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DEPARTMENTS OF THE ARMY,
 THE NAVY, THE AIR FORCE,

AND

THE UNITED STATES COAST GUARD
 WASHINGTON, DC, 1 July 1981

**MILITARY PERSONNEL PROCUREMENT
 ARMED SERVICES (INSTITUTIONAL) VOCATIONAL TESTING PROGRAM**

Effective 1 August 1981

This regulation implements DOD Directive 1304.12; describes the Armed Services (Institutional) Vocational Testing Program; and sets forth policies and organizational responsibilities for all military services for conducting institutional (school) testing. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued one copy will be forwarded to HQDA (DAPE-MPE-CSP) WASH DC 20310.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. All users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

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***This regulation supersedes AR 601-222/OPNAVINST 1230.1A/MCO 1130.52B/AFR 33-6/CG COMDTINST 1130.13A, 3 March 1977, including all changes.**

1. Purpose. This regulation sets forth procedures for the use of the Armed Services Vocational Aptitude Battery (ASVAB). It establishes policies for conducting institutional (school) testing programs.

2. Applicability. This regulation applies to the recruiting activities of all the military services: Army, Navy, Air Force, Marine Corps, and US Coast Guard. Reserve Components of the military services (including National Guard) are encouraged to participate in this testing program.

3. References. Joint Services regulation AR 601-270/AFR 33-7/NAVSUP 1100.4/MCO P1100.75 (Armed Forces Examining and Entrance Stations) is a required publication for users of this regulation.

4. Objectives. The Armed Services (Institutional) Vocational Testing Program provides a battery of aptitude tests to—

a. Determine the suitability and eligibility of individuals for enlistment in the Armed Forces.

b. Assist high school students and counselors by providing counseling information on civilian and military vocational fields best suited to selected aptitudes of the individual.

c. Provide aptitude data on individuals as a basis for follow-on military training (schooling) and job classification.

5. Program description. *a.* The institutional version of the ASVAB is used to assist high school students in determining aptitudes in several vocational areas. This information on aptitudes will help them explore career options. The ASVAB is offered on a voluntary, no-cost basis to school administrators and students. Testing results are provided to the school, the student, and armed services recruiting personnel, to include active and Reserve Service Components and ROTC. High school counselors use results of the institutional ASVAB to counsel students on career exploration. Recruiting services use test results in their enlistment efforts as a source of leads and to determine qualifications for entry into a Service or Service technical school training program.

b. Test results are acceptable for enlistment and service school qualifications, except for the Coast Guard. They are maintained in computerized systems for 2 years. Two years after the test date, student test results maintained by the Armed

Forces Examining and Entrance Stations (AFEES) and recruiting services will be destroyed. Names and data, other than test results, which have been incorporated into consolidated prospect or mailing lists for recruiting purposes need not be purged. Names, SSNs, street addresses, and telephone numbers are deleted from the Air Force Human Resources Laboratory (AFHRL) files 2 years after the test date, and nonidentifiable test results are maintained for research purposes only. Request for access to research data will be made to Headquarters, US Military Enlistment Processing Command (HQ USMEPCOM) Testing Directorate or to the Directorate for Accession Policy, Office of the Assistant Secretary of Defense for Manpower, Reserve Affairs, and Logistics (OASD(MRA&L)).

6. Department of Defense (DOD) policies on testing and recruiting. *a.* Students enrolled in high schools, vocational schools, Job Corps training, and junior or community colleges may be voluntarily tested on the ASVAB. Students will be tested at sessions requested by the school in which they enrolled.

b. Students assigned to schools that have declined to test may participate in another school's test session provided—

(1) Prior approval is obtained from an appropriate official at the school being tested.

