



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 1200.1C

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico

To: Distribution List

Subj: PERSONNEL TESTING

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

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

2. Cancellation. MCBO 1200.1B.

3. Information

a. Reference (a) sets forth procedures for testing Marines subsequent to
their initial classification testing and designates Marine Corps
Installations National Capital Region - Marine Corps Base Quantico (MCINCR-
MCBQ) as an authorized testing command.

b. The Command Education Officer and the Commanding Officer (CO) at 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
Marine Corps (CMC) (Attn: MPP-50) within 5 days of the appointment.

c. A SNCO, Non-Commissioned Officer (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. MCINCR-MCBQ administers the following personnel tests in accordance

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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/Web 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. On 1 March 2010, the web-AFCT was introduced to all Marine Corps test facilities. Marines who are stationed abroad as part of the Marine Security Guard Program may still test on the paper based version of the AFCT. Additionally, Marines who test at sister service test sites may be administered the paper based version of the AFCT until the Web-AFCT becomes available at these sites.

(2) General Classification Test (GCT). The GCT is administered in place of the ASVAB/AFCT for all Commissioned and Warrant Officers and is only administered at The Basic School (TBS). In-Service retests of the GCT are not authorized and this test should not be used as a metric for assignment or selection to any program once an officer graduates from TBS.

(3) 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. The DLAB may be taken by personnel applying for or being considered for assignment to language training; however, all Marines are encouraged to take the DLAB. A Marine must wait 6 months before being retested. CMC (MPP-50) is the approval authority for retesting within the 6-month interval period.

(4) Defense Language Proficiency Test (DLPT). DLPT test scores are used to determine assignments and selection to programs requiring a language skill. The DLPT system is the only test battery authorized for assessing an individual's proficiency in a foreign language. The system includes testing in language modalities of listening, reading, and speaking to include the Oral Proficiency Interview (OPI). Scores are based on the Interagency Language Roundtable (ILR) scale and are used to determine Foreign Language Proficiency Bonus (FLPB).

(5) Oral Proficiency Interview (OPI). The speaking skill is tested with the OPI, a task-based test that measures performance according to the ILR level descriptions. The speaking portion of the test will only be given upon validation by CMC (IOP). The OPI rates a Marine proficiency from a 0 to 5 on the IL scale and shall only be approved for Marines who meet one of the following criteria:

(a) Achieve a minimum ILR skill level of 2 in both the listening and reading on the LR DLPT.

(b) In instances where a Marine is administered a one modality DLPT, the Marine must take the OPI to achieve a second modality score in order to qualify for FLPB entitlement.

(c) Is a student in a Language course assigned to Marine Corps Forces Special Operations Command.

(d) Is deployed to or stationed in an area where there is no access to a testing facility to administer a DLPT.

(e) Is unable to take a DLPT because no DLPT exists for the language.

(f) Possess MOS 8240-8249 (Foreign Area Officer) or 8230-8239 (Foreign Area Specialist).

(g) If a Marine is unable to attend their scheduled OPI due to their own negligence, he/she must wait 90 days before attempting to reschedule another OPI. The Marine must provide a command authorization letter supporting his/her retest request to CMC (IOP) before the request will be considered. If a Marine Misses two scheduled OPI's he/she must wait 12 months before attempting to reschedule an OPI. The Marine must provide a command authorization letter supporting his/her request to CMC (IOP), before the request will be considered.

(6) DLPT, OPI and DLAB Retesting Procedures

(a) Marines may not retake the DLPT (lower and upper range), OPI and DLAB earlier than 180 calendar days (6 months) from the last administration of the test without prior approval from CMC (IOP) or CMC (MPP-50). Low range DLPT Marines may not retake the test earlier than 90 calendar days (3 months) from the last administration of the test without prior approval from CMC (MPP-50). To ensure test integrity and minimize test exposure, a Marine may only take a DLPT test twice in a twelve month period.

(b) Marines must certify using the DLPT and or OPI annually to qualify for continued receipt of FLPB. Marines who achieve ILR level 3 in any two of the three tested modalities (reading, listening or speaking) of a DLPT or OPI test are eligible two years without recertification.

(c) When a Marine's certification in a Foreign Language will expire while on deployment or while assigned to duty outside the Continental United States (OCONUS) to a location where web-delivered testing facilities are not available and/or accessible, the Marine may request an OCONUS waiver. All requests for OCONUS waivers must be forwarded by the Marine's Commanding Officer, Officer in Charge or Command Language Program Manager to HQMC Intelligence Manpower and Training (IOP) Branch no later than 30 days prior to the beginning of deployment or OCONUS assignment. Marines must complete certification in the foreign language for which they are receiving FLPB no later than 90 days beginning on the date they return from deployment or OCONUS assignment. After-the-fact or late waiver requests are highly discouraged but will be considered on a case-by-case basis.

(d) 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.

(e) CMC (MPP-50) scores the tests for all 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 MCINCR-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, MCINCR-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) and (b) as well as the provisions mandated by 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.



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Signed by: BROUGHTON.ALLEN.DALE.1168122922

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