

Summary of Changes

USMEPCOM Regulation 601-4

Personnel Procurement Student Testing Program

Major and administrative revisions have been made throughout this regulation. It is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions.

November 13, 2006

USMEPCOM Regulation 601-4

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

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No. 601-4

November 13, 2006

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**Personnel Procurement
Student Testing Program**

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Executive Summary. AR 601-222, OPNAVINST 1100.5, MCP 1130.52E, AF JI 36-2016, CG COMDTINST 1130.24A (Armed Services Military Personnel Accession Testing Programs) designates Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) as the single manager of all Armed Services Vocational Aptitude Battery (ASVAB) testing in the United States, its commonwealth, and territories. Management includes program promotion, test administration, scoring distribution of test materials, and the training and supervision of all testing personnel. This regulation implements chapter 2, The Department of Defense (DoD) Student Testing Program (STP), and prescribes responsibilities, policies, and procedures for administering the STP.

Applicability. This regulation is applicable to all recruiting services and the USMEPCOM in providing the STP. It provides procedural and administrative guidance to recruiting services for performing the required duties in support of the STP.

Supplementation. Supplementation of this regulation is prohibited without prior approval of HQ USMEPCOM, ATTN: J-3/MEOP-TD, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: J-3/MOP-TD. Users are invited to send comments and suggested improvements on [Department of the Army \(DA\) Form 2028 Recommended Changes to Publications and Blank Forms](#) directly to HQ USMEPCOM, ATTN: J-3/MEOP-TD, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

Internal Control Process. This regulation contains **internal** control provisions and provides an **internal** control evaluation checklist in [Appendix A](#) for use in conducting **internal** controls.

*This regulation supersedes UMR 601-4, Student Testing Program **November 13, 2006**

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Chapter 1 General

1-1. Purpose

This regulation prescribes policies, procedures, and responsibilities for carrying out the Department of Defense (DoD) Student Testing Program (STP). Program elements include promotion of the **student version of the** Armed Services Vocational Aptitude Battery (ASVAB) and the Career Exploration Program (CEP) to schools and the education community, administration of the test and follow-up services to the schools, entering and maintaining testing data in the USMEPCOM Integrated Resource System (USMIRS), the overseas STP, and training and supervision of all testing personnel.

1-2. References

Required and related publications, required forms, are in [Appendix B](#).

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the [Appendix D, Glossary](#).

1-4. Responsibilities

a. The Commander, **USMEPCOM** will ensure adequate funding to administer the STP and ensure sufficient stock of student ASVAB tests, CEP materials, and promotional items are printed, distributed, and maintained.

b. The Director, J-3/Operations will ensure the overall administration of the STP is in accordance with the procedures, policies, and intent of this regulation. The Director, J-3/Operations will present STP administration issues to the Recruiting ~~Commander/Operations Committee~~ Services.

c. The Chief, testing division will maintain staff supervision of the STP and advise the Director, J-3/Operations on all aspects of the STP. The Chief, Testing Division will coordinate STP issues with the Office of the Deputy Under Secretary of Defense, Accession Policy (DUSD/AP) and the Defense Manpower Data Center (DMDC), ~~Personnel Testing Division~~ Defense Personnel Assessment Center. The Chief, Testing Division will present STP administration issues to the Manpower Accession Policy Work Group.

d. The Command educational services specialist (ESS) will serve as the HQ USMEPCOM STP Manager for all aspects of the STP and advise the Chief, Testing Division on all aspects of the STP.

e. Sector Commanders will ensure the overall administration of the STP is in accordance with the procedures, policies, and intent of this regulation within the Sector area of responsibility (AOR). Sector Commanders will hold each Military Entrance Processing Station (MEPS) Commander responsible for maintaining established standards for the STP.

f. The Sector ESS will manage all aspects of the STP within the Sector AOR and advise the Sector Commander on program administration.

g. **The Battalion (BN) Commander will provide oversight of the STP within the BN AOR. In regards to the STP, the BN Commander will assist subordinate MEPS Commanders in resolving issues with the Interservice Recruitment Committee (IRC), review MEPS responses to all HQ and Sector tasking messages, and provide oversight and management of funding for state and local educator marketing events, and Center of Influence (COI) events.**

h. The MEPS Commander will act as the overall supervisor and responsible for the STP throughout their MEPS AOR. They will ensure the overall administration of the STP is in accordance with the procedures, policies, and intent of this regulation within the MEPS AOR, ensure MEPS staff supports the STP with required resources, and ensure coordination and support of the local marketing plan with the Interservice Recruitment Committee (IRC) members.

i. The MEPS ESS will serve as the STP manager for the MEPS AOR, responsible to the MEPS Commander, manage the STP and advise the MEPS Commander on all aspects of the MEPS STP, advise **and coordinate with** the MEPS test control officer (TCO) on all issues pertinent and within the MEPS TCO realm, manage all school marketing, and coordinate with the MEPS TCO for support of the STP. **As the program manager, the MEPS ESS will manage scheduling of all ASVAB CEP career seminars and related training to MEPS or recruiting service personnel supporting the STP. The ESS will supervise the Test Coordinator (TC).**

j. The MEPS TCO will enforce the control and security of the STP ASVAB **controlled** test materials and associated publications and carry out security duties as required in [UMR 611-1, Enlistment Qualification Tests](#). **Additionally, the MEPS TCO will ensure MEPS Test Administrators (TA) and Intermittent Test Administrators (ITA) provide student testing support to meet program goals. The TCO will ensure high school test scoring support is provided by the testing section. The TCO is responsible for placing orders for student ASVAB material through the U.S. Army Publishing Directorate website. The TCO will supervise the TA/ITAs.**

k. The MEPS Test Coordinator (TC) will coordinate with the MEPS ~~TCO and~~ ESS to perform administrative functions in support of the STP, will serve as the primary coordinator and point of contact (POC) for school officials, recruiting services, and any **contracted** individual or organization for all issues related to scheduling and administration of the ~~Student~~-ASVAB CEP, and serve in the capacity of a TA on an as needed basis. **The TC will inform the TCO when testing materials should be ordered to ensure adequate supplies of ASVAB print material.**

l. **The MEPS TA/ITA will be qualified to conduct student test sessions as required.**

Chapter 2

The Department of Defense (DoD) Student Testing Program (STP) and the Armed Services Vocational Aptitude Battery (ASVAB) Career Exploration Program (CEP)

2-1. The DoD STP

The STP is offered to provide secondary and post-secondary schools and students assistance in curriculum planning, vocational and career counseling, and group assessment. The CEP allows recruiting services to gain access and visibility to the high school market and provides ~~names and scores of potential recruits to the services~~ prequalified leads to recruiters based on school-selected release options. The DoD offers the STP to schools at no cost. The DUSD/AP has charged USMEPCOM to provide an ESS as the primary point of contact for this program at each MEPS. ~~administer the STP using test and career exploration materials developed by DMDC.~~

2-2. Scope of administering the STP

- a. The scope of program administration for USMEPCOM includes-
 - (1) Educate and gain the interest of the educator public in the ~~DOD-STP ASVAB CEP.~~
 - (2) Gain participation from individual schools for use of the ~~STP ASVAB CEP. and providing the CEP to students~~
 - (3) Coordinate with schools for scheduling ~~and providing resources needed to administer the ASVAB.~~
 - (4) Provide resources needed to administer the ASVAB CEP.
 - (5) Provide pre-test information and post-test career exploration activities to students.
 - (6) Ensure standardized testing rules and test controls are in place.
 - (7) Provide ~~STP ASVAB CEP~~ training to recruiters.
 - (8) Enter and maintain accurate testing data for accession use, historical trend analysis, and reporting.
 - (9) Identifying how long each type of testing data needs to be retained and when it should be deleted.
 - (10) Recommend changes to the System of Records Notice (SORN) for STP data as needed.
- b. This program is available to students in the 10th, 11th, and 12th grades, Job Corps centers, and to post-secondary students. The ASVAB will not be administered to students below the 10th grade. CEP materials will not be provided for students below the 10th grade. The STP is also available to Military and Civilian dependents in the Department of Defense ~~Dependents-School~~ Education Authority (~~DDDS~~) (DODEA) system.

c. A school is defined as an education entity providing secondary or post-secondary education to students primarily between **16** and **23** years of age and awarding a degree, certificate (diploma or General Education Development equivalency), or trade skill designation. Home school students may be tested by agreement with an area high school or if a home school association can provide a testing location at no cost to the government. Students participating in the Career Exploration Program will not be tested outside of their school facility without coordination with school officials. Student test sessions will not be administered at alternate sites unless an exception to policy is approved by J-3/MEOP-TD.

2-3. STP components

a. The ~~student~~-ASVAB. The student **version** of the ASVAB is a multi-aptitude test battery consisting of subtests from which skill level scores in the verbal, math, and science and technical areas are derived. Two [Department of Defense \(DD\) Form 1304-5, ASVAB Summary Results \(ASR\)](#) sheets are generated for each student taking the test; one for the student and one for the school counselor. Descriptions of the subtests and information concerning the composite scores are contained in the ASVAB CEP support materials. Approximately 3 hours is required to complete test administration. **If a student ASVAB is scheduled and administered, the below CEP portion must offered. The CEP may be conducted by a MEPS ESS or trained Recruiting Service ESS, school personnel, or recruiters. The school may decline to provide the CEP portion of the program.**

b. The CEP. The CEP is designed to help students learn more about themselves and the world of work, identify and explore potentially satisfying occupations, and develop an effective strategy to realize their goals. It consists of a set of materials designed to help students integrate their ASVAB test score results with their interests. This comprehensive program meets most school requirements for career planning/transitioning of students.

2-4. Professional management and representation of the **STP ASVAB CEP**

The **STP ASVAB CEP** is used to provide career and transitional counseling to the youth of the United States. It is necessary that individuals with education and/or counseling credentials manage and represent the STP.

a. The ESS. Each MEPS Commander will hire an individual fully qualified to carry out career exploration services with the nation's schools as the DoD's representative. This individual is known as the ~~MEPS-STP manager or~~ ESS and serves as the primary manager of the STP within the MEPS AOR.

b. Qualifications. The ~~STP manager/~~ ESS will have appropriate education and/or counseling credentials to fill an ESS (GS 1740-11) position at the fully qualified level and appropriate knowledge, skills, and abilities to perform the functions required for the STP and CEP. **Office of Personnel Management qualification standards include 24 semester hours appropriate to the position being filled, with at least one course in Test and Measurement or Adult Learning. Qualifications must be met prior to hire. Experience cannot be used to meet the education requirement. Developmental positions are not authorized for the ESS. ~~The MEPS commander will notify sector of the hiring, resignation, or firing of a MEPS ESS.~~ The Sector ESS and/or Command ESS ~~may~~ will review MEPS referral lists for qualifications ~~and~~ of applicants for MEPS ESS positions, make recommendations, ~~to MEPS commanders~~ and assist the MEPS Commanders throughout the hiring process. The MEPS Commander will make the hiring decision. The MEPS Commander will **immediately** notify Sector of the hiring, pending retirement, resignation, or firing of a MEPS ESS. **Sector will immediately notify HQ of these actions.****

c. Professional activities. The MEPS ESS will participate in professional education activities as a function of their job to engage the educator public as well as to maintain professional development and currency in their field. These activities may fall outside normal duty hours and, in order to take advantage of opportunities to benefit the STP, the MEPS ESS may need to work an alternate **or** flexible work schedule, **including telework**.

d. STP support. The TC is the primary school POC for test scheduling and other administrative actions. The MEPS ESS ~~may participate in~~ will review, interview, and select potential candidates for filling the TC position. The MEPS ESS ~~will coordinate with the~~ and TCO **will collaborate** to ensure that the duties ~~of the MEPS TC~~ and daily activities ~~properly~~ support the STP.

e. **Business cards.** Only HQ USMEPCOM Operations Directorate/Testing Division personnel (J-3/MEOP-TD), Sector ESS, and MEPS ESS are authorized to use commercially procured personalized CEP business cards with appropriated funds.

(1) Requests for ESS business cards must be processed through J-3/MEOP-TD.

(a) MEPS name, ESS name, MEPS address and phone numbers

(b) Only credentials (degrees, certifications) related to the field of education will be listed on business cards

(c) Only official cell phone numbers are authorized

(2) While other members of the MEPS staff support the CEP, they are not authorized commercially procured business cards. Instead, a generic CEP business card is authorized. Generic cards may be produced in-house using existing computer hardware and software.

(a) Locally produced cards will use the approved J-3/MEOP-TD CEP template

(b) Contain the individual's name, MEPS address, and CEP toll-free number.

(c) Cards will be printed on perforated card stock which can be obtained through supply channels.

(d) Under no circumstances will commercial production of generic CEP business cards be authorized at government expense.

(3) Cards produced at own expense must use the approved CEP template.

(4) When representing the CEP, individuals will not leave MEPS/Command business cards; they will only leave CEP business cards.

2-5. Recruiting services and the STP

a. Student scores. Scores from the student **version of the** ASVAB, in addition to being used with the CEP, are valid for enlistment for up to two years. Students in the delayed entry program for enlistment into a Military Service are not allowed to take the student **version of the** ASVAB. Enlistment scores for 11th, 12th grade, **and post-secondary** students are available only from the MEPS **if a school determines to release scores**. Scores for 10th grade students are invalid for enlistment **and are not released to the Military**.

b. Service assignment of schools. The local IRC assigns each school within the MEPS boundaries to a particular recruiting service. These assignments are based on ~~service slice, or~~ the proportion of applicant processing provided ~~by to~~ each service ~~by~~ a specific MEPS. The IRC may change school assignments ~~can be changed~~ anytime they are determined to be out of alignment with ~~service slice processing numbers. The assigned service may have~~ The MEPS ESS has primary responsibility for ensuring recruiters have received MEPS ASVAB STP/CEP training prior to promoting the STP and coordinating test scheduling with schools and MEPS TC or MEPS ESS the MEPS testing section.

(1) Services are encouraged to schedule, with the MEPS ~~TC testing section~~, previously unscheduled schools, without regard for assigned service. However, the assigned service will have the first opportunity. An “unscheduled school” is one that has not tested nor scheduled to test in the current school year (SY). Open season dates, as well as determination of service credit for schools and students tested, will be agreed upon by the IRC, and stated in the marketing plan.

(2) The MEPS Commander will make the final determination for a school assignment when such assignment is disputed. ~~The BN Commander will resolve issues with the recruiting services if required.~~

c. Gaining school commitment. ~~Recruiters of the assigned service~~ The MEPS and IRC are ~~ultimately jointly~~ responsible for promoting the STP ASVAB CEP and gaining the schools commitment to test. ~~Service ESS and~~ recruiters will notify the MEPS ~~TC testing section~~ upon gaining the commitment from a school to test, in order for scheduling to take place. The MEPS ESS and TC will ensure schools are contacted, scheduling and confirmation ~~emails~~ or letters are sent, and test administration resources are coordinated.

d. Proctor support. The assigned service will coordinate sufficient proctor support for each test session and submit the designated proctors to be provided by each service to the MEPS prior to the test date (see [Paragraph 3-1](#)). The MEPS TC will confirm proctor requirements 5 work days prior to the test date and communicate any changes to the responsible service. ~~The IRC maintains final responsibility for proctor support.~~

e. IRC education subcommittee. The MEPS ESS will preside over the IRC education subcommittee. The education subcommittee will be composed of representatives from each recruiting service. The subcommittee will ~~periodically~~ meet ~~once per quarter~~ to evaluate STP success and develop marketing strategies for increasing school participation and resolving support issues. ~~A minimum of four meetings will be held each year.~~ Meetings may be conducted ~~face-to-face~~, via telephone conference call, or conferencing technology if available. The MEPS ESS will maintain education subcommittee minutes under RN 601; disposition instructions are in [Appendix B](#), Section III. ~~MEPS will use Schools 2001, USMIRS, and USMEPCOM business intelligence tool-generated reports to analyze MEPS and recruiting service performance toward goal accomplishment.~~

2-6. Training needs for STP and CEP

The ASVAB CEP ~~provides~~ professionally developed assessment and counseling tools used with ~~10th, 11th, and 12th grades secondary and post-secondary students~~. It is imperative that ~~both are the program is~~ presented in a professional manner that provides the youth valid test results and appropriate career guidance. To maintain this professional level, all individuals involved in any way with the STP will be trained.

