Marine's answer sheets, the

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Marine's retest scores will be considered invalid and will not be entered into MCTFS. Letters that do not state a valid reason for the Marine to have retested on the AFCT will cause the Marine's retest scores to be invalid.

3. Marines will not be retested earlier than six months following the most recent retest. Exceptions to this requirement can only be authorized by CMC (MPP-50), and will not be entertained unless a minimum of 90 days have passed from the last retest date, and a formal request has been sent by the Marine's commander utilizing the appropriate paperwork acquired from the Marine Corps Community Services (MCCS) website, <http://www.mccslejeune.com/edu> under the "Testing" link.

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

5. Administration and Logistics. Point of contact is the Head, Education Assistance Branch, Personal and Professional Development Program, MCCS, Camp Lejeune, at (910) 451-8671.

6. Command and Signal

a. Command. This Order is applicable to the MCB CAMLEJ, its subordinate and tenant commands, organizations, and surrounding installations within a 50-mile radius of MCB CAMLEJ.

~~b. Signal. This Order is effective the date signed.~~



BRIAN T. PALMER
Deputy Commander

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