



Office Only: Initial & Date Received

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AFCT: Armed Forces Classification Test

READ THE INFO RE: REQUIRED DOCUMENTATION ON THE BACK OF THIS FORM...

2025 Test Dates: *please circle one*

09 JAN	23 JAN	06 FEB	20 FEB	06 MAR	20 MAR	03 APR	17 APR
01 MAY	15 MAY	05 JUN	<i>No 2nd JUN exam</i>	03 JUL	17 JUL	07 AUG	21 AUG
04 SEP	18 SEP	02 OCT	16 OCT	06 NOV	20 NOV	04 DEC	18 DEC

Exam Information

REQUIRED: ① CAC

② Uniform of the Day / **IMPORTANT: No civilian clothing (per MCO 1230.5C)**

LOCATION: Education Center / MCB Hawaii – Kaneohe Bay / Bldg 220 / Classroom A / First Deck

EXAM TIME: Exam begins at **0900** / Please report to Classroom A no later than **0850**

TO CANCEL: Call (808) 496-2158 or email megan.m.sanbei.naf@usmc.mil & emily.l.kopasz.civ@usmc.mil

Full Name (Rank First M.I. Last): _____

EDIPI: _____ **Unit:** _____

Email(s): _____

Cell Phone: _____ **Duty Phone:** _____

PLEASE CHECK ALL BOXES THAT APPLY TO YOU (includes important info):

This is the FIRST time I am taking the AFCT (*this refers to the AFCT exam, not the ASVAB*)

This is NOT the first time I am taking the AFCT and I last tested on: _____

I am requesting HQMC AFCT Waiver to retake AFCT short of the 6-month waiting period

I understand that my CO Letter & MCTFS Score Report must be submitted prior to testing

I understand that it is my responsibility to inform my Command about my test date and time

Signature: _____ **Today's Date:** _____

VERY IMPORTANT!

Failure to follow this guidance may result in your inability to take the AFCT on your chosen date

To be eligible to take your AFCT, you must submit two (2) documents to the Education Center:

- ① A Commanding Officer (CO) Letter, and...
- ② A copy of your current ASVAB/AFCT scores printed from Marine Corps Total Force System (MCTFS)

Please follow this process carefully to ensure your AFCT eligibility:

Step 1. Type up a draft copy of your CO Letter. Letter must follow template exactly. Sometimes your S-1 can help with the letter. *We HIGHLY ENCOURAGE you to have the Education Center review your draft copy before you route it up through your Chain of Command.* CO Letters that do not follow the template will be rejected.

Step 2. Obtain a paper copy of your **MCTFS** Test Scores from your S-1 or from IPAC. MOL is not accepted.

Step 3. Route BOTH documents simultaneously up through your Chain of Command.

Step 4. IMPORTANT: Both documents must be signed by an **O-5 (LtCol)** or above. If someone OTHER than an O-5 or above signs your documents, YOU MUST INCLUDE A **BY DIRECTION LETTER** WITH YOUR PAPERWORK. **If there is no By Direction letter included with your paperwork, we cannot accept it.** To reiterate: if an O-5 or above signs your two documents, you do NOT need a By Direction Letter.

NOTE: The MCTFS Test Score printout must include the words (or stamp) stating "CERTIFIED TRUE COPY," along with the signature and printed name of the signer. This is standard USMC protocol. **IMPORTANT: PLEASE FOLLOW THE CO LETTER TEMPLATE WE GIVE YOU EXACTLY.** Otherwise, HQMC will reject your paperwork and delete your AFCT scores.

DEADLINE TO SUBMIT YOUR CO LETTER & MCTFS SCORES: You must submit all the correct paperwork BEFORE YOU TEST. **If you show up the morning of the AFCT with incorrect paperwork, you cannot test.** Therefore, we highly recommend that you submit your two documents as soon as possible, well before your test date.

➤ **If you have any questions, ask the Education Center (Bldg 220) or call (808) 496-2158!** ⚡

AFCT Prep Resources (free):

- ☑ Our 4-week Military Academic Skills Program (MASP)
- ☑ DoD's virtual Online Academic Skills Course (OASC)
- ☑ Base Library (both prep books and online study available)
- ☑ Tutor.com for active duty

AFCT Prep Tips:

- ☑ Study in shorter daily sessions instead of a few "cram sessions"
- ☑ Pick a comfortable, distraction-free place to study
- ☑ Schedule a time to dedicate to studying; create prep schedule
- ☑ Find a study group or partner
- ☑ Get enough rest and limit your stress
- ☑ Relax the night before the test; get a full night's sleep

When and where do I get my AFCT exam results?

Per HQMC MPP-50, results will be available on your USMC MCTFS account, and on MOL soon after that. MPP-50 states that your scores will be officially posted no later than **30 days** after you take your AFCT.