

If it is someone other than the Marine's battalion/squadron CO within their chain of command, the only other persons authorized to sign are those with by direction authority granted by the battalion/squadron CO and must place "By direction" underneath signature.

COMMAND AUTHORIZATION LETTER FOR AFQT RETEST INSTRUCTIONS

COMMAND LETTERHEAD

1230
Office Code
Date

From: **Commanding Officer**
For: MCB Quantico Voluntary Education Center

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

Encl: Certified True Copy of MCTFS TEST screen

Ref: (a) MCO 1230.5C

The "To line" will be addressed to the Education center/test facility at which the Marine will retest. The example here depicts a Marine that is retesting at the MCB Quantico Education Center.

1. In accordance with the reference, Sergeant Motivated meets the requirements for an in-service retest of the AFQT. Sgt I. M. Motivated is applying for (State reason for testing) and needs to attain a (specify score required, i.e., GT score of 110). He currently possesses a GT score of 108 and he last tested on 28 January 2006. Attached is a certified true copy of his TEST screen from MCTFS verifying these scores.

2. Point of Contact for this request is Major I. M. Incharge, Commanding Officer, Marine Unit, Overseas at (123) 456-7890, DSN 456-7890.

I. M. INCHARGE
(or By direction)

- Ensure Marine meets the requirements to test per the ref.
- Ensure to include certified copies of MCTFS Test Screen
- Ensure a valid and specific reason to test is stated within this letter, i.e., lateral move to MOS XXXX (must state MOS), officer program, warrant officer program, etc.
- Ensure to state AFQT/composite score requirement that Marine is short in attaining.

Follow this template and these instructions to ensure expeditious processing of YOUR Marine's test scores.