



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

MCBO 1200.1A
B 37
29 Sep 99

MARINE CORPS BASE ORDER 1200.1A w/Ch 1

From: Commander
To: Distribution List

Subj: PERSONNEL TESTING

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

1. Purpose. To establish procedures for administering personnel classification and reclassification tests.

2. Cancellation. MCBO 1200.1.

3. Information

a. Reference (a) sets forth procedures for testing Marines subsequent to their initial classification testing, and designates the MCB, Quantico, previously MCCDC, as an authorized testing command.

b. The Command Education Officer and the CO, TBS are each designated to delegate the duty of Classification Test Material Custodian (CTMC). An officer, SNCO or civilian General Schedule (GS) employee GS-7 equivalent (or higher) will be designated in writing as the CTMC. A certified true copy of the designation will be forwarded to the CMC, Manpower Plans and Policy-50 (MPP-50), previously Manpower Analysis (MA), within 5 days of appointment.

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

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

e. Coordination in scheduling personnel testing will be accomplished with organizational career planners to disseminate

information regarding times, dates, and locations of testing sessions and to ensure the verification of individual eligibility for testing and retesting. All retesting will comply with regulations set forth in reference (a).

f. The following personnel tests authorized for use by reference (a) will be administered per regulations set forth in reference (a) for testing/retesting and the prescribed specific test instructions in references (b) and (c).

* (1) Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB replaced the Armed Forces Classification Test (AFCT) for in-service retesting of Marine Corps enlisted personnel. Retesting will not be done more than once every 6 months, unless required to meet a prerequisite for retention or when applying for commissioning. Authority for retesting within this period must be obtained from the CMC (MPP-50).

(2) General Classification Test (GCT). The GCT is administered in place of the ASVAB/AFCT for all commissioned and warrant officers. Retesting will not be done more than once every 6 months, unless required to meet a prerequisite for retention. Authority for retesting within this period must be obtained from the CMC (MPP-50).

(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. Retesting will not be done more than once every 6 months. Authority for retesting prior to 6 months must be obtained from the CMC (MPP-50).

(4) Electronics Data Processing Test (EDPT). The EDPT is used to aid in the selection of personnel for data processing training. This test will be administered to all personnel being considered or applying for assignment to the data processing field. Retesting will not be done more than once every 6 months, unless it is required to meet a requisite for reenlistment option authorized by the CMC (MPP-50).

(5) Language Proficiency Test (LPT)/Defense Language Proficiency Test II/III/IV (DLPT II/III/IV). The LPT and DLPT II/III/IV are designed as the standard tests for determining proficiency in a foreign language. Only the listening and reading portions of the language tests will be administered to in-service Marines. The speaking portion of the test will 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 thus manages the Foreign Language Proficiency Pay (FLPP) Program. Retesting for recertification on an annual retest is required. Otherwise, optional retests will not be administered more than once every 6 months in the same language. A retest in the same language prior to 6 months may be authorized by the CMC (MPP-50) if it is required to meet a requisite for a reenlistment option.

(6) Army Radio Code (ARC). The ARC is referred to by other branches of the Armed Forces as the Audio Perception (AP) Test. The ARC/AP is designed to measure aural abilities and mental recall capabilities. The ARC will be administered to personnel being considered or applying for assignment to Signals Intelligence/Ground Electronic Warfare, occupational field 26 (OccFld 26). Retesting will not be done more than once every 6 months, unless it is required to meet a requisite for reenlistment option authorized by the CMC (MPP-50).

g. Classification test material is for "OFFICIAL USE ONLY." Accountable test material (test booklets, scoring keys, test tapes, and scored answer sheets) will be transmitted by registered mail (not certified mail) or hand-carried. Completed or partially completed answer sheets, which 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 will be double-wrapped, tape-sealed, and will be accompanied by a signed letter of transmittal. The inner wrapper will 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. They are supplied to testing facilities by the CMC (MPP-50) and will be stored in safes or vaults at the testing facilities when not in use. Safe or vault combinations will be changed at least once semiannually and each time a new CTMC is appointed.

i. Classification test material will be inventoried semiannually, during June and December by the CTMC. Upon relief of a CTMC, the current CTMC and the person relieving the current CTMC will

conduct a joint inventory. These reports are exempt from reports control. The original of the semiannual inventory conducted in June will be forwarded to the CMC (MPP-50) by the last day in July. The joint inventory for CTMC change is due to the CMC (MPP-50) within 5 days of appointment.

j. Test scoring for Marine personnel will be conducted by the CMC (MPP-50) to become part of their official record. The scores will be entered into the Marine Corps Total Forces System (MCTFS) within approximately 20 days. The parent unit may view the scores on the test score screens of the MCTFS.

4. Action

a. Director, Marine Corps Community Services (MCCS) Division. Request the Command Education Officer to designate a CTMC for MCB, Quantico and furnish a certified copy of the designation in writing to the CMC (MPP-50).

b. Deputy Commander, Training and Education Division. Ensure the CO, TBS, designates a CTMC in writing and forwards a certified copy to the CMC (MPP-50) and the Commander, MCB, Quantico.

c. CO. 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 (BTR) for entries of previous scores and examination dates of Marines desiring to schedule classification testing.

d. CTMC MCB, Quantico and TBS

(1) Administer all tests in compliance with the requirements of 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, as regulated in reference (a). The original signed inventory for June must be sent no later than the last day of July to the CMC (MPP-50).



R. P. ROOK
Chief of Staff

DISTRIBUTION: A



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19 Nov 03

MARINE CORPS BASE ORDER 1200.1A Ch 1

From: Commander
To: Distribution List
Subj: PERSONNEL TESTING

Encl: (1) New page insert to MCBO 1200.1A

1. Purpose. To transmit a new page insert to the basic Order.
2. Action. Remove page 2 of the basic Order and replace with the corresponding page contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.

R. T. BRIGHT
Chief of Staff

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