COMMAND AUTHORIZATION LETTER FOR ARMED FORCES CLASSIFICATION TEST (AFCT)

COMMAND LETTERHEAD
(Must use Battalion/Squadron level Letterhead-not Company level)

1230
Office Code
Date

From: Commanding Officer (Only Battalion/Squadron level CO)
To: MCB Hawaii Education Center (Test site)

Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFCT ICO SERGEANT I.M. MOTIVATED EDIPI/0111 USMC

Encl: (1) Certified True Copy of MCTFS TEST screen

Ref: (a) MCO 1230.5c (Marine must meet requirements to test per MCO)

1. In accordance with the reference, Sergeant Motivated meets the requirements for the in-service retest of the AFCT. Sgt Motivated is applying for **(STATE THE REASON FOR TESTING, i.e. lateral move to MOS XXXX) and needs to attain a (specify score required, i.e. GT score of 110 or AFQT score of 72).** He/She currently possesses a GT score of 108 (or other composite score or AFQT score) and he/she last tested on 28 January 2010. Attached is a certified true copy of his/her test screen from MCTFS verifying these scores.

2. Point of Contact for this request is Major Incharge at (123) 456-7890 or via email ikaika.incharge@usmc.mil.

I.M. INCHARGE
(or By direction}

*Anyone signing other than the Battalion/Squadron CO must type By direction

Submit the following items to the MCB Hawaii Education Center prior to the test date to register for the AFCT:
1. Official Command Authorization Letter for AFCT
2. Certified True copy of Test screen from MCTFS (See S-1 for assistance. Scores from MOL will not be accepted!)
3. MCB Hawaii Education Center Classification Test Registration form

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ABCDEFGH                    ****TEST SCORES****                    10/01/2018
        ENTER NEXT EDIPI: ---------- ENTER CATG:    SEQ NBR:    17:18:20
    EDIPI:                   NAME: MOTIVATED, IAM M                 PAGE: 01
      RUC:        COMPANY CODE:     PRES-GRADE:      RECSTATE:     COMP CODE:
                     PLT CODE:        TRNGRP:    R-RECSTAT:    RCOMP-CODE:


            *CLASS TEST*
             VER:
             TYPE:
             DATE:

             *ASVAB TEST*
               GT
               MM
               EL
               CL


            *FOREIGN  LANGUAGE*                    *SELF PROFESSED LANG*
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Sign here
_____

CERTIFIED TRUE COPY OF ORIGINAL
Capt Reeves, Michael
20171012

ENCLOSURE (1)

_Stamped, signed, rank and dated E-7 or
above. If E-6 and below or civilian
Marine submit by direction letter_