(2) The students requesting admission to the test session are doing so to obtain vocational guidance and not solely to circumvent production testing for enlistment qualification.

c. The military desires that the test be taken voluntarily by all students. School officials, in accordance with school policy, may elect to make the test mandatory if they desire.

d. This testing program or its results will not be used to encourage students to end their formal education. Recruiters will encourage all high school students to remain in school and graduate. Students enrolled in high school and under 18 years of age will not be accepted for active duty enlistment without advance notice to the school and without parent or guardian consent.

e. School authorities will be provided with maximum available information on the ASVAB's value for assessing vocational aptitudes for civilian as well as military jobs. Recruiting service

personnel will provide school principals and/or counselors with copies of the ASVAB Counselor's Guide, DOD Military-Civilian Occupational Source Book, and other appropriate information relating to careers in the Armed Forces. They will encourage the use of these materials when counseling students on vocational and career opportunities. ASVAB institutional testing program information and promotional material will be distributed once each year by MEPCOM, to as low as recruiting station level, in quantities requested by the recruiting services. After this initial distribution, the individual Service distribution systems (publications distribution centers) will be responsible for distribution for their Services. ASVAB institutional testing program information and promotional material will not be changed to reflect single Service advertising.

f. Persons who desire to enlist and who have a complete set of current institutional ASVAB scores will not be required to take additional tests with the production ASVAB, with the exception of any portion not contained in the institutional version. Persons who have current scores are subject to retest policies as stated in joint Services regulation AR 601-270.

g. The ASVAB is of maximum use and effectiveness for recruiting when administered to high school juniors and seniors. For recruiting purposes, it is most advantageous to test juniors and seniors for use in conjunction with the delayed entry program of all Services.

(1) If a school wishes to test students in grades 9 and 10, public relations considerations and the school's testing pattern will be given favorable consideration.

(2) Test results and names and addresses of high school students (below the grade of senior) may not be used by recruiters in any manner for immediate active duty enlistment unless the students drop out of school despite recruiter efforts to encourage them to stay. Except on an individual name request basis, test results for students in grades below the junior (11th) year will not be provided to recruiting services by HQ USMEPCOM.

h. Release of ASVAB scores, student names, addresses, telephone numbers, or any other data collected as a result of ASVAB testing, except as

provided in this directive or where authorized by HQ USMEPCOM or OASD(MRA&L) for research purposes, is prohibited. Persons with access to this information will not release it to commercial interests, employers, or other civilian organizations or persons (except school officials) unless a release is first obtained from the student and, when applicable, the student's parent or guardian. Persons subject to the Uniform Code of Military Justice may be prosecuted for failure to comply with the release provisions of this directive. DOD and US Coast Guard (USCG) civilian personnel may be subject to disciplinary action for cause under applicable Office of Personnel Management (OPM) and departmental regulations. Both military and civilian personnel may also be subject to civil court proceedings for unauthorized release.

i. ASVAB answer cards are retained by the USMEPCOM Testing Directorate for 4 weeks after scoring and then destroyed.

j. HQ USMEPCOM is responsible for insuring that students and administrators are informed of DOD retest policies. The information should include reassurance that retest authorization is not a penalty. It is, rather, a means to control quality of enlistments and recognition that a person may achieve less than his or her best effort on any given day.

k. No information obtained from the ASVAB test session, to include ASVAB test results, will be used for recruiting contacts until after it has been confirmed at the AFEES that the counselor/student copy has been received at the school. (ASVAB student result sheets will be mailed to the school by the AFEES.)

7. Use of institutional test results by all recruiting services will be in compliance with any special instructions and restrictions specified by school officials (i.e., no recruiting for 30, 60, or 90 days, no telephonic recruiting, etc.). Special instructions and restrictions requested by school officials will be listed on institutional test result products provided to the recruiting services by HQ USMEPCOM.

7. Military service responsibilities. *a.* The Secretary of the Army is the Executive Agent with overall responsibility for all ASVAB enlistment qualification testing. This responsibility, consist-

ent with general policies of the ASD(MRA&L), includes the following:

(1) Centralized management of all ASVAB testing under a single manager, USMEPCOM. Staff supervision over—

(a) Test-related activities for the recruiting commands or services.

(b) Resolution of testing problems.

(2) Support of the Department of the Air Force responsibilities for research and development of—

(a) Aptitude batteries.

(b) Scoring composites.

(c) Test administration manuals.

(3) Preparation and publication of ASVAB information items and other related materials for use by school counselors or other officials authorized use of test results.

(4) Conducting all institutional testing as coordinated and scheduled with the military services.

(5) Programing, budgeting, and financing all costs of the program except those shown below.

(a) Pay, allowances, and permanent change of station travel for military personnel other than US Army personnel.

(b) Transportation and other travel costs incurred in connection with scheduling and proctoring the institutional ASVAB in educational institutions. These expenses are the responsibility of the parent Service.