[TOC](#)

a. MEPS ~~TCO and~~ ESS training. USMEPCOM will maintain a training plan to meet the training needs of the MEPS ~~TCO and~~ ESS by way of orientation and/or annual training. A new ESS will receive initial training during a site visit by the Sector ESS or designated BN subject matter expert (SME) within 60 days after hire, attend established USMEPCOM ESS Orientation training within their first year, and attend training events as directed. MEPS are encouraged to fund ESS cross-walks with ESS SMEs with similar testing profiles when possible.

b. MEPS TCO training. The MEPS ESS will provide an STP overview to the MEPS TCO within 30 days after hire to facilitate an understanding of the unique challenges of school testing.

c. MEPS TC training. The MEPS ~~TCO~~ ESS will ensure the TC is trained for performing scheduling, marketing and communications with schools. The ESS will ensure training is conducted on authorized databases and business intelligence tools. The MEPS ESS will ~~coordinate with the MEPS TCO to assist in this training. The MEPS TCO will~~ develop a training plan for a new TC and an annual training plan for TC continued development. The MEPS TCO will provide training in test security, controlled test material handling, test administration, answer scanning, and scoring.

d. MEPS TA/ITA and Test Monitor training. The MEPS TCO will provide training to any newly appointed TA for all duties related to the STP to include test security and handling, test administration, answer sheet scanning, and product distribution. The MEPS TCO will provide training to the newly appointed ITA on test security, controlled test material handling, and test administration. TA/ITAs will be trained to act as test monitors for school sessions when school staff members act as assistant TAs.

e. MEPS personnel. The MEPS ESS will provide mission essential training on the STP to all MEPS personnel.

~~e. Contracted TA training. The MEPS TCO will provide training and inspections for contracted TAs according to regulation, current contract, and/or memorandum of understanding (MOU).~~

f. Recruiter training. The MEPS ESS will ~~provide~~ ensure STP training is provided to the recruiting services. ~~during specified recruiter training days.~~ The basic information for the training is contained in [DD Form 1304-5RG, The ASVAB Career Exploration Program, Recruiter Guide](#). ~~Training on pre and post test activities will also be conducted.~~ Additional Training activities may be performed at the MEPS, recruiting stations, or other agreed upon location. However, prior to ~~promoting the ASVAB CEP, coordinating test scheduling with schools,~~ or conducting pre- and post-test activities, the MEPS ESS will ensure recruiting personnel are able to correctly represent CEP information to school personnel. The test session TA will review proctor duties with recruiters prior to each school test session.

g. Recruiting ESS and service liaisons. The MEPS ESS will provide training to the recruiting services ESS and/or liaison as needed to assure they are fully trained and aware of all program updates and requirements. This training may take place during IRC education subcommittee meetings or other arranged event.

h. School staff. When a school determines to participate as assistant TAs or proctors (see [Paragraph 3-1d](#)), including the Single Site Testing (SST) program (see [Paragraph 3-10](#)), the MEPS will provide training on fundamental duties related to test security and test administration prior to testing. In addition, whenever possible, the ESS will provide test interpretation training to school counselors so that the post-test process can be accomplished by the school if desired.

Chapter 3**The Student Armed Services Vocational Aptitude Battery (ASVAB) Scheduling and Session Requirements****3-1. Test session scheduling**

a. School coordination. ~~The ASVAB CEP is provided to schools and educational programs when schools agree to participate.~~ The MEPS ~~TC and/or MEPS-ESS~~ testing section will coordinate test session dates and ~~email or~~ mail scheduling letters, confirmation letters, marketing letters, and STP test session support materials to schools. The MEPS TC will communicate with the school POC to reconcile test dates, special requests, and facility requirements. The MEPS ESS will determine if any promotional marketing supplies will be ~~emailed or~~ mailed. The ESS will also provide schools with copies of ~~the DD Form 1304-5CM (The ASVAB Career Exploration Program, Counselor Manual) and the DD Form 1304-5MC (Military Careers)~~ program materials or links to online resources as required. ~~All~~ Written communication, including envelopes, will be typed. Written correspondence may be prepared on ~~STP ASVAB CEP~~ letterhead but need not follow Army correspondence requirements, ~~but must be professionally written. ; subject to the MEPS commander's discretion~~ Short thank you notes may be hand written. HQ USMEPCOM sanctioned software developed for the STP will be used to maintain school testing information ~~and distribute program information and materials.~~

b. Recruiting service coordination. The MEPS TC will notify the assigned service POC immediately after a session is scheduled, and a projected number of students to be tested is received from the school ~~to coordinate proctor support.~~ The MEPS TC may use [UMF 601-4-15-R-E, Proctor Support Form](#) to manage proctor assignments with the service POC. See [Appendix C](#) for instruction to complete this form.

c. Confirmation. The TA will confirm the projected number of students and the test start time with the school POC five working days prior to the scheduled test date and provide any changes to all concerned. The MEPS TC will also confirm the TA assignment ~~with the contracted test administration organization~~ and proctor ~~support assignment~~ requirements with the responsible service ~~within five work days of the scheduled test date.~~

d. Educational staff agreement (ESA). School staff may be appointed as a proctor or assistant TA for payment or on a voluntary basis. [UMF 601-4-11-R-E, Educational Staff Agreement](#) will be used for paid service. See [Paragraph 3-9](#) for payment arrangements. [UMF 601-4-12-R-E, Educational Staff Agreement for Voluntary Services](#) will be used for voluntary service. The maximum amount that can be paid for any one school session is \$2,499 regardless of the number of personnel used. This must be taken into consideration for large test sessions. ~~Multiple sessions at one school arranged in close date proximity in order to circumvent this requirement are not authorized.~~ See [Appendix C](#) for instruction to complete [UMF 601-4-11-R-E](#) and [UMF 601-4-12-R-E](#). ~~The MEPS must budget for this requirement annually.~~

e. Voluntary aspect of the ASVAB CEP. School and student participation in the ~~STP ASVAB CEP~~ is voluntary. DoD personnel are prohibited from suggesting to school officials or any other influential individual or group that the test be made mandatory. Schools will be encouraged to recommend most students participate in the ASVAB CEP. If the school requires all students of a particular group or grade to test, the MEPS will support it. ~~If the school determines to require the test for a group of students, file the request from the school in file number 601; disposition in Appendix B, Section III.~~

3-2. Recruiter release options

a. Selection of option. Only a school official will select the recruiter release option for their students. If an option isn't ~~requested~~ selected, the MEPS ~~ESS will assign~~ must contact the school to determine the release option. If no option is received from the school, the test will be scored using Option 8 (no release). Release options are provided in [Table 3-1](#) (Recruiter release options). The release option chosen by the school will be honored without discrimination and without adverse effect of quality or priority of service to the school. ~~All MEPS scheduling communications with schools will include a listing of all release options.~~ Note: Option 7 is not a release option (see [Paragraph. 3-3](#) for option 7).

b. Split option. The school official may request a split option and assign more than one option in the same session. For example, the official may select option 1 for seniors and option 5 for juniors. The MEPS may use a split option (option 8) to score the results of a ~~single student or group of students~~ when notified by the school official. ~~or parent that a parent has opted out of providing student information access and a separate release option for the remainder of the session~~ Changes cannot be made to release options after a scheduled release date has passed.

Option	Instructions for providing access to student test information to recruiting services
1	Provide student test information to recruiting services no sooner than 7 days after mailed to School
2	Provide student test information to recruiting services no sooner than 60 days after mailed to School
3	Provide student test information to recruiting services no sooner than 90 days after mailed to School
4	Provide student test information to recruiting services no sooner than 120 days after mailed to School
5	Provide student test information to recruiting services no sooner than the end of the SY for that specific school or 30 June
6	Provide student test information to recruiting services no sooner than 7 days after mailed to school with instruction that no telephone solicitation by recruiters will be conducted as a result of test information provided
7	Invalid test results. Student test information is not provided to recruiting services
8	Access to student test information is not provided to recruiting services

3-3. Option 7 - Invalid test results

a. Option 7 individual. Option 7 is assigned by MEPS staff to any individual in a test session upon the occurrence of any reason stated in [Table 3-2](#) (Reasons to Invalidate (option 7) an Individual Test). Tenth grade students will be automatically assigned option 7 ~~when scored regardless of release option selected by the school when testing multiple grade levels.~~ Students coded Option 7 remain eligible to receive career exploration services. Results for individuals coded option 7 for any reason found in [Table 3-2](#) may not be validated and used for enlistment purposes.

Table 3-2 Reasons to Invalidate (option 7) an Individual Test	
1	The student was caught cheating. Ringer activity.
2	The TA has sufficient reason to believe the student cheated.
3	The student was dismissed.
4	The student abandoned the test.
5	The student used a fictitious name and signature.
6	A test/loss compromise occurred.
7	Special accommodations were made.

b. Option 7 session. Option 7 is assigned by a MEPS staff to all students in a test session upon the occurrence of any reason stated in [Table 3-3](#) (Reasons to Invalidate (option 7) a Session). Exception to policy waivers for insufficient proctor support **will** be submitted **via email** to the Sector ESS ~~to J-3/MOP-**FD**~~. **To receive an exception to policy, the session must have been conducted properly, no test compromise incidents occurred during the session, and the school has a positive test history. Waiver requests, including a scanned copy of the UMF 601-4-3-E, Student ASVAB Test Record, must be submitted within 7 days of testing in order for the test results to be released.**

Table 3-3 Reasons to Invalidate (option 7) a Session	
1	Disruption during a subtest (fire drill, tornado warning).
2	Early termination of the test session for any reason and without the option to finish it at another time, or the elapse of more than 7 calendar days between the two parts of a split session.
3	Active recruiting was conducted by a proctor.
4	Incorrect timing of a subtest.
5	A break was given prior to subtest 4.
6	The TA used enlistment answer forms or test booklets instead of student forms or test booklets to administer the test.
7	Test security was jeopardized (for any reason) for the entire testing population.
8	School officials, proctors, and/or students did not cooperate with the TA once the test started.
9	Inadequate proctor support or lack of test monitor.
10	Any other condition/s, determined by the MEPS Commander, which would hinder the integrity of the ASVAB test. The MEPS Commander will report the reason to Sector.

3-4. Split session

The ASVAB will be administered in its entirety at one session. However, the MEPS ESS may authorize split session testing on a case-by-case basis. This option may be viable in situations where a school is restricted by a maximum session time length. If the session is split, subtests 1 through 4 will be given in one session and the remaining subtests will be given in a subsequent session. **No deviations are authorized for splitting sessions.** Split sessions are assigned one session number.

a. Documentation. Split sessions will be fully documented on [UMF 601-4-3-E, Student ASVAB Test Record, Section I](#), “Remarks” See [Appendix A](#) for instruction to complete this form.

b. Seven-day requirement **Without exception,** no more than seven calendar days will elapse between the two split sessions. If greater than seven calendar days occur between the two split sessions, the test will be invalidated for enlistment purposes (option 7).

3-5. Multi-room session

A multi-room test session occurs when ~~one appointed contract or the~~ MEPS TA/ITA serves as the lead TA and test monitor for tests administered in more than one room using ~~additional TA/ITA or~~ school staff as assistant TAs (see [Paragraph. 3-1d](#)). A multi-room session can be scheduled to accommodate a large test session in a school that lacks sufficient space in one room for the number of students being tested. ~~If an appointed MEPS or contract TA is used in each room (not school staff) each room will be considered an individual session.~~ A multi-room session is scored as a single session.

a. ASVAB test booklets. The responsible ~~contract~~ MEPS TA/ITA will use [UMF 601-4-4-R-E, Receipt of Armed Services Vocational Aptitude Battery \(ASVAB\) Booklets](#) to document the quantity and serial numbers of test booklets that each ~~school staff~~ assistant TA will handle. One form will be completed for each ~~school staff~~ assistant TA. The ~~school staff~~ assistant TA will inventory the test booklets by serial number then sign the form prior to the start of the multi-room session. See [Appendix A](#) for instruction to complete [UMF 601-4-4-R-E](#).

b. Test monitor. A qualified ~~MEPS representative TA~~ will be ~~appointed designated~~ as a test monitor for all multi-room sessions with multiple ~~school staff~~ assistant TAs to ensure all test security and administration standards are maintained. The test monitor will remain ~~with test materials in the testing area when students are present~~ to monitor test book security. The test monitor will ensure recruiters never relieve or replace a TA or assistant TA nor be left alone in a room with unsecured test materials. The test monitor will not perform any duties as a proctor or TA.

c. TA and proctor requirement. A TA or assistant TA will be present in each test room and the student to proctor ratio of 40:1 will be maintained (see [Paragraph. 3-6c](#) for additional proctor requirements).

3-6. Test session standardization

Testing conditions must be controlled and security maintained to ensure test score reliability. ~~Sessions that do not meet requirements will be scored Option 7 (see~~ [Table 3-3](#)~~).~~

a. Facility requirements.

(1) A facility must have environmental factors conducive to test taking such as proper lighting, a comfortable temperature, and controlled noise and traffic.

(2) Access to the testing area must be controllable.

(3) School bells and public address system in the testing room must be disabled where possible.

(4) Each student must have adequate workspace and separation. The ideal situation is a chair/desk combination for each student. If these combinations are not available, a chair at a common table is acceptable if sufficient space is available for each student, and test booklet versions are alternately distributed. If desks or tables are not available, locally procured lapboards may be used.

(5) A clock that is visible to all students must be provided where possible.

b. Materials.

(1) The TA will follow the [Department of Defense \(DD\) Form 1304-5AM, ASVAB Manual for Administration, \(Student\)](#) and read all instructions verbatim, while standing, to the students in a manner that all students can hear.

(2) ~~All Student versions of the ASVAB test versions will should~~ be alternately distributed at each test session in order to reduce the possibility of cheating. The quantity of each version used will be documented on [UMF 601-4-3-E, Section III](#).

(3) Each student will be provided pencils and scratch paper. Scratch paper will be collected from students upon completion of the test and be treated as controlled test materials for count and security.

c. Proctor requirements. Effective proctor support will reduce any inclination to cheat and the possibility for test loss/compromise (TLC). Any session lacking needed proctors will be invalid (option 7) (see [Paragraph. 3-3b](#)).

(1) Proctors must be assigned to meet a 40:1 student-to-proctor ratio. ~~Tests will not be conducted by a MEPS TA without at least one proctor present for testing.~~

(2) Proctors must be scheduled and present prior to the beginning of any test session. Proctors must arrive 30 minutes prior to the test session start time to review duties and responsibilities. Any proctor arriving after test materials are being distributed or leaving prior to the end of the session will be documented as a no-show (see [Paragraph. 3-6c \(7\)](#)). ~~With the exception of school staff serving as proctors with a signed ESA, every proctor must sign the UMF 601-4-3-E prior to departure from upon arrival to the session. Each proctor will note their arrival time next to their signature. Use of electronic devices by proctors is prohibited during testing due to potential for TLC.~~

(3) The TA may release assigned proctors from any session as long as the proper student-to-proctor ratio is met. The proctors must sign the [UMF 601-4-3-E](#) prior to being released and the TA will document the release in [Section III, "Remarks"](#).

(4) Unless dismissed earlier by the TA, all proctors must be present from the beginning of test material distribution and remain until completion of the entire test, securing of test materials, release of students, and dismissal by the TA. School staff appointed as proctors must be present for the entire duration of the session.

(5) All individuals representing the STP in schools must wear professional attire. Military TAs and/or proctors must wear the appropriate ~~prescribed~~ Military uniform during ASVAB administration. ~~"Soft" Military uniforms, other than physical fitness clothing, are acceptable. unless wear of military uniform is prohibited by school policy.~~ T-shirts, blue jeans, or physical fitness clothing are not considered professional attire. MEPS may not require "soft" uniforms or civilian clothing for Military proctors. Service uniform policies apply. If a Service permits, proctors may wear appropriate civilian attire. If a school prohibits Military uniform wear, school staff should be provided as proctors.

(6) No recruiting activities will be conducted during a student ASVAB session ~~or career seminar~~. Recruiters will not attempt to gain information from students, provide service information or cards to students, provide any service related products to students, nor communicate with students immediately before, during, or after a test session. No service advertising will appear on any material handed to students by the TA or proctor. Any recruiter performing such activities will be dismissed from the session, documented as a no-show, and the session made option 7.

(7) ~~Using UMF 601-4-15-R-E, Proctor Support Form,~~ a proctor no-show will be charged to the service that was to provide proctor support (not the service responsible for the school) when less than the prescribed number of Military proctors are on hand for students scheduled to test. When a proctor from the service assigned to provide does not arrive for a test session, charge the proctor no-show regardless of whether or not the proctor was required to conduct the session. Having extra unscheduled proctors present

from another service or contracting school personnel to act as proctors for a test session will not reduce the number of charged proctor no-shows. ~~Test session~~ TAs must document proctor no-shows on the [UMF 601-4-3-E, Section III, "Remarks"](#). The MEPS will enter the no-show information by the proctor's service into the USMIRS. ~~The ESS will communicate proctor no show data, by service, to the IRC and Education Subcommittee.~~

3-7. Accommodations for students with special testing needs

Special testing needs, in the context of ASVAB test administration, refer to requirements for personal assistance or a variation in the standard administration procedures for students to participate. This does not include, for example, a person in a wheelchair who might need special assistance to get to the test room but needs no personal assistance or alteration of procedure to take the test.

a. Making accommodations. ASVAB administration to students needing special assistance or variation in administration procedures will be done only at the request of a ~~informed~~ school official. ~~Authorized accommodations include reading the test questions aloud, providing extra time, using a large print version, bubbling in the answer sheet, or signing test instructions. Braille test versions are not available.~~ The following information pertains to making accommodations for the students.

