



**UNITED STATES MARINE CORPS
UNIT LETTER HEAD AND COMPLETE ADDRESS**

IN REPLY REFER TO:
1230
DATE

From: **Commanding Officer, Battalion or Squadron Level**
To: Education Officer, Marine Corps Air Station Miramar
Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFCT ICO **RANK, NAME, EDIPI, AND MOS**
Encl: Certified True Copy of MCTFS TEST Screen
Ref: (a) MCO 1230.5C

Commented [MCKL1]: Must be stamped "Certified True Copy" and signed

1. In accordance with the reference, **RANK AND NAME** meets the requirements for an in-service retest of the AFCT. **RANK AND NAME** is applying for **NAME OF PROGRAM (MOS ####)** and needs to attain **AFQT, GT, MM, EL, CL** score of **SCORE**. His/her current score is a **CURRENT SCORE** and he/she last tested on **TEST DATE**. Attached is a certified true copy of his/her TEST screen from MCTFS verifying their scores.

Commented [MCKL2]: Only the necessary score that needs to be increased needs to be stated. NOT all scores.

2. Point of contact for this request is **COMMANDING OFFICER AT BATTALION/SQUADRON LEVEL OR STAFF OFFICER WITH "BY DIRECTION", UNIT, at PHONE NUMBER**

**COMMANDING OFFICER
OR BY DIRECTION**

SAMPLE LETTER