



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1200.1B
B 37
16 Nov 09

MARINE CORPS BASE ORDER 1200.1B

From: Commander
To: Distribution List

Subj: PERSONNEL TESTING

Ref: (a) MCO 1230.5B
(b) CMC (MA) Administration Manual for Marine Corps
Classification and Language Tests
(c) MCO 1550.4D

1. Purpose. The purpose of this directive is to establish procedures for administering personnel classification and reclassification tests.

2. Cancellation. MCBO 1200.1A.

3. Information

a. Reference (a) sets forth procedures for testing Marines subsequent to their initial classification testing, and designates Marine Corps Base, Quantico (MCBQ), as an authorized testing command.

b. The Command Education Officer and the Commanding Officer (CO), The Basic School (TBS) are each authorized to delegate the duty of Classification Test Material Custodian (CTMC). A commissioned officer, staff non-commissioned officer (SNCO), or a civilian General Schedule (GS) employee GS-7 equivalent or higher, is to be designated in writing as the CTMC. A certified true copy of the designation is to be forwarded to the Commandant of the U.S. Marine Corps (CMC) (Attn: MPP-50), within 5 days of the appointment.

c. A SNCO, NCO, or civilian GS-5 equivalent or higher is to be designated in writing as the testing SNCO/NCO. A certified true copy of this designation is to be forwarded to the CMC (Attn: MPP-50) within 5 days of appointment.

d. Personnel testing is to be scheduled on a regular basis, and controlled and supervised by an authorized CMTC. The CMTC shall comply with all regulations in reference (a) for retesting.

e. Coordination in scheduling personnel testing is to be accomplished through organizational career planners who are to disseminate information regarding times, dates, and locations of

testing sessions and verify individual eligibility for testing and retesting. All retesting must comply with regulations set forth in reference (a).

f. MCBQ administers the following personnel tests in accordance with regulations set forth in reference (a) for testing/retesting, and following prescribed specific test instructions in references (b) and (c).

(1) Armed Forces Classification Test (AFCT). The AFCT replaced the Armed Services Vocational Aptitude Battery for in-service retesting of enlisted Marines. A Marine must wait 6 months before being retested, unless retesting within that time frame is required to meet a prerequisite for retention or when applying for a commission. CMC (MPP-50) is the approval authority for retesting within the 6-month interval period.

(2) Defense Language Aptitude Battery (DLAB). The DLAB is designed to measure a Marine's potential to learn a foreign language and to aid in the selection of personnel for language school training. A Marine must wait 6 months before being retested. CMC (MPP-50) is the approval authority for retesting within the 6-month interval period.

(3) Language Proficiency Test (LPT)/Defense Language Proficiency Test II/III/IV/V (DLPT II/III/IV/V). The LPT and DLPT II/III/IV/V are designed as the standard tests for determining proficiency in a foreign language. Only the listening and reading portions of the language tests are administered to in-service Marines. The speaking portion of the test may only be given upon request of and approval by the CMC Command, Control, Communications and Computers, Intelligence Resources and Personnel (CIRP) Office. The CMC (CIRP) is the sponsor for the Marine Corps Language Program and manages the Foreign Language Proficiency Pay Program. Testing for language proficiency recertification is required annually. Optional retests may be administered no more frequently than once every 6 months for the same language. A retest within the 6-month interval period may be authorized if it is required to meet a requisite for a reenlistment option; CMC (MPP-50) is the approval authority.

g. Classification test material is "FOR OFFICIAL USE ONLY." Accountable test material (i.e., test booklets, scoring keys, test tapes, and scored answer sheets) are to be transmitted by registered mail (not certified mail) or hand-carried. Completed or partially completed answer sheets that have not been scored may be transmitted by certified mail or hand-carried. A "Return Receipt" must be requested when using certified mail. Parcels containing classification test materials are to be double-wrapped, tape-sealed,

and accompanied by a signed letter of transmittal. The inner wrapper is to be clearly marked in such a manner as to identify the contents as "For Official Use Only-Classification Test Material - To Be Opened By Authorized Personnel Only." For parcels containing tapes, the outer wrapper must be clearly marked "Mag Tape - Do Not X-Ray." The official mailing address for return of testing materials is:

Commandant of the Marine Corps
MPP-50 (Testing)
3280 Russell Road
Quantico, VA 22134-5103

h. All classification test material, including test booklets, answer sheets, tapes, scoring keys, and other associated test material are controlled items. CMC (MPP-50) supplied these materials to testing facilities; they are to be stored in safes or vaults at the testing facilities when not in use. Safe or vault combinations are to be changed at least once semiannually and each time a new CTMC is appointed.

i. The CTMC shall inventory classification test material semiannually, during June and December. The original copy of the semiannual inventory conducted in June is to be forwarded to the CMC (MPP-50) by the last day in July; the report of the December inventory is due to CMC (MPP-50) by the last day in January. Upon turnover of a CTMC, the outgoing and incoming CTMCs shall conduct a joint inventory and notify CMC (MPP-50) of the results within 5 days of the appointment of the new CTMC. Reports of classification test material inventories are exempt from reports control.

j. CMC (MPP-50) scores the tests of U.S. Marines; the scores then become part of each test taker's official record. Scores are entered into the Marine Corps Total Forces System (MCTFS) within approximately 20 days after scoring. The parent unit may view scores on the test score screens of the MCTFS.

4. Action

a. Director, Marine Corps Community Services Division. Designate the Command Education Officer as a CTMC for MCBQ and forward a certified copy of the designation in writing to CMC (MPP-50).

b. Commanding General, Training and Education Command. Ensure that the CO, TBS, designates a CTMC in writing and forwards a certified copy to the CMC (MPP-50) and the Commander, MCBQ.

c. CO, TBS or Designee. Coordinate scheduling of all personnel testing for organizational Marines with the appropriate CTMC and

verify individual eligibility for testing and retesting by checking the MCTFS or Basic Training Record for entries of previous scores and examination dates of Marines desiring to schedule classification testing.

d. CTMC, MCBQ, and TBS

(1) Administer all tests in compliance with references (a), (b), and this Order.

(2) Maintain accountability and security of testing materials in compliance with the regulations set forth in reference (a).

(3) Conduct a semiannual inventory of test materials at the conclusion of the months of June and December. Submit the original signed inventory for June and December to the CMC (MPP-50) not later than the last day of July and January, respectively.

/s/
D. J. CHOIKE

DISTRIBUTION: A