- (1) The results are invalid, are to be coded option 7, and cannot be used for Military enlistment.
- (2) Validity of the results is potentially diminished when administration procedures are altered.
- (3) A member of the school's special education staff and/or school staff member will be appointed as a voluntary assistant TA and administer the test for any students requiring accommodation.
- (4) Students who require the test to be read aloud or who must receive assistance during the session will be tested in a separate room to maintain appropriate test conditions and to minimize distractions during the school test session.
- (5) A MEPS monitor is not required for separate room testing for special accommodations provided the session maintains a student/school staff ratio of 15:1. If more than 15 students will be accommodated, additional school education staff will be requested to voluntarily proctor the session.
- (6) No recruiter will proctor or be present in a test room where test questions and/or answers are read aloud.
- (7) Accommodations that require suspension of time limits must be coordinated carefully with ~~contracted MEPS TA staff or MEPS staff.~~
- (8) School officials will be informed that test scores will be invalid for enlistment. School officials will be encouraged by the MEPS ESS to allow students with mild disabilities to test under normal test conditions.

b. Reproduction of test books is prohibited. The MEPS will request an exception to policy from their Sector ESS to ~~accommodate requirements for the reproduction of test books (e.g., enlargement)~~ obtain an enlarged test version, available on disk. Sector will forward the request for an enlarged version of the student test on disk to J-3/MEOP-TD for action. Upon receipt, add the disk to the testing inventory. Handle reproduced test material as controlled items. Upon completion of the test session, destroy all reproduced material. Immediately destroy any unusable residue from the copying process.

c. Option 7. Individuals tested under conditions that depart from the standardized testing procedures will still receive results for the CEP. However, results will be coded as option 7, **will not be provided to recruiting services, and will not be validated by the MEPS for enlistment purposes.**

d. Documentation. Document special accommodations on the [UMF 601-4-3-E, Section III, "Remarks"](#). Report special accommodation sessions to the Sector ESS via e-mail as they occur. Required information includes: the name of the school, test date, description of the procedures (how the standardized procedures were altered), quantity of students, and what disabilities were accommodated. Sector ESS will report a summary of all accommodations to J-3/MEOP-TD at the end of the Fiscal Year (FY).

3-8. Non-school hours and facilities

Testing during non-school hours has proven to be non-productive. Therefore, schedule sessions only during school hours except in unique situations. Conduct student testing only in educational facilities. The MEPS Commander may approve educational facility exceptions when requested by a school. **However, the MEPS will not fund transportation or assume responsibility for student safety in transit to non-school testing sites.** Document approval on [UMF 601-4-3-E](#). Student testing is prohibited in a MEPS facility.

3-9. Payment of ESA arrangements

The BN Government Purchase Card (GPC) holder will contact the school to determine if they will accept a GPC payment. If able, the payment will be made via GPC. If the school cannot accept a GPC, the payment will be made via Visa check by J-8/~~MRM-L~~MEAF-ADC. **Scan and email** the completed ESA to **your appropriate J-8/MERM-BDF (Field Support) representative who will certify the availability of funds and forward to J-4/MEAF-ADC who will draft a check for the amount, mail it to the school, and send a copy of the completed ESA to the appropriate J-8 Field Support representative and the MEPS.**

3-10. Single Site Testing (SST)

a. **Overview.** Single Site Testing allows the MEPS to establish testing agreements with high schools that require significant travel expense for smaller testing populations. The testing agreement allows the MEPS to mail controlled test materials to the school where the school assumes responsibility for test security and administration and returns the test materials to the MEPS after testing.

b. Testing agreement. SST is conducted at no cost to the U.S. Government other than postal expenses for test and test-related materials sent to and from the school. Prior to participation, a school official and school Single Site Testing Administrator (SSTA) must establish a partnership with the local MEPS with a signed testing agreement. See [Appendix D](#) for the SST administration manual.

c. TA assignment. SST may be used in locations where ITAs are not available or where ITA travel of greater than 100 miles is required. SST may not be established in schools in which a MEPS TA can accomplish testing without TDY unless proctor support is unavailable.

d. Testing parameters. SST is available to small rural schools with testing populations of 40 students or less.

Chapter 4

Test Control and Administration

4-1. Controlled items

Test booklets, ~~scoring keys~~, partially and fully completed answer sheets, used scratch paper, and answer sheet spines are designated as controlled items (test material) and must be safeguarded according to [UMR 611-1, Enlisted Qualification Tests](#).

4-2. Test loss/compromise (TLC)

MEPS will report all TLC cases as outlined [in UMR 611-1, Enlisted Qualifications Tests](#). If a TLC occurs during a student test session, an investigation will be conducted according to [UMR 611-1, Enlisted Qualification Tests](#). The investigation is conducted by the ~~organization providing the TA; either the MEPS or contracted agency~~ MEPS per Sector guidance. The MEPS will forward investigation results according to [UMR 611-1, Enlisted Qualification Tests](#).

4-3. Test session preparation

a. Information. The TA will maintain names and telephone numbers (office and recall), for use in an emergency, of the MEPS Commander, MEPS TCO, MEPS TC, and MEPS ESS, while in route to and at any test session.

b. Test materials. The assigned TA will inspect test booklets to ensure they are free of marks and in good condition. ~~The TA will report unserviceable test booklets to their TCO immediately after discovery.~~ The TA will ensure sufficient materials [including Department of Defense \(DD\) Form 1304-5AS, Armed Services Vocational Aptitude Battery \(ASVAB\), Answer Sheet](#) and test booklets are prepared and controlled materials are secured in appropriate locked container for transporting. The TA will use [UMF 601-4-3-E](#) to document session information and activities. The TA will use [UMF 601-4-4-R-E](#) to distribute test booklets to any assistant TA. The TA will ensure any extra test booklets are secured in a locked container before beginning the test session.

c. School test site and students. The TA will ensure the site provides an adequate testing environment. The TA will follow school regulations and restrictions that do not conflict with USMEPCOM policy or regulation. The TA will coordinate with school officials to excuse, from testing, any student who appears to be distressed, ill, ~~nervous, or fatigued or disruptive~~.

d. Proctors. The TA will obtain an accurate count of students in the test session and ensure adherence to the 40:1 student to proctor ratio. The TA will ensure all proctors are thoroughly briefed on their duties and responsibilities for proctoring the test session. ~~Proctors will complete information on page 2 of UMF 601-4-3-E.~~ If, 30 minutes before the test time, the number of proctors present is not sufficient to meet the required ratio, the TA has one of the following options (in order of preference, number one being most preferred):

(1) The TA will negotiate to use school personnel and complete [UMF 601-4-11-R-E](#) for paid service or [UMF 601-4-12-R-E](#) for voluntary service. ~~While voluntary service is preferred,~~ the school determines the payment or voluntary status. The TA will brief the school staff on proctor duties and responsibilities for the test and annotate ~~the remarks section of UMF 601-4-3-E, Section I, "Remarks",~~ to include the number of proctors contracted. ~~School personnel acting as proctors will complete information on page 2 of UMF 601-4-3-E.~~ The TA will forward the [UMF 601-4-11-R-E](#) and/or [UMF 601-4-12-R-E](#) to the MEPS with the completed answer sheets. [UMF 601-4-12-R-E](#) will be filed in the school file (see [Paragraph 5-1](#)).

(2) The TA will request the school to reduce the number of students sufficient to meet the 40:1 student to proctor ratio. ~~or to 25 when no proctors are present~~

(3) ~~If at least one proctor is available and~~ the TA determines the test can be administered without unreasonably jeopardizing test security, the TA will contact the MEPS ~~commander or designated representative testing section~~ to report the situation and recommend the test be administered ~~as an Option 7 session~~. The TA will inform the school official the test results ~~may~~ be invalid for enlistment in this situation. See [Paragraph 3-3b](#) for proctor exception to policy submission.

(4) If it is determined test security would be unreasonably jeopardized, the TA will notify the MEPS ~~commander or designated representative testing section~~ and, with concurrence, cancel the test session.

~~(5) If no proctor can be secured for a test session administered by a MEPS TA, the TA will notify the school staff that the session must be cancelled.~~

e. Manual for administration. The TA must be thoroughly familiar with and follow directives and publications that govern test administration procedures and use the [DD Form 1304-5AM](#) to conduct the test. The TA must read the administration manual verbatim while standing. The MEPS/school may have students complete the personal information portions of the answer sheet prior to the test date when time constraints inhibit the ability to complete them during a regular session. The TA will not read those portions of instructions when the students' personal information is completed in advance.

4-4. Test administration

The TA must remain in the test room for the entire test session and ensure all required proctors remain in the room for the entire session. The TA will distribute test materials, safeguard the ASVAB test booklets from loss or compromise, and maintain test booklet accountability. School staff assistant TAs are responsible for monitoring only those students to whom they have issued booklets. The TA will ensure the proctors are performing all duties and responsibilities. ~~Proctors are not allowed to leave the test room without permission of the TA.~~ Any proctor who leaves the room either temporarily or prior to the completion of the session ~~without permission~~ will be annotated on the [UMF 601-4-3-E](#) and noted as a no-show. ~~Proctors are not allowed to leave the test room without permission of the TA.~~

a. ~~Answer Sheet~~, Page 1 and 2 - quality control. The TA and/or proctor will collect pages 1 and 2 of the answer sheet (ensuring the answer sheet spine remains attached) once completed by the students. The TA will perform quality assurance checks on each set of answer sheets. The quality check will consist of confirming the completion of all the ~~required~~ blocks on page one and two of the answer sheet. The student's test cannot be processed if the ~~required~~ items (~~signature block~~, student's name and blocks 9, 10, and 12) are not complete. The TA may attempt to obtain any missing information from the students prior to test session completion. ~~The TA may not change or erase information on the answer sheet.~~

b. ~~Answer Sheet Discrepancy List~~. Tests may not be processed if the required information is not provided on page one and two or if the student is in the 9th grade. Tests will be scored as Option 7 if a student is observed cheating, a test is abandoned, or other situations jeopardize test security. A test is abandoned when a student leaves the room during testing. If a student remains in the room, but fails to complete entire subtests, list as "other" and process as invalid. Enter the appropriate information on [UMF 601-4-R-E, Student Test Answer Sheet Discrepancy List](#). Maintain a copy of this form in the school file.

c. Discipline and cheating. Student discipline is primarily a school responsibility. When possible, a school official will be present for discipline issues. Students will have only those materials provided by the TA on their desk while taking the test. Calculators, cellular telephones, cameras, electronic translators, or

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other electronic/mechanical devices are not allowed in the testing area. Any student using additional materials, going forward or backward to other subtests not currently being administered, or receiving or using unauthorized assistance (crib sheets, talking during the test, gazing onto a neighbor's test, **ringers**, etc.) is considered to be cheating. Any student causing disruption or cheating will be excused from testing. The TA will collect all testing material, including scratch paper, prior to excusing the student. The TA will document the student's release on [UMF 601-4-3-E, Section III, "Remarks"](#), ~~in the "Remarks" section~~ and complete [UMF 601-4-R-E](#) (Student Test Answer Sheet Discrepancy List). [UMF 601-4-R-E](#) will be sent to the MEPS with the completed answer sheets and filed in the school file (see [Paragraph. 5-1](#)) by the MEPS. See [Appendix A](#) for instruction to complete this form.

d. Ringer. A ringer is defined as any person taking the ASVAB for another person. Report ringer activity as a Station Advisory Reporting Network report **via BN** according to ~~UMR 5-5, Security, Safety, and Special Programs~~ **380-1 USMEPCOM Security Program**. The MEPS TCO ~~assistant TCO~~ will notify the recruiting service, as applicable, with the details of the incident.

e. Justification to cancel a test session. A decision to stop a test session is appropriate in cases where the integrity of the test is in question or the test may be compromised. Integrity in this instance refers to any situation that could lead to test scores that do not truly represent the students' abilities or could compromise test security. For example, the students are uncontrollable at the onset of the session, **school personnel are unable to mitigate**, and the TA believes test security is at risk if the session continues. The TA will notify ~~their supervisor and the MEPS commander or designated representative~~ **the testing section immediately after securing materials** when a session is cancelled.

f. Breaks. All test materials, including scratch paper, must be collected and inventoried prior to any student leaving the room. There are three types of authorized breaks:

(1) A session break may be given between subtests following the completion of subtest 4 when the school requests a pause in test administration. The time limit for the session break is determined by the MEPS TC and the school at the time of test scheduling. The MEPS TC will annotate the [UMF 601-4-3-E](#) with the time length for the break. School officials will be informed that session breaks increase the length of the test session. Tests of individual students who do not return after the break will be invalidated.

(2) Individual students may be given a break. No more than two students, one male and one female, may take a break at the same time. Any student taking a break during a subtest will not be allowed to continue work on that subtest. The last question answered prior to the break will be circled on the answer sheet with a red felt-tip pen to ensure no further work is done in the subtest. The TA will continue to administer the test to the rest of the students. The returning student will begin work in the subtest being administered provided it is not the same subtest as when the break began.

(3) A stand and stretch break may be provided between subtests after subtest 4, if the TA observes student fatigue. The TA will instruct students to place their answer sheets and scratch paper inside their test book after the completion of the subtest. Once all test books are closed, the students may stand beside their desk without talking and stretch for one minute. The TA will then continue the test session with the next subtest and timing. This type of break will only be conducted when the room allows good visibility of every student to maintain control and test security.

g. Completion of test. After the test administration is complete, the TA will instruct students to remain quietly in their seats while test materials and scratch paper are collected and until dismissed by the TA. Where multi-room sessions are conducted, the **test monitor** will direct the assistant TAs ~~and/or proctors~~ to collect the test materials and scratch paper and inventory them by total count.

(1) The TA will inventory test booklets, scratch paper, and all three pages of each answer form by physical count after collected. The TA will dismiss all students only after collecting and accounting for all materials and conducting a quick page check (see [Paragraph. 4-4f \(3\)](#)).

(2) In sessions with ~~school-staff~~ assistant TAs, the ~~test monitor~~ will inventory test booklets by serial number and sign the bottom of the [UMF 601-4-4-R-E](#), signifying that all test booklets have been returned or otherwise, as appropriate.

(3) The TA must complete a page check. There are two types of page checks. The first, a quick page check, is performed prior to dismissing students by fanning the edge of test booklets to check that the security mark is one continuous black line. Students may be released from the session after completion of the quick page check. The second, complete page check, is done on each test booklet before the next use, or before returning the booklets to storage, whichever occurs first. This check includes going through each booklet page-by-page confirming no page is missing and erasing any stray marks. Recruiters may not assist in conducting page checks.

(4) The TA will verify the accuracy of the test session information contained on the [UMF 601-4-3-E](#) to include date, number of test booklets used, and proctor information. The TA will document proctor information concerning late arrivals, proctor no-shows, and any other specific comments in the [Section III, "Remarks"](#) portion of the form. Proctors and any assistant TAs may then be released, if the TA needs no further assistance.

4-5. Mailing procedures

The TA must mail or hand carry all test session materials to the MEPS within 48 hours after the test session. The controlled ASVAB materials mailed must be packaged, secured, and sent according to [UMR 611-1, Enlisted Qualification Tests](#). Federal Express (FedEx) is the established method to mail all controlled ASVAB material. If FedEx is not available, use the least expensive means that meets the security requirements established in [UMR 611-1, Enlisted Qualification Tests](#) Paragraph 2-6d.

4-6. School official feedback

The MEPS ESS will encourage feedback from school officials regarding test sessions, either verbally or in writing using critique sheets. ~~Data collection surveys are prohibited.~~ Critique sheets are distributed and collected ~~only by the MEPS ESS through the STP~~ and used ~~only~~ for evaluating service to the schools, developing best practices for improved service, and evaluating employee performance. ~~Critique sheets are not used to evaluate personnel.~~ Training plans may be developed using information from critique sheets. The MEPS ~~ESS testing section~~ must develop a follow-up plan for responding to critique sheets that reveal poor or questionable service received. Critique sheets will be placed in the school file (see [Paragraph. 5-1](#)).

4-7. Surveys.

~~Unless directed by HQ USMEPCOM, the surveying of school staff, students, or parents concerning the ASVAB CEP by MEPS or recruiting personnel is strictly prohibited. Recruiting personnel will not solicit student information during pre- or post-test sessions or during test administration.~~

Chapter 5 Processing Test Session Results

5-1. High school records

Each MEPS must maintain a printed file for each school on their valid school list. This file will hold all information pertinent to the testing of the school. In addition to the [UMF 601-4-3-E](#), related [UMF 601-4-R-E](#), [UMF 601-4-11-R-E](#), [UMF 601-4-12-R-E](#), school feedback, and recruiter service copy will be filed in this file. Each file will be marked with record number (RN) 601; disposition instructions are in [Appendix B](#), Section III. Additionally, school data will be maintained electronically in the prescribed marketing database.

5-2. Accountability for test session results

USMEPCOM must monitor the progression of test session processing from receipt of completed answer sheets to providing student test information to schools and recruiting services.

a. Processing and Distribution Control Record (PDCR). [UMF 601-4-2-R-E, Processing and Distribution Control Record](#) is used to document answer sheet processing and account for all student answer sheets. [UMF 601-4-2-R-E](#) will be filed under RN 601; disposition instructions are in [Appendix B](#), Section III. [UMF 601-4-2-R-E](#) will serve as a suspense log for the printing and distribution of the student test products to include access to student information by recruiting services after the school products are distributed. The MEPS TC will ensure test session materials are recorded, prepared, printed, and results are properly controlled and distributed. See [Appendix A](#) for instruction to complete [UMF 601-4-2-R-E](#).