(c) Funding for developmental research concerned with ASVAB.

(6) Planning, funding, coordinating, and monitoring the conduct of all test maintenance and similar supportive research for the institutional testing program.

(7) Maintaining the security of ASVAB materials designated "controlled item, test material."

b. The Departments of the Navy and Air Force, including the Commandant of the Marine Corps, assist the Executive Agent by—

(1) Providing technical and other assistance in discharge of functions described in a(3), (4), and (5) above.

(2) Detailing and supporting military personnel attached to the Executive Agent for joint staffing of the USMEPCOM and associated activities as approved by ASD(MRA&L).

(3) Maintaining the security of ASVAB materials designated "controlled item, test material."

c. Support of the ASVAB testing program by the Commandant, US Coast Guard, is as mutually agreed between the Executive Agent and the US Coast Guard.

d. The Department of the Air Force will perform all ASVAB research and development for both the institutional and production versions of the battery through the AFHRL as lead laboratory in coordination with personnel research activities of the other Services.

8. USMEPCOM responsibilities. a. In coordination with the military services, develop plans, policies, and procedures essential to the implementation, coordination, and management of the ASVAB institutional testing program. This includes test administration, scoring, and distribution (by mail) of test results, within the provisions of this regulation.

b. Manage institutional testing by identifying the necessary research, test procedures, scoring, and validation study requirements.

c. Develop and coordinate with the recruiting service all training programs and techniques to promote ASVAB testing in educational institutions. In addition, develop and provide all institutional ASVAB information materials, counselor materials, and interpretative guidelines. These materials will be submitted to the Directorate for Accession Policy, OASD(MRA&L), for approval before they are reproduced and distributed.

d. Coordinate with OPM for institutional testing services and reimburse OPM for the services provided.

e. Develop institutional testing training programs for AFEEES test administrators and OPM test examiners.

f. Procurement of the ASVAB, other approved tests, and associated test material.

g. Establish procedures for the control and security of test materials and for the investigation of compromises of testing materials under the control of USMEPCOM.

h. Establish and maintain marketing studies research to determine effectiveness of institutional testing operations and ways to increase testing productivity.

9. Interservice Recruitment Committees (IRCs).

a. Composition. IRCs are composed of the commanders of the Army District Recruiting Command, Navy Recruiting District or "A" Station, Marine Corps Recruiting Station, Coast Guard District Office, Air Force Recruiting Squadron, and Armed Forces Examining and Entrance Station (AFEES). In addition, local National Guard and Reserve units are encouraged to participate.

b. Mission. IRCs plan, coordinate, and maintain harmonious relationships between local recruiting organizations, AFEES, and schools, for institutional testing purposes. This achieves maximum cooperation from school authorities in implementing and expanding the ASVAB testing program. Procedures covering the operation of the IRC are in AR 601-270/AFR 33-7/OPNAVINST 1100.4/MCO P-1100.75.

c. Policies.

(1) Through interservice cooperation, the committee seeks to maximize the use of AFEES testing personnel and resources in administering the institutional ASVAB program. The committee's goal is to test as many students as possible (at appropriate grade levels) in as many educational institutions as possible. Emphasis will be placed on testing high school seniors. Extreme care must be taken to insure that recruiters of all Services are informed of any special agreements or arrangements made between representatives of the military Services and school officials. Agreements or arrangements requested by school officials as a condition of testing, which the representative of the Service finds acceptable, must be strictly adhered to and explicit.

(2) The assignment of schools to individual Services for the placement of the ASVAB should be of the same proportion as the previous 3-year average nonprior service enlistment goal for each Service. Local adjustments, as mutually developed by the IRC, are authorized. When practicable, the military service that previously placed the high school testing program in a given school retains the responsibility for that school. The IRC may designate a different Service to assume testing responsibility when—

(a) Necessary to attain the desired placement percentages.

(b) Another military service is in a better position to schedule the test.

(c) The Service presently responsible has requested to be relieved of test scheduling responsibility.

(d) The school officials have requested, orally or in writing, that test scheduling responsibility be transferred to another military service.

(3) If a school has not previously been included in the institutional testing program, the committee designates the Service to schedule the ASVAB in that school. Designation is based on the following considerations:

(a) The military service in the best position to schedule the test.

