

AFCT Request

1. Log in to myeducation.netc.navy.mil with your CAC
2. Select “AFCT Request”, then “Create New Application”
3. Fill out “Approver Information” and “Application” sections:
 - a. Approver Information: enter your O-5 Commanding Officer (CO)
 - i. **If not O-5, they’ll need to upload a “By Direction” letter stating they have approver authority**
 - b. The Education Center does not keep a list of approvers
 - c. Application: For Testing Location, enter “MCB Hawaii”
 - d. Select reason for taking the AFCT under “Program Category”
4. Save and submit your AFCT Request
5. Your Command Approver will be emailed a link to review and approve your request
 - a. they will upload a “By Direction” letter if needed
6. Once approved, you will receive an email confirming your AFCT Request
7. Reach out to the Education Center to schedule your test date

YOU HAVE 90 DAYS FROM THE APPROVAL DATE TO SCHEDULE AND TAKE YOUR AFCT. IT IS YOUR RESPONSIBILITY TO SCHEDULE YOUR AFCT WITH US.