(1) The MEPS TC will assign a unique session identification (ID) number in sequence on [UMF 601-4-2-R-E](#), and enter it on [UMF 601-4-3-E](#). The session number consists of 6 digits. The first two digits represent the MEPS ID and the last four represent a sequential number. Session numbers will proceed sequentially from the last session number used and will not reset each SY. The number will start at 0001 and continue to 9999, after which the number restarts with 0001.

(a) For special accommodations provided in a separate room by school staff (see [Paragraph 3-7a \(4\)](#)), the same session number as the regular test session is assigned. ~~For sessions using more than one recruiter release option, assign one session number with each recruiter release option applied within the same session and list each access option in the remarks.~~

(b) Split sessions for the same group on different days have the same session number.

(c) Separate morning and afternoon sessions (not split sessions) will have different session numbers.

(d) Multi-room sessions are scored as a single session.

Note: information on entering this data in USMIRS, see the New Student Testing Program (STP) User Manual (see [Appendix B](#)).

(2) Release options for recruiting services will be documented in the “Remarks” section of [UMF 601-4-2-R-E](#). ~~Each option will be documented on an independent line for sessions with more than one option assigned. If more than one release option is selected using release options 1-6, each option will be documented on an independent line. For entry of release options 7 and 8 as secondary and tertiary options, document number tested in the “Remarks” section. As sophomore testing is automatically scored Option 7, a separate line/entry is not required for this population.~~

(3) All entries to [UMF 601-4-2-R-E](#) will be made in blue/black ink. No pencils, erasers, or white-out will be used. Drawing a single line through any mistake and adding the correction will document corrections. The individual making the correction will initial each correction. ~~As an alternative, the PDCR may be completed electronically using the marketing database. Corrections will be made using strikethrough formatting.~~

(4) Each service representative will initial [UMF 601-4-2-R-E](#) upon personally receiving a paper copy of the student information. If the information is provided by mail, the individual mailing them will annotate [UMF 601-4-2-R-E](#), and all copies will be mailed simultaneously. ~~If all services can receive results via secure, digitally-signed and encrypted e-mail, results may be scanned and distributed electronically. The IRC will determine if results are released electronically, via paper copy, or a combination of methods. Regardless of distribution method, the MEPS must follow procedures to ensure security of Personally Identifiable Information (PII) is guaranteed. For accountability of distribution, maintain sent email in an accessible network folder.~~

b. Answer sheets. The MEPS testing person processing the test session materials must count and document the total number of answer sheets and quality check all answer sheets before scoring them. ~~Page 2 of the answer sheets will be quality checked for student signature.~~ The Optical Mark Reader (OMR) will detect information not completed correctly and alert the individual processing the answer sheets. If there are errors in blocks 1, 9, 10, or 12, the individual processing the answer sheets will isolate the sheets with errors and attempt to complete the blocks. Answer sheets that cannot be processed will be documented on [UMF 601-4-2-R-E](#) using criteria from [Table 5-1](#) (Reasons not to process an answer sheet). ~~Answer sheets that are complete, but cannot be scanned due to mutilation in the scanner, will be entered manually. Answer sheets without any answers blackened in will not be scanned.~~ Designate all completed or partially completed answer sheets as controlled test materials and store under double lock. Scored answer sheets under filed under RN 601-222d and destroy after 30 days ([Appendix B](#), Section. III).

Table 5-1	
Reasons Not to Process an Answer Sheet	
1	No signature on page two of Privacy Act statement Block 1, Student name is missing.
2	The student is a “confirmed” ninth grader
3	Block 9, Education Level, is left blank and cannot be determined
4	Block 10, Sex, is left blank and cannot be determined
5	Block 12, Test Version, is left blank and cannot be determined
6	The OMR has mutilated the answer sheet
6	The student used an ink pen to code the blocks instead of a number 2 pencil
7	A page is missing from the answer sheet (possible TLC)
9	The student is identified as a ringer
8	Filled out page 1 and 2, but not page 3

c. **Package inventory and quality control.** The MEPS TC or TA, in receipt of session materials, will conduct an inventory of the session package and verify all materials have been received. Record discrepancies in [Section III](#), “Remarks” ~~section~~, of [UMF 601-4-3-E](#) and initiate TLC procedures, as appropriate.

d. Session modifications. ~~If changes are required the day a session is scored, the changes can be made that day by the MEPS without requiring assistance form J-3/MEOP-TD/CSDBM. If changes are required after the day of the test, the MEPS will submit requests for changes to test session information (delete sessions, delete sequence numbers, change session numbers) to J-3/MEOP-TD/CSDBM. However, if changes are required the day a session is scored, the changes can be made that day by the MEPS without requiring assistance form J-3/MEOP-TD/CSDBM.~~ Use [UMF 601-4-5-R-E, Student Testing Database Maintenance Form](#) for the request. See [Appendix A](#) for instruction to complete this form. File [UMF 601-4-5-R-E](#) under RN 601; disposition instructions are in [Appendix B](#), Section III.

5-3. Session product management

The MEPS testing section is responsible for printing the student ASVAB products provided to the schools and the services.

a. Quality check. The MEPS ESS will conduct monthly quality control checks of at least five percent of all [UMF 601-4-3-E](#) and annotate discrepancies and the corrective action taken. The MEPS ESS will initial and date all forms checked. ~~Quality checks for the previous month will be completed by the end of the following month (i.e., December checks will be completed by the end of January).~~

b. Privacy Act. The student ASVAB test results are private records and will be handled according to the provisions of the Privacy Act.

c. School results. Student answer sheets will be processed and results distributed to the school not later than (NLT) 14 calendar days after the test date. The date the school results were mailed to the school will be annotated on the [UMF 601-4-2-R-E](#). Packages will be sent by either FedEx ~~ground~~, United Parcel Service, or by other equally secure, cost effective, and traceable mode. ~~MEPS will base shipment of Department of Defense (DD) Form 1304-5WB, Exploring Careers Guide to schools based on their request. When requested by participating schools, one Department of Defense (DD) Form 1304-5WB, (Exploring Careers: The ASVAB Career Exploration Guide) will be sent to the school with the test results for each participating student.~~

d. Recruiting services access to student information. The school official will determine the recruiter release option except where circumstances require the assignment of option 7. Refer to [Table 5-2](#) (Distribution of Student Information to Recruiting Services) for time frames for distributing student information to recruiting services. The MEPS will not provide student information to recruiting services prior to required time frames except for high school pull requests for enlistment purposes submitted on [UMF 680-3A-E, Request for Examination](#) by the applicant.

(1) The IRC will establish a method to deliver ~~paper copy of~~ test results to recruiters within its purview. The results of ~~option 1 through 6~~ testing will be distributed using the recruiter service copy printout from USMIRS. The method established must ensure that the student information is available to all recruiting services at the same time. ~~Regardless of distribution method, one copy will be filed in the school file (see Paragraph 5-1).~~

(2) Paper. Distribution of paper copies should be avoided if possible. ~~Ten copies of the recruiter service copies will be generated for options 1 through 6. One copy of the recruiter service copy will be filed in the school file (see par. 5-1). The remaining copies will be distributed to the recruiting service liaisons in the MEPS as follows: Two copies each will be provided to the Army, Navy, Air Force, and Marine Corps. If paper copies are provided, two copies will be generated for each recruiting service liaison. Copies for respective recruiting stations and service chains of command (active and reserve) will be made by the service liaisons.~~

(3) E-mail. E-mail may be used to distribute results to service POCs when the following conditions are followed:

(a) MEPS and recruiting service POCs exchange certificates to allow encrypted transmission with digital signatures.

(b) All e-mail must be sent encrypted and digitally signed to protect personally identifiable information (PII).

(c) The date school results were e-mailed to the recruiting services will be annotated on the [UMF 601-4-2-R-E](#). Copies of sent e-mail will be saved and archived to verify distribution.

(d) Encrypted information may not be retransmitted as decrypted or retained on any fixed or removable media unencrypted.

(e) The following disclaimer is included with the sent email:

DISCLAIMER

The information contained in the communication is intended for the sole use of the named addressees/recipients to whom it is add addressed. The communication may contain information that is exempt from disclosure under the Freedom of Information Act, 5 U.S.C. 552 and Privacy Act, 5 U.S. C. 552a. Addressees/recipients are not to disseminate this communication to individuals other than those who have an official need to know. If you received this communication in error, please do not examine, review, print, copy, forward, disseminate, or otherwise use the information. Please immediately notify the sender and delete the copy received.

(f) If a record containing PII is lost, stolen, or improperly transmitted, the MEPS must report the incident to the unit Freedom of Information Act/Privacy Act (FOIA/PA) officer. MEPS FOIA/PA officers will report the incident to the BN Commander and the USMEPCOM FOIA/PA officer for action.

(4) Compact Disk. A compact disk (CD) may be created and provided in substitute of hard copies if established by the IRC as the best delivery method.

e. Options 7 and 8. The MEPS testing section will print and retain one copy of option 7 and/or option 8 session information. This information will be retained in the school file (see [Paragraph 5-1](#)). Do not provide student information to the recruiting services from option 7 and/or option 8 sessions. Option 7 school results may not be validated by the MEPS without Sector or HQ USMEPCOM exception to policy (see [Paragraph 3-3](#)). Individual test results coded Option 7 may not be validated by MEPS personnel without J-3/MEOP-TD approval.

f. Requests for school data. Participating schools may request their testing data in electronic format. Upon request, the MEPS will submit a request for the school's data to the Sector ESS for action. If this data contains PII, the data must be protected as noted in [Paragraph 5-3d\(3\)](#). The transmission of testing data containing sensitive PII (SSN, date of birth, address, and phone numbers) is prohibited. MEPS may only transmit school testing results to the participating school. State, district, or organizational requests for data must be submitted via the MEPS FOIA officer as a FOIA request. MEPS personnel will not distribute data to state or district offices.

5-4. Electronic transmittal of student results

Student information is electronically transmitted from HQ USMEPCOM computer to a computer system at each service headquarters according to [Table 5-2](#) by HQ USMEPCOM, J-6/MEIT.

5-5. USMEPCOM Integrated Resource System (USMIRS) reports

[Table 5-3](#) (USMIRS Manually Generated Reports) lists and describes reports printed automatically or manually from USMIRS.

Option	MEPS distribution of student information to the recruiting services (no sooner than)	Electronic transmission from HQ USMEPCOM J-6/MIT
1	7 calendar days after the school products are mailed to the school.	21 calendar days from the test date.
2	60 calendar days after the school products are mailed to the school.	60 calendar days from the test date.
3	90 calendar days after the school products are mailed to the school.	90 calendar days from the test date.
4	120 calendar days after the school products are mailed to the school.	120 calendar days from the test date.
5	End of the current SY for that specific school or 30 June.	30 June of current SY.
6	7 calendar days after the school products are mailed to the school.	21 calendar days from the test date. No telephone numbers are transmitted.
7	The test results are invalid and not distributed to the recruiting services.	21 calendar days from the test date. List of scores transmitted for statistical purposes only. No Privacy Act information is provided.
8	No student information is provided to the recruiting services. The test results are valid for enlistment.	21 calendar days from the test date. List of scores transmitted for statistical purposes only. No Privacy Act information is provided.

Table 5-3 USMIRS Manually Generated Reports	
Report	Description
Standard Testing System (STS) Standard Scores Roster	Alphabetical list of students with standard score data.
STS Error Listing	If any session has errors, USMIRS will go to "Error Screen." It lists why an answer sheet was not successful. All errors must be corrected to score the answer sheet. This listing can be printed during the scoring process.
ASVAB STS Pre-feedback Statistical Report	Provides grade and gender based testing statistics.
ASR Sheet	Individual statistical report of the student's scores. Prints two for each individual, one each for student and school counselor.
ASVAB Test Score Results Roster	Alphabetical roster containing detailed test score information for each student. Provide to the school. It provides statistical summary broken down by grade.
Recruiter Service Copy	Provides recruiters detailed test score and student information for 11 th graders and above for release options 1-6 (no phone numbers for option 6)
STS — Incomplete Sessions Status Listing	Detailed status of actions required for each test session, concerning the transmitting or printing of school products.
STS Cumulative Student Totals Listing	Provides information on cumulative number of juniors and seniors tested and totals all students tested to date.
MEPS Master School File Listing	Provides one page of statistics for each school in the MEPS database.
MEPS School Report	Consecutively provides one line of statistical information for each school in the MEPS database. Can be printed alphabetically, by service, by school code, eligible, ineligible, or state/county.
Student Testing Report Parts 1-3	Three-part summary of each MEPS student testing statistics. Generated to reflect current totals. HQ USMEPCOM (J-3/MEOP-TD) e-mails part 1 of this report to each recruiting service headquarters monthly and part 2 and 3 at the end of the SY.

Chapter 6

Managing the Military Entrance Processing Station (MEPS) School Data and Student Test Data in the USMEPCOM Integrated Resource System (USMIRS)

6-1. MEPS testing area

Each MEPS is assigned testing boundaries by state and county. The MEPS is responsible for all student testing within their assigned counties. No two MEPS will share counties. ~~The counties for each MEPS AOR can be found on the MEPNET in the “Links and Resources” section of J-3/MEOP-TD under “MEPS Testing Boundaries” (see app. A).~~ J-3/MEOP-TD will provide testing boundary information to the MEPS upon request. MEPS testing boundaries will not be changed without approval of J-3/MEOP-TD. If an IRC desires to change testing boundaries with another IRC, both IRCs must agree to the changes prior to submitting a formal written request through Sector to HQ USMEPCOM for consideration. Boundary changes affect both enlisted and student testing and are only processed at the end of the school year.

6-2. Maintaining a valid school list

The purpose for maintaining a valid school list is to identify those public high schools that have an eligible military age population to which recruiters can focus their marketing efforts within each MEPS AOR. All public high schools recognized by the State Department of Education with an eligible military population will be entered into the database regardless of testing activity. Reasons such as “not tested four 5 years,” “too hard to market,” or “not yet tested” are not valid reasons for failing to input a new public high school into USMIRS nor for deleting a public high school. Information on all public high school’s with an eligible military population must be maintained in USMIRS so the visibility of their populations is not lost and to provide continued access in the event of a favorable change for testing. School records must be updated in USMIRS annually or when changes occur. Private, parochial, and charter high schools will be entered in USMIRS when they test.

6-3. Adding a new school record

The MEPS TC, in coordination with the MEPS ESS, will gather new school information to confirm the need for submitting the [UMF 601-4-5-R-E](#) for adding schools. The MEPS TC will obtain a new 9-digit school code via an email from J-3/MEOP-TD/CSDBM. [UMF 601-4-5-R-E](#) must be used for this purpose. It must include the school name, address, responsible service, and first five digits of the new code. J-3/MEOP-TD will provide the specific sequence number and report it to the MEPS TC via return email. Upon receipt, the MEPS TC will enter the school information into USMIRS. The school information must be entered in USMIRS prior to scoring a test session for the school. [UMF 601-4-5-R-E](#) will be filed under RN 601; disposition instructions are in [Appendix B](#), Section III.

a. School code. The first two digits of a school code contain the state code. The next three digits are the county code where school is located. The last four digits represent the specific sequence number for the school and are provided by J-3/MEOP-TD.

b. School characteristic codes. All schools maintained in USMIRS will be assigned codes to identify the characteristics of the school. Identifying characteristics are determined using [Table 6-1](#) (Definitions of Eligible or Ineligible School), [Table 6-2](#) (Reasons Not Eligible to Market), and [Table 6-3](#) (Reasons Not Testing).

6-4. Updating school records

Updates will be done as necessary to keep high school records current. The MEPS TC will verify and update populations in the MEPS computer system annually. **Populations may be updated immediately or** when new/updated population data is obtained. This can be from school personnel, school/state directories, or websites listing the information. Data for updating school information must be acquired from official sources and be specifically related to the school being updated. Average or generic population data will not be used nor applied to specific schools. **The Sector ESS will monitor MEPS student populations to ensure updates are completed.**

6-5. Service assignment of a school

See [Paragraph 2-5b](#) for assigning schools to the services. The IRC must approve, by simple majority, changes to the service assignment before the change can be made. Once the IRC has approved any change, the MEPS may update the school record. The letter or IRC minutes requesting the change must be maintained in the school file.

6-6. Schools not eligible

Schools not eligible for STP marketing as defined in [Table 6-2](#) will not be entered nor maintained in USMIRS. The IRC must substantiate requests to classify a school as not eligible for the STP. These schools will not be marketed nor tested unless the school requests the STP be provided. Marketing records for schools not eligible will be maintained separately by the MEPS TC under RN 601; disposition instructions are in [Appendix B](#), Section III. **Once a school tests, the information will be entered into USMIRS and a school file created (see par. 5-1).** Schools determined not eligible for STP marketing based on handicap will be tested upon receipt of a written request from the school. Requests will be maintained in the school file (see [Paragraph. 5-1](#)). **Once a school tests, the information will be entered into USMIRS and a school file created (see Paragraph. 5-1).** Schools with a population known to include behavior disorders of a violent nature will be required to **provide school staff as proctors at no cost** administer testing using the SST program and will be scored as Option 7 (see [Paragraph. 3-10](#)).