(b) The military service preference indicated by school officials.

(c) The military services' prorata share of schools.

10. ASVAB administration. *a. Test administrators.* Test administrators are military or civilian personnel assigned to the AFEES, or are employees of OPM. School officials may be authorized to administer the ASVAB, provided a qualified AFEES test administrator is present to maintain test security. School officials may also act as assistant test administrators at multiroom sessions.

b. Proctoring.

(1) Test sessions will be supervised by test administrators and assisted by assistant test administrators and proctors based on a ratio of not more than 40 students for each proctor. The test administrator will not count as a proctor when present in the testing room. Multiroom testing may be used if the test administrator or proctors are present in each room in the number prescribed by the student/proctor ratio. The assistant test administrators and proctors will be briefed on their duties by the test administrator or other USMEPCOM or OPM personnel familiar with ASVAB testing requirements.

(2) School personnel should be encouraged to be proctors whenever feasible. AFEES or non-production/noncanvassing recruiting personnel may also be used. Production recruiters may only be approved by the IRC for use as institutional ASVAB proctors when an IRC judgment has been made that without use of these personnel at a given school, the session would be deferred or

cancelled. In such cases, school personnel or AFEES personnel must always be present in the room during the testing period. At no time will production recruiters relieve or take the place of a test administrator or assistant test administrator, or be left alone in a room during a test period. When school personnel are used as proctors or test administrators, AFEES testing personnel must brief school personnel regarding the integrity of test administration to prevent recruiting personnel from being placed in a compromising position. That is, they must supervise proctors and remain in the room during the entire period the ASVAB is being administered.

(3) The IRC maintains final responsibility for proctor support. AFEES will maintain sufficient records to establish proctor-manning requirements and to document, by name, when production recruiters were used as proctors. Specific proctor duties in support of ASVAB testing will be published in appropriate USMEPCOM regulations. "No shows" and unfavorable incidents pertaining to recruiting personnel will be reported by the AFEES to the (IRC level) recruiting commanders.

11. Oversea institutional testing program. *a.* Institutional testing under the Armed Services Vocational Testing Program is restricted to schools in the United States, its commonwealth(s), and its territories. Testing may also be conducted in oversea DOD dependent schools contingent on the following:

- (1) Desire of school personnel to have the testing conducted.
- (2) Availability of test control officers.
- (3) Availability and desire of oversea recruiting personnel to coordinate the program. (Coordination includes scheduling the schools for testing and providing proctors and logistical support for test control officers if required.)

b. Currently, testing overseas is conducted in the Federal Republic of Germany, the Netherlands, Belgium, England, Spain, Italy, the Republic of Korea, Japan, the Republic of the Philippines, and Panama. Responsibilities for coordinating the

vocational testing program for DOD schools within these countries is assigned as follows:

- (1) US Air Force Recruiting Service—England and Spain (except Rota, Spain).
- (2) Navy Recruiting Command—Spain (Rota only) and Italy.
- (3) US Army Recruiting Command—all other countries listed in this paragraph.

c. Responsibilities for coordinating testing of DOD schools in the countries stated in *b* above and in countries not covered in this paragraph will be as agreed upon between the Services and the Executive Agent.

d. Responsibilities for the program are as follows:

(1) Recruiting services will schedule schools for ASVAB testing, coordinate test schedules with in-country test control officers, provide required logistical support to test control officers, and proctor in tested schools as required.

(2) The military services will designate test control officers that will support the institutional testing program within the countries designated as their areas of responsibility in *b* above. Lists of designated test control officers will be provided to the Executive Agent; to HQ USMEPCOM, ATTN: MEPCT-O, Fort Sheridan, IL 60037; and to the recruiting service headquarters responsible for testing in the areas assigned.

(3) The Executive Agent will provide ASVAB institutional testing materials to the test control officers designated by each Service.

(4) HQ USMEPCOM will—

(a) Provide ASVAB institutional testing instructions, manuals for administration, temporary duty funding, and technical assistance to the test control officers designated to conduct the institutional test sessions.

(b) Score student answer cards, return student result sheets to the schools, and provide Service summaries of test results to each recruiting service headquarters.

c. Results of any test sessions conducted in oversea schools will be provided by HQ USMEPCOM to all recruiting services headquarters requesting them.

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