6-7. Deleting a school record

a. Reasons for deletion. Qualified reasons for deleting a school record from USMIRS are listed in [Table 6-4](#) (Reasons to Delete a School).

b. Request for deletion. The IRC must vote to delete a school. A substantiating letter, signed by the IRC chairperson, is sent through the MEPS to the Sector **with UMF 601-4-5-R-E**. **One form is required per school. One letter may be used for multiple schools.** Sector will review and forward endorsed requests to J-3/MEOP-TD **CSDBM**. The Sector will return non-endorsed **letters schools** to the MEPS for further evaluation and substantiating evidence. If approved for deletion, J-3/MEOP-TD/**CSDBM** will ensure the school record is deleted from the host computer **after the two-year requirement is met**. Deletion disapproval will be sent, through Sector, back to the MEPS. The disapproval letter will be maintained in the school file (see [Paragraph. 5-1](#)).

c. Two-year requirement. A school record cannot be deleted from USMIRS with test scores that might be used for enlistment into the Military. Two years have to pass since the last test was administered in the school before the school can be deleted. Deletion of a school record deletes all test scores from the school.

d. Consolidated schools. **MEPS may request that sessions be moved from a school that is closing to consolidate with another school. Requests to delete the closed school may be submitted regardless of the two year requirement as the school data is merged with the new school. MEPS will keep on file record of the closed/consolidated schools for future reference. Submit UMF 601-4-5-R-E to consolidate schools.**

6-8. Printing school records

A MEPS school report will be printed at the end of each SY and filed under RN 601; disposition instructions are in [Appendix B](#), Section III. School records may be printed anytime during the SY. Records may be printed in alphabetical order by name, service assigned, eligible or ineligible status. Records may be printed in numerical order by school code, or a specific State and/or county code. [Table 5-3](#) describes reports available to be printed.

a. Changes in database. **MEPS personnel are able to change the school name and update all data fields of schools when necessary. MEPS may modify session information locally if changes are made the day the session is scanned.** Changes made to the school database will be immediately verified after change notification is received from J-3/MEOP-TD/CSDBM.

b. Periodic reviews. At the end of each SY, the MEPS TC will print a MEPS school report, verify accuracy and completeness of data, and forward to the recruiting services. The MEPS TC will update school names, addresses, and populations as necessary.

Status	Definitions of Eligible and Ineligible School
1	Any portion of the high school population that is eligible for military enlistment is eligible for the STP Market.
2	Any portion of a Vo-Tech, trade school, or any other type of post-secondary school with a population eligible for military enlistment, age of 16-24, and is not a redundant population is eligible for the STP Market.
5	A high school with an entire population that is ineligible for military enlistment for physical, mental, conduct , or discriminatory reasons. This includes private high schools not receiving federal or state funds that maintain anti-military policies.
7	A Vo-Tech, trade school, or any other type of school with an entire population that is ineligible for military enlistment for physical, mental, conduct , or discriminatory reasons. Schools with a population group that exceeds STP age group of 16-24.

Reason Not Eligible	Reason Code
Physically ineligible for enlistment.	PH
Mentally ineligible for enlistment.	ME
Conduct ineligible for enlistment.	MO
The school maintains a policy that discriminates students and/or DoD/MEPS personnel based on race, color, religion, gender, or national origin. Private schools not receiving federal or state funds that maintain anti-military policies.	DI
Any other reason inconsistent with the mission of the DoD STP. For example, a school with a documented history of violence, such that administering a test there is truly dangerous for the TA. School population group exceeds STP age group of 16-24.	Other OT

[TOC](#)

Table 6-3 Reasons Not Testing	
Reason Not Tested	Reason Code
Antimilitary attitude.	AA
Lack of personnel to test the school.	LP
Another aptitude test or career program is used.	AT
Scheduling conflict at the school.	SC
School has not been approached to test.	NA
Length of ASVAB test.	LT
Any other reason not covered above.	OT

Table 6-4 Reasons to Delete a School		
Reason to Delete	Reason Code	Specific Conditions
Closed	CL	Verify with state department of education as closed.
Consolidated	CO	A new school code is not necessary. The existing high school code is used and any name change and population change is updated in the MEPS database. The school no longer existing may then be deleted.
Duplicate Record	IS	Same school entered more than once with multiple codes.
Not Eligible to Market	Use reason not eligible code	School determined not eligible to market using Table 6-2 .

6-9. Maintaining School Data

USMEPCOM maintains student testing data with PII in USMIRS until the test scores becomes invalid after two years or the scores are transferred to an applicant record. After the two year period, student testing data is maintained by DMDC for research purposes. MEPS destroy student answer sheets with Personal Identifiable Information (PII) 30 days after testing.

Chapter 7 Student Testing Program (STP) Marketing

7-1. Purpose

The purpose of marketing activities is to promote the **STP ASVAB CEP** to the educator public. ~~The CEP is the primary marketing component of the STP.~~ This chapter describes various aspects of marketing and the guidelines for implementing them.

7-2. Educational outreach

Educators represent the primary audience to which the **STP ASVAB CEP** is marketed. The role of the MEPS ESS, as a professional educator, is an integral part of the marketing effort. As a professional peer, they seek out opportunities within the education community in which to provide awareness and information about the **STP/ ASVAB CEP**. The expected outcome is to **test the greatest number of schools and students in the most cost efficient manner while providing excellent customer service.** ~~increase the number of schools and students who decide to use the STP.~~

a. ESS travel. The MEPS ESS ~~may be~~ are required to conduct frequent marketing trips. ~~The ESS may be away from the MEPS for long periods of time requiring temporary duty (TDY) away from the MEPS due to the nature of the STP~~ due to the nature of the STP, travel distance to schools, and marketing events such as conventions or school board meetings. The MEPS ESS will update the MEPS Commander on the daily progress of marketing trips and maintain contact with the testing section to coordinate school scheduling. With the approval of the ~~MEPS commander~~ chain of command, the MEPS ESS will use ~~temporary duty (TDY)~~ orders for overnight trips .

b. Flexible scheduling. To reach educators when they are available, the MEPS ESS will often have to adjust their work schedule to include nights and weekends. This is particularly true during the relatively short SY. ~~Telework may provide additional flexibility for program management.~~ [UMR 690-13, Civilian Personnel Management Program](#) contains information on alternate and flexible work schedules i.e.(Telework).

7-3. Marketing plan

The MEPS ESS and the IRC education subcommittee will determine which activities are appropriate for the market in the MEPS AOR. The MEPS ESS will develop a joint marketing plan in coordination with the IRC education subcommittee.

a. Joint marketing plan. The MEPS ESS will coordinate and conduct an IRC education subcommittee meeting at the end of each SY to review the status of the STP, evaluate the success of past marketing efforts, and develop a joint marketing plan for the coming year. ~~To ensure standardization, the MEPS ESS will submit a draft copy of the plan to the Sector ESS for review and recommendations no later than August 1 annually. Unless Sector requires additional review, the MEPS ESS will submit the marketing plan to the IRC for review and signature NLT August 15 each year. The MEPS ESS will submit a copy of the signed obtain IRC member signatures for the marketing plan to the sector ESS as soon as all members of the MEPS IRC sign but~~ NLT September 1 of each year. If an IRC signature cannot be obtained by the required date, ~~forward the marketing plan with a memorandum for record explaining the situation. Missing signatures will be forwarded to sector when received~~ maintain a memorandum for the record explaining the situation with the marketing plan.

b. Contents. The marketing plan will include goals and objectives, market descriptions with target populations defined, responsibilities and strategies, nature of competition and obstacles, resources available, and time lines. The goals will include all service assigned goals and any USMEPCOM assigned goal and priorities. A date that services may approach previously unscheduled schools without regard for assigned service may be included and agreed upon by the IRC. A method to evaluate the success of the marketing plan will be included. ~~No specific format is required.~~ Marketing plans may be produced in any format, but should be distributed electronically. All marketing plans will include the following information in the prescribed sequence:

- Tab A Table of Contents
- Tab B Executive Summary
- Tab C Market Profile
- Tab D School Year Goals and Objectives
- Tab E Competition and Obstacles
- Tab F Responsibilities and Strategies
- Tab G Resources Available
- Tab H Timelines
- Tab I Projected Budget Requirements

c. Use and continued development. The recruiting services, MEPS Commander, MEPS ESS, and other personnel responsible for promoting the ASVAB CEP to the education community will refer to the marketing plan throughout the FY. ~~Periodic~~ Quarterly IRC education subcommittee meetings will evaluate progress and make changes to the marketing plan as needed.

7-4. High school visits

Visits to high schools are a key marketing activity. Goals of MEPS ESS personal visits to the schools are to: develop positive relations with contact persons for each school; educate school staff on CEP information and benefits; gain **and/or increase** commitments for testing; train school counselors on how to provide post-test interpretation and career exploration activities; resolve concerns and problems; and present pre- **and post**-test information to students. **In order to accomplish marketing objectives, the MEPS ESS must be actively visiting schools.**

a. Trip report. Trip reports serve as a history of the relationship between schools and counselors and the MEPS and document ESS activity outside of the MEPS. The MEPS ESS will record all educator visits in a trip report memorandum showing person visited, purpose of the visit, and results of the visit, **and any “go forward” commitment.** The MEPS ESS will **electronically** forward the reports to the MEPS Commander for review. **File a printed copy** under RN 601; disposition instructions are in [Appendix B](#), Section III. No specific format is required. **ESS or TCs will enter trip report history into the USMEPCOM-approved marketing database.**

b. Pre-test presentations. **As schools generally do not provide complete information on the ASVAB CEP, students are generally misinformed about the program’s connection to the Military.** Pre-test presentations provide students with information regarding the test and CEP benefits **and help eliminate misconceptions.** Students gaining such knowledge are more inclined to participate and may put more effort into taking the test. ~~The MEPS ESS may schedule a visit with students 3–10 days prior to the scheduled test session in classes or larger groups as the school permits.~~ If requested, a pre-test presentation should be scheduled no sooner than 14 days prior to the scheduled test date. Such visits have shown significant increases in student participation. Use of ASVAB novelty items or recruiting service promotional items at pre-test presentations is prohibited. ASVAB promotional materials (i.e., brochures, overview guides, fact sheets, newsletters, etc.) are available for electronic distribution to schools for local pre-test promotion.

c. Pre-registration. In order to reduce time on the scheduled test date, schools may desire to complete pre-registration of students in advance. Blank answer sheets [DD Form 1304-5AS](#) may be forwarded to the school counselor to facilitate completion of primary data elements. On the test date, the TA will review the answer sheets to ensure completion of required elements. TAs are authorized to omit instructions for completing identifying information, as appropriate, on the answer sheet. Test version and test booklet number will be completed on the test date.

d. Post-test presentations/~~Career Seminars~~. Post-test presentations, facilitated using online resources or with the Exploring Careers Guide, are provided to ~~students to explain test score results and provide the full benefits of the CEP~~ schools when requested and personnel resources are available. The MEPS ESS will be qualified to conduct both types of presentations. The CEP provides score interpretations, interest inventory, and career exploration services to participating students

(1) Training. These presentations are a form of career counseling and will be provided only by trained personnel. School teachers, counselors, ~~MEPS, or recruiting or MEPS service ESS', and select recruiters and MEPS staff~~ may conduct post-test presentations after training is received from the MEPS ESS and/or trained recruiting service ESS prior to conducting presentations. Training will include at least one demonstration and one observation of a successful test interpretation session. MEPS will not establish additional training requirements. MEPS ITA are not authorized to conduct post-test interpretations.

(2) Scheduling. The MEPS ESS and/or TC are responsible for coordinating post-test presentation with schools. Based on a schools request, the presentation will be delivered conventionally or online. When schools request an online session, MEPS are not required to send copies of the Exploring Careers Guide unless requested by the school.

e. School year. The USMEPCOM SY is from July 1 through June 30 each year. The actual SY for most schools is much shorter and may contain as few as 180 school days. It is imperative that the MEPS ESS schedule be flexible to provide maximum availability during all school days.

f. Information requests. The MEPS TC will report all STP communications to the MEPS ESS and refer all expert questions and concerns to the MEPS ESS. ~~The MEPS ESS will submit special requests for information to the Sector ESS for guidance.~~

7-5. State and local conferences and conventions-educator marketing events

The MEPS ESS will seek marketing opportunities for participation at professional educator/counselor conferences and conventions to promote the ~~STPASVAB CEP~~. Marketing events should be selected based on return on investment (i.e., leads that increase school and student testing results). Participation may take the form of being a professional presenter, an exhibitor in the trade show area, or in other various leadership roles as a member of the organization. ~~Unless using pre-approved USMEPCOM presentations, all marketing event presentations must be submitted to the Sector ESS for review and forwarding to the HQ ESS for review and approval. Presentations must be submitted for review prior to submission to any event for selection consideration. When events are held locally that do not require travel funding, the TC should attend the event to support the ESS when possible. Marketing events held in locations with stakeholders from more than one MEPS will be represented by one MEPS ESS only. As an exception, multiple MEPS may be approved to attend larger events with Sector ESS approval.~~

a. ~~Budget~~Funding. J-3/MEOP-TD provides Fiscal Year (FY) funding ~~for these events~~ targets to ~~each~~ Sector ESS² for state and local marketing events to manage. Sector ESS ~~the budget and~~ provide guidance, and approval to the BN/MEPS. Attendance purely for professional development is not authorized with these funds (see [Paragraph 7-6c](#)). Additionally, the purchase of professional memberships is prohibited using state/local marketing event funding.

b. Funding request. The MEPS ESS will complete the [UMF 601-4-13-R-E](#), State/Local ~~Convention Marketing Event – Funding Request~~, ~~obtain the MEPS commander approval, and submit it to the sector for approval.~~ See [Appendix A](#) for instruction to complete [UMF 601-4-13-R-E](#). Upon completion of Section I, submit the form through the MEPS/BN Commanders, to the BN Program Support Specialist (PSS), to the Sector ESS for funding consideration. ~~A copy of the completed form will be given to the MEPS BT. Sector will provide approval, electronically, to~~ If approved, Sector will inform the MEPS/BN ESS and MEPS BT electronically. The person/s listed on the funding requests is/are the only one/s authorized to use the funding to attend the ~~conference event~~.

c. Vendor payment.

(1) Government Purchase Card (GPC). The BN will pay for the event using the GPC.

(2) Check. ~~The MEPS BT will fund the event using the International Merchant Purchase Authorization Card (IMPAC).~~ If payment by check is necessary, the MEPS BT BN PSS will submit a [UMF 715-5-1-R-E, Purchase Request](#) to J-8/MERM-BDF along with the vendor invoice and a copy of Sector ESS approval. J-8/MERM-BDF will certify the availability of funds and forward to J-4/MEFA-ADC. J-4/MEFA-ADC will issue and mail a check to the vendor. J-4/MEFA-ADC will provide copies of appropriate documents to J-8 Field Support, BN PSS, and MEPS representatives. ~~an IMPAC funding request to J-8/MRM-LO with all necessary documents and a copy of sector ESS approval.~~

d. Pre-payment of events for the following FY. Approval will only be granted in the event that a booth and/or registration fee is required by the vendor to be paid on or before September 30th of the current FY. Approval will only be considered when the marketing event authority will not grant an exception for payment in the next FY. The MEPS ESS will submit a request using [UMF 601-4-13-R-E](#) through the MEPS/BN Commanders, to the BN PSS, and to the Sector ESS for funding approval. Upon approval, the BN PSS will facilitate payment of the event (booth/registration fee only) using the GPC. If payment by check is required, follow procedures listed in [Paragraph 7-5c\(2\)](#).

e. Funding reimbursement. After completing Section III, the MEPS ESS will provide the completed [UMF 601-4-13-R-E](#), travel documents, and substantiating receipts to the BN PSS. The BN PSS validates the expenditures and submits the completed [UMF 601-4-13-R-E](#) to J-3/MEOP-TD for reimbursement. On a monthly basis, J-3/MEOP-TD will consolidate the MEPS input and submit a reimbursement memorandum to J-8/MERM-BDF to reimburse the BN. BN will be reimbursed only for the Sector-approved amounts. The MEPS/BN must submit the reimbursement request as soon as the final expenses are known but not later than 30 days from completion of the event to receive reimbursement. ~~Upon completion of the conference or convention, the MEPS ESS will provide a copy of all approved forms to the MEPS BT for payment processing with needed travel documents. The MEPS BT will submit to the sector the completed USMEPCOM Form 601-4-13-R-E for reimbursement of final actual expense amounts or for partial reimbursement of pre-paid expenses. The MEPS BT must submit the reimbursement requests as soon as final expenses are known but NLT 30 days from completion of the event in order to be reimbursed. On a monthly basis, the sector will consolidate MEPS input and submit a reimbursement memorandum to J-3/MOP-TD. J-3/MOP-TD will direct J-8/MRM-PB-FS (Field Support) to reimburse the MEPS budget.~~

f. After action report (AAR). The MEPS ESS will complete a trip report for any ~~conference/convention~~ marketing event attended. The trip report will include an evaluation of the event for future participation (i.e., new school contacted, red schools converted, green schools contacted, appropriateness of attending, cost, etc.) The MEPS ESS will submit a copy of the trip report to the Sector ESS and maintain the original under RN 601; disposition instructions are in [Appendix B](#), Section III.

7-6. MEPS ESS participation at national educator ~~conventions-marketing events~~

The marketing strategy for the ~~STP-ASVAB CEP~~ provides national product exposure through exhibits and visibility of ~~STP~~ representatives at national educator ~~conventions events~~. Typically, USMEPCOM is formally represented at five or more national ~~convention-events annually~~. The command ESS will manage all national ~~convention marketing event~~ arrangements between the educator organizations and USMEPCOM.

a. USMEPCOM exhibit representatives. After the annual ~~convention marketing event~~ schedule is determined, the command ESS requests each Sector to select MEPS ESS' to represent the ~~STP ASVAB CEP at national-conventions~~ as part of the staff of the trade show exhibit. ~~Final selection is determined by the Command ESS, but will include local MEPS representation if appropriate to reduce costs.~~ The MEPS ESS selected to attend will be under the supervision of the Command ESS for all activities related to the exhibit. All selected ESS' are required to staff the ~~convention event~~ exhibit. Funding for national ~~conference marketing event~~ attendance by selected MEPS ESS' is provided by J-3/MEOP-TD. ~~MEPS ESS travel and participation guidance will be forwarded to the MEPS/BN.~~

b. Organization participation. The MEPS ESS, who is active with local and state levels of educator organizations, may be called upon, or elected, by those organizations to participate and/or provide a presentation in meetings or conferences at the national level. In such cases, and where the MEPS ESS will be representing the ~~STPASVAB CEP~~, the ESS must submit a written request through the Sector to J-3/MEOP-TD, NLT 15 days prior to the deadline for commitment. The request must include a copy of ~~any the presentation proposal, outline, and draft presentation material-prior to submission to event planners.~~ The command ESS will provide written approval or disapproval. Funds for attendance at the national meeting or ~~conference event~~ will be provided by the organization or the MEPS. ~~USMEPCOM travel funds will not be provided for personnel who submit unofficial presentations without J-3/MEOP-TD review and approval. Personnel presenting without approval are required to inform attendees that they do not officially represent USMEPCOM and the ASVAB CEP.~~

c. Professional development. ~~Professional development funding is primarily provided by the MEPS/BN via individual submission of SF182 (Authorization, Agreement, and Certification of Training). Funding may also be pursued through the Army Civilian Training, Education, and Development system (ACTEDS). On occasion, USMEPCOM receives an allocation of seats for ACTEDS-funded events. When time allows for tasking, J-3/MEOP-TD will solicit candidates for attendance via tasking message. Any MEPS ESS attending a national conference for professional development, but not participating as a marketing event exhibitor, must notify J-3/MEOP-TD, through Sector, NLT two weeks prior to attendance. This does not apply when the ESS is attending on personal time and at personal expense. Submit a completed [Standard Form \(SF\) 182, Authorization, Agreement and certification of Training](#) to J-1/MEHR-TR to document professional development.~~

7-7. MEPS ESS professional organization memberships and participation

The MEPS ESS is encouraged to participate in educator/counselor organizations or interest groups whose purpose is to provide career guidance and education to youth, and whose members may influence the reception of the ~~STP ASVAB CEP~~. ~~Memberships in state or local professional organizations have proven beneficial to marketing efforts.~~ Qualifications for membership vary among the organizations.

a. Recommended organizations. Recommended organizations for membership and/or participation include, but are not limited to the ~~national and state-level affiliates of the~~ American Counseling Association, the National Career Development Association, the American School Counselor Association, the Association for Counselors and Educators in Government, ~~and the Association for Career and Technical Education,-and state-level affiliations to these organizations.~~ The MEPS ESS should analyze the local market to select memberships that would be most beneficial for program development.

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b. Purchase of organization memberships. Any membership purchased using government funds must be **requested** in the name of **the organization** (HQ USMEPCOM, Sector, or MEPS), with the **MEPS** ESS designated as the representative or POC. Purchase of personal memberships, i.e., in the name of an individual, using government funds is prohibited **by U.S. Statute**.

c. Funding request. **J-3/MEOP-TD provides FY funding targets to Sector ESS for professional memberships ~~are funded by J-3/MOP-TD~~ up to \$300 per MEPS.** The Sector ESS manages the funding **target** for their AOR.

d. Funding request. The MEPS will complete [UMF 601-4-14-R-E, Professional Organizational Membership Reimbursement Request](#). ~~and submit it to the sector for approval. The Sector will approve or disapprove the request via email to the MEPS. Once sector approval is received, the MEPS completes all documents for payment processing.~~ See [Appendix A](#) for instruction ~~to~~ for completing this **USMEPCOM Form 601-4-14-R-E** form. MEPS are encouraged to complete requests during the first two quarters of the FY to ensure funding availability regardless of membership expiration dates. Upon completion, submit the form through the MEPS/BN Commanders, through the BN PSS, to the Sector ESS for funding consideration. Once Sector approval is received, the BN PSS completes all documents for vendor payment processing.

d. Vendor payment. See [Paragraph 7-5c](#) on vendor processing. ~~The MEPS BT will fund approved membership fees using the IMPAC. When payment by check is necessary, the MEPS BT will submit an IMPAC funding request to J-8/MRM LO with all necessary paperwork.~~

e. Funding reimbursement. The BN PSS will submit all documentation to their Sector ESS for approval. Upon approval, the BN PSS or MEPS GPC holder will process for payment. BN will be reimbursed only for the Sector-approved amount. The Sector ESS will document funding in order to project required annual funding for memberships within their AOR. On a monthly basis, the Sector ESS will submit an itemized approved list by organization and cost for each BN, MEPS to J-3/MEOP-TD for BN reimbursement.

7-8. Center of Influence (COI) event

A COI is an individual or group that has the potential to influence the use of the **STP ASVAB CEP** in schools. Funding for food and/or non-alcoholic beverages is authorized for COI gatherings where MEPS personnel provide a presentation or training on the ASVAB CEP. An event may be organized **separately or** in conjunction with scheduled conferences/conventions, educator events, meetings, workshops, and any other event where school officials are organized for attendance. ~~In addition, the MEPS ESS may organize a separate COI event and invite influential individuals or groups.~~ COI events may not be conducted with groups of fewer than four educators. MEPS are limited to a maximum of \$1000 per COI event. If additional funds are required, an exception to policy **up to \$1,499 ~~must~~ may** be sent by the MEPS ESS through the BN to the Sector **ESS to ~~J-3/MOP-TD~~ HQ ESS for approval** consideration. Exceptions above \$1,499 must be staffed by Sector through J-3/MEOP-TD to the Commander, USMEPCOM.

a. Funding request. The MEPS ESS will complete [UMF 601-4-6, Center of Influence \(COI\) Event Fund Request](#) and Reimbursement. Upon completion of Section I, submit the form through the MEPS/BN Commanders, to the BN PSS, to the Sector ESS for funding ~~approval~~ consideration. See [Appendix A](#) for instruction to complete this form. ~~The funds are provided by J-3/MOP-TD from the same funds used for state and local conventions. The sector ESS will provide approval to the MEPS ESS and copy to the MEPS BT via email. The MEPS ESS will provide a copy of the funding request to the MEPS BT with needed documents and information for making payment. Sector ESS will send approval for vendor payment to the BN for completion of vendor payment.~~ If approved, Sector will inform the MEPS/BN electronically.

b. Vendor payment. See [Paragraph 7-5c](#) for vendor payment processing. ~~The MEPS BT will fund the event using the IMPAC. When payment by check is necessary, the MEPS BT will submit an IMPAC funding request to J-8/MRM LO with all necessary documents.~~

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c. Funding reimbursement ~~and AAR~~. The MEPS ESS will complete ~~Section II of UMF 601-47-6 R-E (Centers of Influence (COI) Event After Action Report Fund Request and Reimbursement)~~ documenting actual funding paid from the ~~MEPS BN~~ and submit ~~with copies of all invoices and/or receipts to the BN PSS to the sector ESS within 30 days of the event~~. The BN PSS validates the expenditures and submits the completed [UMF 601-4-6](#) to J-3/MEOP-TD for reimbursement. On a monthly basis, J-3/MEOP-TD will consolidate the MEPS/BN input and submit a reimbursement memorandum to J-8 MERM-BDF to reimburse the BN. BN will be reimbursed only for the Sector-approved amounts. The BN/MEPS must submit the reimbursement request as soon as the final expenses are known, but not later than 30 days from completion of the event to receive reimbursement. If not submitted on time, an assumption is made that the event did not occur and the allocated funds will be pulled and reallocated. See [Appendix A](#) for instruction to complete this form. [UMF 601-4-6](#) will be filed under RN 601; disposition instructions are in [Appendix B](#), Section III. ~~The MEPS ESS will include all invoices and/or receipts. The sector ESS will submit a reimbursement memorandum to J-3/MOP-TD in order to reimburse the MEPS budget. On a monthly basis, J-3/MEOP-TD will consolidate the MEPS input and submit a reimbursement memorandum to direct J-8/MERM-PB-FS-BDF to reimburse the MEPS budget BN.~~

d. DoD personnel attendance. The maximum ratio of DoD personnel to civilian COI guests is 1 to 4 (1:4). All USMEPCOM and recruiting service personnel, Civilian and Military, are considered DoD Personnel. Any DoD personnel attending must be in a marketing role for the ~~STPASVAB CEP~~.

e. Confirmation of attendance. The MEPS ESS will consider school schedules when organizing events to encourage maximum participation. The MEPS ESS will confirm attendance of invitees within 3 working days of the event or by deadlines provided by the vendor.

f. Funding prohibitions. COI funding is restricted as follows:

(1) Lavish or extravagant events such as celebrations or changes of command will not be funded. Any event that restricts admission, seating, participation, or other accommodation based on race, creed, color, sex, or national origin will not be funded.

(2) COI funds will not be used to fund rental expenses for facilities, equipment, or commercial transportation of attendees.

(3) The purchase of tickets or admissions to sporting, recreational, or other public activity, or to charitable/fund raising events is prohibited.

(4) Payment for alcoholic beverages or gratuity exceeding 18% of the basic cost of the meal is prohibited.

(5) Personal or administrative expenses or incidental out-of-pocket expenses incurred by MEPS Military or Civilian personnel in the day-to-day performance of his or her duty will not be funded.

(6) Circumvention of regulations or restrictions prescribed by another directive or any purpose for which use of appropriated funds is expressly prohibited will not be funded.

(7) Other incidental expenses that are payable from other sources such as registration fees, invitations, and parking are not reimbursable through COI funds.

(8) Door prizes are prohibited.

(9) Repetitious events for the same guests or target groups will not be funded.

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(10) Entertainment of individuals or firms in the contract bidding process, under a contract and/or retainer with USMEPCOM, other DoD organizations, and/or Federal agencies are a conflict of interest and will not be funded.

(11) Events using venues in which MEPS personnel have financial interests are prohibited.

7-9. Test integrity during marketing efforts

At no time will controlled test materials be used to market the **STPASVAB CEP**, provide test experience, or conduct STP training to school officials, counseling students, **parents**, or MEPS personnel. **School staff are prohibited from taking the ASVAB during a high school test session. Graduate students are prohibited from taking the ASVAB for familiarization purposes.**

7-10. MEPS STP representative to state offices

One MEPS ESS is designated as the STP representative ESS for each State as shown in [Table 7-1](#) (List of States and Representative MEPS). The representative ESS will establish contact with the State Department of Education, State legislators, and State education officials to gain endorsement, support, and awareness of the **STPASVAB CEP**. The assigned ESS will ensure that other MEPS ESS' in the state are informed of contact efforts. At no time will any MEPS personnel suggest the ASVAB **STP CEP** be part of any state legislation. All requests for legislative consideration must be forwarded **via Sector** to J-3/MOP-TD. Inquiries from Federal officials or their representatives will be referred to J-3/**MEOP-TD**. MEPS personnel will not contact Federal officials regarding the **STPASVAB CEP**.

State	MEPS	State	MEPS
Alabama	Montgomery	Nebraska	Omaha
Alaska	Anchorage	Nevada	Sacramento
Arizona	Phoenix	New Hampshire	Portland (ME)
Arkansas	Little Rock	New Jersey	FT Dix
California	Sacramento	New Mexico	Albuquerque
Colorado	Denver	New York	Albany
Connecticut	Springfield	North Carolina	Raleigh
Delaware	Baltimore	North Dakota	Fargo
Florida	Tampa	Ohio	Columbus
Georgia	Atlanta	Oklahoma	Oklahoma City
Hawaii	Honolulu	Oregon	Portland (OR)
Idaho	Boise	Pennsylvania	Harrisburg
Illinois	Chicago	Rhode Island	Boston
Indiana	Indianapolis	South Carolina	Ft. Jackson
Iowa	Des Moines	South Dakota	Sioux Falls
Kansas	Kansas City	Tennessee	Nashville
Kentucky	Louisville	Texas	San Antonio
Louisiana	New Orleans	Utah	Salt Lake City
Maine	Portland (ME)	Vermont	Albany
Maryland and Washington D.C.	Baltimore	Virginia	Ft. Lee
Massachusetts	Boston	Washington	Seattle
Michigan	Lansing	West Virginia	Beckley
Minnesota	Minneapolis	Wisconsin	Milwaukee
Mississippi	Jackson	Wyoming	Denver
Missouri	St. Louis	Common Wealth of Puerto Rico	San Juan
Montana	Butte		

7-11. Media

Occasionally media representatives will request information or response from MEPS personnel on issues regarding the ~~STPASVAB CEP~~. The MEPS ~~ESS~~ will request guidance, through Sector ESS, to J-3/MEOP-TD and HQ USMEPCOM Public Affairs prior to responding to the media request about the ~~STPASVAB CEP~~. This includes formal or informal requests from media reporters.

7-12. Quarterly Activity Report

~~The MEPS ESS will submit the MEPS STP quarterly activity report to the sector ESS NLT the 10th of the month following the quarter being reported, using USMEPCOM Form 601-4-9-R-E (Student Testing Program Quarterly Activity Report). USMEPCOM Form 601-4-9-R-E will be filed under RN-601; disposition instructions are in appendix A, section VI. See appendix C for instruction to complete USMEPCOM Form 601-4-9-R-E.~~

7-12. Materials and resources for the STP

Printed support materials for the ASVAB ~~STP CEP~~ marketing efforts are designed in coordination with DMDC and allocated and distributed by J-3/MEOP-TD. The MEPS ESS determines the appropriate use and distribution of all marketing materials. ~~With the exception of brochures and fact sheets,~~ marketing materials are not permitted for use or distribution to MEPS personnel, applicants, ~~students,~~ or individuals not directly involved in the school market. ~~Other resources are also purchased for dedicated use with the STP.~~

a. Posters and brochures. Marketing posters and brochures are used in a variety of settings such as schools, conventions, workshops, and COIs to draw attention to the ~~STP ASVAB CEP~~. These items may be provided to recruiters for use in marketing the ~~STP-ASVAB CEP~~ in schools.

b. Novelty items. Novelty items are funded and distributed to the MEPS by J-3/MEOP-TD annually in a one-time bulk shipment based on funding. These items are to promote and market the STP to educators. The MEPS ESS will control the distribution of all novelty items. Allotted supplies will be carefully managed to meet marketing needs for the entire year. Novelty items are purchased on a one-time basis; therefore, replenishment of items after bulk shipment receipt may not be possible. ~~Novelty items will not be provided to students, applicants, or MEPS personnel.~~

c. Material stock. ~~As the MEPS TCO has access to ordering systems,~~ the MEPS TC will coordinate with the MEPS TCO and MEPS ESS to maintain adequate stock of ASVAB support and test materials, ~~The TCO will~~ place timely orders for materials to prevent depletion. The MEPS TC will maintain and ensure the accuracy of all student test related materials and forms.

d. Laptop computer and projector. Each MEPS ESS is provided a laptop computer and portable projector for their use in conducting professional briefings and presentations on the ~~STP ASVAB CEP~~. The laptop computer is also for daily e-mail and correspondence usage.

e. Government-owned vehicle. The MEPS ESS will use a MEPS government vehicle for conducting the STP throughout the geographic area when it is the least costly mode of transportation. ~~Domicile to Duty may be necessary, due to the early school hours and location of schools. Use of Domicile to Duty will be done according to USMEPCOM Regulation 58-1 (Management and Use of Motor Vehicles).~~

f. Printer requirements. The MEPS ESS will have access to and use of both a black and white and a color printer for developing local marketing materials.

g. ~~Cellular~~ Mobile telephone. To increase safety and provide communication with schools and the MEPS while out of the office, MEPS ESS' will be provided a MEPS ~~cellular~~ mobile telephone for official use while on duty.

h. ~~Funds Budget~~. The MEPS ESS will determine funds needed to service schools and provide totals to the MEPS Commander for inclusion in the MEPS budget. Funds for supporting activities (TDY for ~~school marketing visits, test interpretations, test administration, ESA funding, shipping, testing and marketing supplies,~~ etc.) will be included in this budget.

~~i. ESS out-of-pocket expenses. Day to day expenses, of \$75 per month or under, incurred by the MEPS ESS in conjunction with carrying out official duties of managing and promoting the STP CEP, are authorized reimbursement. The MEPS ESS will complete a Standard Form (SF) 1164 (Claim for Reimbursement for Expenditures on Official Business) to request reimbursement and provide it to the MEPS BT for payment. Receipts may be required. Flowers, holiday or birthday greeting cards, refreshments in the MEPS, admission tickets, sponsor fees, cell phones or pagers, and personal expenses are not authorized. Authorized expenses include snacks, non-alcoholic beverages, "occasional" lunches and dinners, parking~~

~~fees, and admission costs to high school or community events.~~

7-13. Locally produced marketing and/or correspondence materials

All locally prepared ASVAB CEP materials must be approved for use by J-3/MEOP-TD. This includes but is not limited to information flyers, presentations, and publicity items. The MEPS ESS will forward a request with a sample of the item through the Sector ESS to ~~J-3/MOP-TD~~ the HQ ESS. The MEPS ESS will maintain documented approvals and presentations until approved items are no longer in use. ~~Only HQ ESS-approved materials may be procured for use at the MEPS. Mass mailings. Mass mailing of ASVAB CEP program and promotional materials to schools on an annual basis is not required. MEPS are encouraged to use email for distributing information when possible. Specific mail outs to target schools or groups of schools are encouraged.~~

7-14.Pre-paid postage

The use of return envelopes that have prepaid postage affixed is not authorized.

Chapter 8 Overseas Testing Program

8-1. ASVAB testing outside the United States

The ASVAB **STP CEP** is available to DoDEA's students overseas and to schools in U.S. Territories, the Republic of the Marshall Islands (RMI), and the Federated States of Micronesia (FSM). ASVAB testing outside the United States is a coordinated effort between J-3/MEOP-TD and the Military services.

a. DoDEA. Appointed personnel in testing offices co-located with the Department of Defense Dependents Schools (DoDDS) are responsible for test administration, test ordering, and test security. USMEPCOM is responsible for scoring the test and providing the results to the DoDEA.

b. U.S. Territories, RMI, and the FSM. USMEPCOM is responsible for administering, scoring, and providing results for the student ASVAB.

8-2. Roles

a. Military Services.

(1) Service assigned ASVAB Overseas Program Managers will disseminate policy and establish procedures for testing personnel. They will also establish procedures to disseminate all required ASVAB **CEP** materials to overseas testing sites for their respective service.

(2) Service education centers and service recruiters coordinate scheduling overseas DoD high schools.

(3) Identify training requirements to J-3/MEOP-TD.

(4) Send completed ASVAB answer sheets and [UMF 601-4-3-E](#) to the servicing MEPS within 48 hours of test session completion.

b. J-3/MEOP-TD.

(1) Coordinate with the services ASVAB overseas program managers for implementation of all procedural and/or policy changes for dissemination to overseas testing personnel.

(2) Report identified overseas testing procedure and documentation problems to appropriate service ASVAB overseas program manager.

(3) Provide training materials, as necessary, to Military Service overseas test administration personnel, recruiters, and DoDDS guidance counselors to support this regulatory guidance.

c. New York MEPS.

(1) Provide official ASVAB scoring support for the European, Caribbean (except Puerto Rico and the US Virgin Islands), Central and South America, and the Middle East. The New York MEPS will issue school codes with the first two digits of "57" for these areas.

(2) Score and return the student ASVAB printed results to DoDEA within 14 working days of receipt. The CEP materials will normally be mailed with the ASVAB results but can be sent sooner, if requested.

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(3) Attempt to resolve all procedural and/or policy violations with the responsible overseas test personnel when tests are forwarded with discrepancies.

(4) Report identified testing problems to J-3/MEOP-TD.

d. Honolulu MEPS.

(1) Provide official ASVAB scoring support for the Pacific and Far East. The MEPS will issue school codes with the first two digits of "58" for these areas.

(2) Score and return the Student ASVAB printed results to DoDEA within 14 working days of receipt. The CEP materials will normally be mailed with the ASVAB results but can be sent sooner, if requested.

(3) Attempt to resolve all procedural and/or policy violations with the responsible overseas test personnel when tests are forwarded with discrepancies.

(4) Report identified testing problems to J-3/MEOP-D.

(5) Provide testing for RMI and the FSM.

(a) The Student ASVAB will be administered in conjunction with periodic Enlistment ASVAB testing visits to RMI and FSM to manage resources efficiently. Standard Enlistment ASVAB visit lengths may be extended to administer the Student ASVAB. If trip extensions are not practical nor cost effective, separate or distinct visits to administer the Student ASVAB are authorized. However, the STP trips must fall within existing budget limits.

(b) When scheduling schools to test, Honolulu MEPS will request school officials to combine their testing populations at one site, as practical, to facilitate administration of the student ASVAB. School personnel must understand that only registered high school sophomores through seniors will be tested. When administering the student ASVAB, MEPS personnel will ensure that only school students are allowed to take the test. If not enrolled in high school, individuals will take the enlistment ASVAB at the designated enlistment test sites.

(c) The ASVAB CEP is available to RMI and FSM with the understanding that school personnel will conduct this component of the STP. The MEPS will provide the materials for the interpretation procedure to school officials in testing schools and provide training for counselors or teachers. The MEPS will mail ASVAB test results and career exploration materials.

8-3. Obtaining USMEPCOM student testing forms

USMEPCOM Forms required to support the services student ASVAB overseas testing program are available on the USMEPCOM website which is listed in [Appendix B](#), Section III.

Appendix A**Instructions for Preparing Prescribed United States Military Entrance Processing Command (USMEPCOM) Forms****C-1. Forms generation**

UMF's prescribed by this regulation are electronically generated. Each may be completed manually. The forms are in Adobe Software format and are available on [SPEAR](#). A small supply of hardcopy forms will be retained in case of a power failure. [UMF 601-4-3-E, Student ASVAB Test Record](#) is generated from the Student Testing Program software.

C-2. Prescribed forms (in numerical order)

a. [UMF 601-4-R-E, Student Test Answer Sheet Discrepancy List](#), If applicable, this form will be completed by the TA during a test session. Use this form to notify schools when student answer sheets cannot be scored, or when scores are invalid for enlistment (option 7). This form and an appropriate letter of explanation must be included in the results package sent to the school. The MEPS will maintain a file copy for 2 years. Instructions for completing the form are as follows:

Item 1: To Enter the school's point of contact (POC) and school name for the specific test session.

Item 2: Session Date Enter the date the session was completed.

Item 3: From Enter the MEPS' name and POC.

Item Entitled Note: On the blank line, fill in the name of the school.

Item 4: Name Enter the name(s) of the student(s) whose answer sheet was not processed, or whose scores are not valid for enlistment. **Enter as: Last Name, First Name.**

Item 5: Reason Not Processed Place an "X" in the appropriate column to indicate the reason the student's test was not processed.

Item 6: Reason Processing Invalid Place an "X" in the appropriate column to indicate the reason the student's scores are not valid for enlistment

Item 7: Other If the reason ~~is other than choice "a" or "b" in columns 5 and 6 in Item 6 is other~~, an explanation must be provided in the lined area at the bottom of the form.

b. [UMF 601-4-2-R-E \(Processing and Distribution Control Record\)](#). Use this form to track the receipt and processing of all student testing answer sheets, and the printing and distribution of school products. Use it to generate the session number. It may be used as a suspense log for release of student results after school products are mailed. The test coordinator (TC) will ensure the form is accurately maintained. Instructions for maintaining the form are as follows:

Column 1: School Name and School Code Enter the school name and school code from [UMF 601-4-3-E](#).

Column 2: Date Tested & Booklets Utilized Enter this information as provided by the test administrator (TA) in ~~Part C (Test Session Data) Section III~~ of [UMF 601-4-3-E](#).

Column 3: Session Number & Date Assigned Assign and enter a six-digit session number (see [Paragraph 5-2a\(1\)](#)) and enter the date the session number was assigned. The session number is the two-digit MEPS ID and the four-digit sequential batch number.

Note: For testing accommodations, use the same session number as the regular test session. For split release option test sessions using Option 1-6, the six-digit session number assigned will be used with each release option number and recorded on separate lines of the form. For multi-room test sessions, only one session number will be assigned and recorded. In cases where individuals ~~s-cheat or abandon the test session~~ student tests are invalidated (listed on the associated [UMF 601-4-3-E](#)), the session number will be assigned and recorded as if it were an intentional split option session. That is, a separate line on the form will be used for the total number of students with release option 7. The release option will be entered in the remarks item. As sophomore tests are automatically scored as option 7, a separate line is not required.

Column 4: Answer Sheets Received Enter the date and the number of completed and partially completed answer forms received. Completed answer forms will be processed under one or more of the options 1-6 and 8. Partially completed answer forms will be processed under release option 7. The total number will be obtained from a manual count of the forms at the MEPS. The number must total the number of test booklets used during the test session.

Column 5: Answer Sheets Processed Enter the date and the total number of answer forms that were processed under each release option. This number will correspond to the number stated on the session statistical reports generated from the MEPS computer system once the session has been successfully processed.

Column 6: Answer Sheets Not Processed Enter the number of answer forms that could not be processed, along with the corresponding code (see [Table 5-1](#)).

Column 7: Date Products Printed Enter the date the ASVAB Summary Results (ASR) sheets, ASVAB Test Score Results Roster, and the Recruiter Service Copy was printed. The dates for these may be different.

Column 8: Date School Products Mailed Enter the date the ASR sheets and ASVAB Test Score Results Roster were mailed to the school. This date will be used in conjunction with the release option code to determine when to release the recruiting service copy printout to the services.

Column 9: Date Service Copies Released Enter the date copies were made available. It must be the same for all services.

Column 10: Product Received/Released By Each service representative will enter his or her initials in the appropriate space when picking up the service copy printout. If printouts are mailed/emailed to service representatives, no receipt initials are required. **Maintain a copy of the sent email for inspection purposes.** Whether the copy is picked up or mailed/emailed, the person responsible for releasing or mailing the service copy will initial this form in the "Released By" space.

Column 11: Remarks This space is provided for any pertinent remarks regarding the receipt and processing of the test session materials and the distribution of the school products. The release option assigned to the session will be entered here.

c. [UMF 601-4-3-E, Student ASVAB Test Record](#). Use this form to schedule student test sessions, coordinate administrative support, and record test session information. A partially completed [UMF 601-4-3-E](#) will be produced using the Student Testing Program (STP) **marketing database** software. Assign this form the same session number recorded on [UMF 601-4-2-R-E](#). Write the session number in the **blank** space

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provided at the top of the form. (Refer to [Paragraph. 5-2a\(1\)](#) for information on assigning session numbers.) The TC will ensure the correct and complete preparation of this form, and will keep a completed form in the historical file of each testing school. Instructions for completing the form are as follows:

SECTION I Scheduling Information Completed by the STP **marketing database** software. If Section I is not completed by the software, complete manually. Most items are self-explanatory; items needing an explanation are:

School Code: Enter the USMIRS school code.

School Year: Enter the current school year.

Students Scheduled: Enter the total number of students scheduled by grade

Total Scheduled: Enter total number of students (including mandatory) from all grades scheduled for testing.

Mandatory For: Enter the total number of students by grade for which the test is mandatory.

Total Proctors Required: Enter the total proctors required.

School Student Pop: Enter the total population of the school by grade.

Test Location: Enter the test location.

Multiroom Test? Enter Y (for yes) or N (for no). **Break Requested?** Enter Y (for yes) or N (for no). **Initial**

SY Exam? Enter Y (for yes) or N (for no). **Lapboards Required?** Enter Y (for yes) or N (for no). **Initial**

Exam Ever? Enter Y (for yes) or N (for no).

Remarks: Enter comments for the TA as required

SECTION II School Confirmation

Date Confirmation Letter Mailed: Write in the date confirmation letter was mailed.

Date School Contacted to Confirm Test (5 days prior): This item will be completed by the responsible TA. Write in date of last confirmation contact with school prior to test.

Dates TA/Proctor Support Confirmed: Date of last confirmation of TA/proctor requirements.

SECTION III Test Session Data This section must be completed by the responsible TA. **Date Tested:**

Write in the date of the test.

Number of Test Booklets Used: Self-explanatory.

Was Proctor Support Satisfactory? Self-explanatory.

Test Started On-Time? Self-explanatory.

Test Versions #: Enter # of booklets distributed

Number of Students Tested: Place the number of students tested, by grade (i.e., 12th, 11th, 10th, other). Write the total number of students tested in the “Total Tested” space. The total will be the same as the number of books utilized.

Remarks (Explain negative responses from above) Self-explanatory.

~~Document proctor no shows, school staff support. **TA Signature and Organization**—The TA signs the form and indicates the organization for which he/she works.—~~

SECTION IV ASVAB Proctor Duties and Responsibilities

This section **provides** a briefing of the proctor’s duties and responsibilities. Obtain a signature and telephone number for each proctor **demonstrating an understanding of duties and responsibilities**. Enter arrival times.

Proctor Certification Print full name(s) of proctor(s). For service proctors print rank and service/organization. For school proctors indicate school. ~~**Proctor Certification** Print full name(s) of proctor(s). For service proctors print rank and service/organization. For school proctors indicate school.~~

d. [UMF 601-4-4-R-E, Receipt of Armed Services Vocational Aptitude Battery \(ASVAB\) Booklets.](#)

Use this form to ensure accurate accounting for all test booklets when the test session requires more than one person as TA (e.g., some multi-room sessions), and in any event where the TA must entrust the booklets to an assistant or any other authorized person. After the test is completed and all test booklets have been returned by the OPM or MEPS TA, cut or tear along the dotted line. The OPM or MEPS TA will retain the upper half, and issue the bottom half to the assistant.

SECTION I ISSUED ASVAB BOOKLETS (to be completed by the test administrator and recipient)

The upper portion of the form must be completed prior to issuing test booklets to school staff assistant TA. Instructions are as follows:

Item 1: From (Test Administrator) Enter the name of the person administering the test and the MEPS name.

Item 2: To (name of recipient of booklets) Legibly print the name of the school staff assistant TA receiving the test booklets.

Item 3: Name of School: Enter the name of the school where the test is being conducted.

Item 4: Test Booklets Receipt Test Booklets Serial Numbers: Enter the serial number(s) for all test booklets issued to assistant TA. **Total Number of Test Booklets Received:** Enter the total number of test booklets issued.

Item 5: Signature of Recipient Self-explanatory.

Item 6: Date Enter the current date.

SECTION II RETURNED ASVAB BOOKLETS (to be completed by the test administrator) – This section must be completed at the end of the test session when booklets are returned. Form instructions are as follows:

Item 7: Test Booklet Receipt

Test Booklets Serial Numbers: Enter the serial number(s) for all test booklets returned to the TA.

Total Number of Test Booklets Received: Enter the total number of test booklets returned.

Item 8: Signature of Test Administrator Self-explanatory.

Item 9: Date Enter the current date.

e. [UMF 601-4-5-R-E, Student Testing Database Maintenance Form](#). Use this form to request changes to the student testing database related to a specific test session. It eliminates the need for a formal memorandum. MEPS may ~~fax or~~ email the form directly to HQ USMEPCOM, J-3/MEOP-TD/CSDBM. After maintenance is completed, HQ USMEPCOM, J-3/MEOP-TD/CSDBM will notify the MEPS via e-mail of the changes. MEPS must wait 24 hours after maintenance is completed before information can be processed. Instructions for completing this form are as follows:

Item 1: Email to: ~~or Fax to:~~ Already completed.

Item 2: FROM: (MEPS Name & ID) Enter the name of the MEPS and the ~~two-digit~~ MEPS ID.

Item 3: DATE: Enter the date of request.

Item 4: Maintenance: (Request the following maintenance function(s) identified by an “X” below) - Place an “X” in the appropriate box indicating the type of action requested (i.e., ~~add school name-change, consolidate schools, close school,~~ delete session number(s), delete sequence number(s), ~~delete school code,~~ change session number associated with, ~~or add school~~). Where needed, fill in the blanks with all required information. Only one type of action will be requested per maintenance form. ~~Add School Self-explanatory. After the MEPS receives the school code, the MEPS will immediately complete entry of school information in USMIRS, enter the date updated, and return the form to J-3/MEOP-TD/CSDBM. After completing this action, maintain a copy of the form in the school file. Consolidate Schools: Self-explanatory. Close School: Self-explanatory. Please note that requests to close schools cannot be submitted if testing data is less than two years old.~~

Item 5: Justification: Enter a ~~brief-detailed~~ explanation for the requested action. ~~Identify training to be completed to reduce changes required due to scoring errors.~~

Item 6: Point of Contact (name, title, phone number, and email): Enter the name, title, ~~and~~ telephone number, ~~and email~~ of the test coordinator. This assures the recipient that the test coordinator is aware of the request, and precludes duplication by someone else. It also provides the name of the individual to be contacted in the event HQ USMEPCOM has questions.

Item 7: Entered by J-3/MEOP-TD/CSDBM

f. **UMF 601-4-6 (Centers of Influence (COI) Event Fund ~~Cite-Request and Reimbursement~~).** Use this form to request funds for a Centers of Influence (COI) event from appropriate Sector. Instructions for completing this form are as follows:

Item 1: From (MEPS): Self-explanatory.

Item 2: To: ~~Self-explanatory~~ You're Sector ESS.

Item 3: ~~Type of event:~~ ~~List the type of COI being conducted.~~ **Location of Event:** The paid provider of food (and most often the place) for the event.

Item 4: Date of event: Self-explanatory.

Item 5: Co-sponsor (if any): The name of any agency (e.g., recruiting service) that will share cost of event.

Item 6: ~~Location:~~ ~~The paid provider of food (and most often the place) for the event.~~ **Number of attendees projected:** Enter the number of non-DoD personnel projected to attend the event.

Item 7: Number of MEPS attendees projected: Self-explanatory. Include all DoD attendees with this number. See [Paragraph 7-8d](#) for limitations.

Item 8: Number of attendees MEPS will pay for: Total number of persons for whom meals will be provided. Total of item 6 and item 7.

Item 9: Purpose of Event: Describe the purpose of the event.

Item 10: Description of intended ASVAB presentation Summarize what will be presented on the ASVAB Student Testing Program.

Item 11: Attendee Cost: Enter the total number of guest attendees from block 7, the number of MEPS or DoD attendees from block 8, and the total number of attendees from block 8. Enter the meal costs on the applicable lines and compute the total funds required. Gratuity will not exceed 18% of the total food bill.

Items 12-: Signature (MEPS ESS, MEPS Commander, BN PSS, BN Commander, and Sector ESS) and date: Self-explanatory.

Item 17: Self-explanatory

Item 18: Enter total cost

Item 19: Self-explanatory

Item 20: Describe results and follow-up actions.

Item 21-22: Signature (MEPS ESS, BN PSS) and date

Item 23: PSS enters the date sent to J-8.

~~g. HQ USMEPCOM Form 601-4-7-R-E (Centers of Influence (COI) Event After-action Report). Use this form to document a description of a completed COI event. Instructions for completing the form are as follows:~~

~~**Item 1: From (MEPS)**~~—The MEPS sponsoring or co-sponsoring the event.

~~**Item 2: Location of Event**~~—The vendor, city, and state.

~~**Item 3: Date/Time of Event**~~—Self-explanatory.

~~**SECTION I – COI ATTENDEES**—Enter the total number of attendees who were COI guests, DOD military personnel guests, and DOD civilian personnel guests in the appropriate space. If it was a co-sponsored event, this will be the total of all attendees present, not just those for whom MEPS purchased food. Write the total actual cost to the MEPS.~~

~~**SECTION II – SUMMARY OF COI (presentations, responses from COI guest, problems, special guest/VIP info)**—Include and describe any of the applicable items~~

~~**SECTION III – IMMEDIATE BENEFITS (leads, requests to visit schools, invitations to conduct training or presentations)**—Include and describe any of the applicable items~~

~~**SECTION IV – FOLLOW UP ACTIONS/RECOMMENDATIONS**—Give a brief description of what will be done to ensure maximum return on the event (e.g., telephone calls or mailings to attendees).~~

~~**SIGNATURE (MEPS ESS)**—Self-explanatory.~~

~~**DATE**—Self-explanatory.~~

~~**h. USMEPCOM Form 601-4-9-R-E (Student Testing Program Quarterly Activity Report).** Use this form to summarize activities of MEPS ESS' and report to sector. Instructions for completing the form are as follows:~~

~~**Item 1: From (MEPS)**—Self-explanatory.~~

~~**Item 2: To: SECTOR ESS**—Self-explanatory.~~

~~**Item 3: Date**—Self-explanatory.~~

~~**Item 4: School visits total:** Enter the number of total school visits conducted. Enter the number of each type of visit conducted on the applicable line.~~

~~**Item 5: Number of visits to state/local education officials/institutions:** Self-explanatory.~~

~~**Item 6: Total conferences/conventions attended:**—Enter the number of conventions attended on the applicable line.~~

~~**Item 7: Training/Presentations (Counselors/Teachers/OPM/MEPS):**—Include counselor, teacher, OPM, or MEPS training conducted.~~

~~**Item 8: Recruiter/IRC Training:**—Include recruiter training conducted as well as education subcommittee or IRC meetings attended.~~

~~**Item 9: Concerns/Problems:** Self-explanatory.~~

~~**Item 10: Signature (MEPS ESS)**—Self-explanatory.~~

~~**Item 11: Date**—Self-explanatory.~~

i. UMF 601-4-11-R-E (Educational Staff Agreement). Use this form to document, for pay purposes, school personnel used as proctors or assistant test administrators for a high school test session. Instructions for completing this form are as follows:

Item 1: Name of MEPS: Self-explanatory.

SECTION I AGREEMENT (To be completed by TA)

Item 2: Enter the information requested (i.e., name of school, number of proctors and/or number of **assistant** TAs, date of test session, name of school, Federal tax ID #, and school address, phone number, and POC.) ESA cannot be processed without the Federal tax ID # or tax statement from the school.

Item 3: Print name of MEPS ~~or OPM~~ Test Administrator: Self-explanatory.

Item 4: MEPS ~~or OPM~~ Test Administrator's signature: Self-explanatory.

Item 5: Date: Self-explanatory.

Item 6: Print name of School Official (Last, First, MI): Self-explanatory.

Item 7: School Official's signature: Self-explanatory.

Item 8: Date: Self-explanatory.

SECTION II FUNDS CERTIFICATION (to be completed by MEPS BT)

Item 9: Number of proctors indicate the number of proctors utilized and compute the total amount owed for proctors.

Item 10: Number of test administrators Indicate the number of **assistant** TAs utilized and compute the total amount owed for TAs.

Item 11: Subtotal, Check usage fee, and Total Invoice Current check fee is 1.7%. Compute the total amount owed for proctors and/or TAs including the 1.7% check fee **if applicable**. If payment is made by credit card, maintain this form with your purchase request.

Item 12: Print name: Name of the MEPS **budget technician**.

Item 13: Test session #: Self-explanatory (obtained from testing).

Item 14: MEPS fund cite: Self-explanatory.

Item 15: MEPS requisition number: Self-explanatory.

Item 16: MEPS: ~~BT~~ Commander's signature: Self-explanatory.

Item 17: Date: Self-explanatory.

Item 18: ~~MEPS-Commander J-8/MERM-BDF~~ signature: Self-explanatory.

Item 19: Date: Self-explanatory.

SECTION III-PAYMENT ISSUE (to be completed by J-8/MRM-LOGISTICS: for check payments only)

Item 20: Signature and title of check issuer from: ~~J-8/MRM-LOGISTICSJ-4/MEFA-CB~~: Self-explanatory.

Item 21: Date: Self-explanatory.

j. UMF 601-4-12-R-E (Educational Staff Agreement for Voluntary Services): Use this form to document, for voluntary purposes, school personnel used as proctors or assistant test administrators for a high school test session. Instructions for completing this form are as follows:

Item 1: Name of MEPS: Self-explanatory.

Item 2: Provide information requested (i.e., name of school, number of test proctors and/or **assistant** test administrators, date of test session, and school address and phone number).

Item 3: Printed Name of MEPS ~~or OPM~~ Test Administrator: Self-explanatory.

Item 4: MEPS ~~or OPM~~ Test Administrator's signature: Self-explanatory.

Item 5: Date: Self-explanatory.

Item 6: Printed Name of School Official (Last, First, MI): Self-explanatory.

Item 7: School Official's signature: Self-explanatory.

Item 8: Date: Self-explanatory.

Notes: Self-explanatory.

k. UMF 601-4-13-R-E (State/Local ~~Convention Marketing Event~~– Funding Request). Use this form to request funds to attend state or local educator ~~conventions marketing events~~ and later to request reimbursement for expenses when the event is completed. Instructions for completing this form are as follows:

FY Enter fiscal year.

SECTION I REQUEST (to be completed by MEPS ESS) The _____. Fill in the name of MEPS requesting funding.

Organization: List the organization conducting the ~~convention or conference event~~.

~~Convention Event~~ dates, City/State, Distance: Self-explanatory.

ESS participation will include: Indicate the type of participation of the ESS. **If ESS from multiple MEPS are attending, indicate ~~and~~** which MEPS is paying for the booth.

~~Additional MEPS Attendees from other MEPS~~: List the total number of ~~additional other~~ MEPS attendees.

Cost estimates: List the cost estimates in each category and compute the total amount. **Certification:**

ESS signature: and Date: Self-explanatory.

Commander's signature: and Date: Self-explanatory.

Battalion Commander's signature and date: Self-explanatory.

SECTION II SECTOR AUTHORIZATION (to be completed by Sector ESS)

Date approval received from Sector e-mail: List the date of the Sector e-mail confirming approval for attendance.

SECTION III RETURN ON INVESTMENT (ROI) (to be completed by MEPS ESS)

Enter information on the value of the event. Information will be used by Sector ESS to determine funding distribution for future events.

Presentation attendees: Self-explanatory.

Leads generated: Enter the number of contacts that require follow-up actions.

Schools scheduled: Enter the number of schools for which scheduling was completed at the show.

Cost per lead: See note for calculation.

Immediate benefits: Enter comment on benefits of marketing at the event and follow up action. If leads were generated for other MEPS not in attendance, enter the MEPS and number of leads forwarded.

SECTION IV REQUEST FOR REIMBURSEMENT (to be completed by ~~MEPS-BT-BN PSS~~)

Total travel expense Upon completion of the ~~conference or convention~~ event, list the actual expenses on the applicable lines (i.e., total travel expense, exhibit booth, other (explain below), and total actual cost).

ESS signature: and Date: Self-explanatory.

~~Budget technician's BN PSS~~ signature and Date: Self-explanatory.

I. UMF 601-4-14-R-E (Professional Organizational Membership Reimbursement Request). Use this form to request reimbursement for professional organizational memberships paid for by the MEPS. Instructions for completing this form are as follows:

Item 1: TO: Sector ESS

Item 2: MEPS: Name of MEPS requesting funding reimbursement.

Item 3: Organization List the organizations to which membership fees have been paid.

Item 4: Amount List the amount paid for each membership fee.

Item 5: TOTAL Self-explanatory.

Item 6: ~~BT ESS BN PSS~~ Signature/Date – Self-explanatory.

Item 7: Date Self-explanatory.

Item 8: Commander's Signature/Date Self-explanatory.

Item 9: ~~Commander's BN PSS Signature/Date~~ Self-explanatory.

~~**Item 9: BN Commander's Signature/Date**—Self explanatory.~~

~~**Item 10: Sector ESS Signature/Date**—Self explanatory~~

m. UMF 601-4-15-R-E (Proctor Support Form). Use this form to document proctor assignments for student test sessions. Instructions for completing this form are as follows:

SECTION I – SCHOOL INFORMATION (to be completed by TC)

Item 1: From: Complete items MEPS Testing Section, Office Telephone Number, and Fax Telephone Number Self-explanatory.

Item 2: Responsible Service: List the service responsible for the school being tested.

Item 3: Responsible Recruiter: List the specific recruiter responsible for the school being tested.

Item 4: Recruiter's Telephone Number (office/cellular): Self-explanatory.

Item 5: High School Information: Complete items **a** through **d** Self explanatory.

Item 6: Test Session Information: Complete items **a** through **d** Self-explanatory.

SECTION II RECRUITER ASSIGNMENT (to be completed by responsible service)

Item 7: Proctor Information: Complete columns a through d. List the name, rank, service, contact numbers, confirmation method, and date for all of the proctors assigned to this student test session.

Item 8: Responsible Recruiter Certification: Complete items a through c Self-explanatory.

Item 9: Remarks – Self-explanatory.

Appendix B
References

Section I

Publications referenced in or related to this publication

AF JI 36-2016

Armed Services Military Personnel Accession Testing Programs. Cited in [Executive Summary](#)

AR 601-222

Armed Services Military Personnel Accession Testing Programs. Cited in [Executive Summary](#)

CG COMDTINST 1130.24A

Armed Services Military Personnel Accession Testing Programs. Cited in [Executive Summary](#)

~~**CE 611-1**~~

~~Office of Personnel Management Handbook for Administering the Armed Services Vocational Aptitude Battery (ASVAB)~~

DoDD 1145.2E

United States Military Entrance Processing Command (USMEPCOM)

DoDI 1304.12E

DoD Military Personnel Accession Testing Program

MCP 1130.52E

Armed Services Military Personnel Accession Testing Programs. [Cited in Executive Summary](#)

New Student Testing Program (STP) User Manual. Cited in Paragraph [5-2a\(1\)](#).

OPNAVINST 1100.5

Armed Services Military Personnel Accession Testing Programs. [Cited in Executive Summary](#)

UMR 5-5

Security, Safety, and Special Programs. Cited in Paragraph [4-4d](#).

~~**USMEPCOM Reg 58-1**~~

~~Management and Use of Motor Vehicles. Cited in paragraph 7-13e.~~

UMR 611-1

Enlistment Qualification Tests. Cited in [Paragraph 1-4j](#).

UMR 690-13

Civilian Personnel Management Program. Cited in [Paragraph 7-2b](#).

Section II

Forms referenced in or related to this publication (Note: USMEPCOM J-3/Operations has special permission to prepare testing forms using DoD titles.)

DD Form 1304-5

ASVAB Summary Results.

DD Form 1304-5AM

ASVAB Career Exploration Program, Manual for Administration, Student.

~~**DD Form 1304-5CM**~~

~~The ASVAB Career Exploration Program, Counselor Manual.~~

~~**DD Form 1304-5MC**~~

~~Military Careers.~~

DD Form 1304-5RG

The ASVAB Career Exploration Program, Recruiter Guide

DD Form 1304-5WB

Exploring Careers: The ASVAB Career Exploration Guide.

~~**SF 1164**~~

~~Claim for Reimbursement for Expenditures on Official Business.~~

UMF 601-4-R

Student Test Answer Sheet Discrepancy List

UMF 601-4-2-R-E

Processing and Distribution Control Record

UMF 601-4-3-E

Student ASVAB Test Record

UMF 601-4-4-R-E

Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets

UMF 601-4-5-R

Student Testing Database Maintenance Form

UMF 601-4-6

Centers of Influence (COI) Event Fund ~~Cite-Request~~ and Reimbursement

~~**USMEPCOM Form 601-4-7-R**~~

~~Centers of Influence (COI) Event After Action Report.~~

~~**USMEPCOM Form 601-4-9-R**~~

~~Student Testing Program Quarterly Activity Report.~~

UMF 601-4-11-R-E

Educational Staff Agreement.)

UMF 601-4-12-R-E

Educational Staff Agreement for Voluntary Services

UMF 601-4-13-R-E

State/Local ~~Convention~~ Marketing Event – Funding Request

UMF 601-4-14-R-E

Professional Organizational Membership Reimbursement Request

UMF 601-4-15-R-E

Proctor Support Form.

UMF 680-3A-E

Request for Examination. Cited in [Paragraph 5-3d](#).

Section III (The file numbers this regulation prescribes for the user to file specific documents.)

Required File Numbers

601

General personnel procurement correspondence files. Cited in [Paragraph 5-1](#).

KE6. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

601-222d

Qualification test answers. Cited in [Paragraph 5-2b](#). Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. ~~Answer sheets for test administered to Air Force personnel will be forwarded according to AR601-270.~~

Appendix C

Internal Control Evaluation Checklist

C-1. Function

The function covered by this checklist is to monitor activities related to the student Armed Services Vocational Aptitude Battery (ASVAB).

C-2. Purpose

The purpose of this checklist is to assist testing personnel in the Military Entrance Processing Station (MEPS) in evaluating the key management controls listed below. It is not intended to cover all controls.

C-3. Instructions

Answers must be based on actual testing of key internal controls (document analysis, direct observation, sampling, simulation, etc.) Explain answers indicating deficiencies and take necessary corrective actions. Formally evaluate these controls at least once every 5 years. Certify evaluations have been accomplished by completing [Department of Army \(DA\) Form 11-2, Internal Control Evaluation Certification](#)

C-4. Test questions a. General.

(1) Is the United States Military Entrance Processing Command (USMEPCOM) Command Inspection Checklist Section B-11 (available on USMEPCOM [SPEAR](#) ratings promptly corrected within 30 days? ([SPEAR](#)) completed twice a year with a SATISFACTORY rating?

(2) Are UNSATISFACTORY

a. Proctor support.

(1) Does the MEPS coordinate for proctor support with the services and report proctor no-shows in USMIRS?

b. Test administration.

(1) Are all student answer sheet packages shipped or hand delivered to the MEPS within 48 hours after the test?

(2) Are any instances of cheating documented on [UMF 601-4-R-E](#), Student Test Answer Sheet Discrepancy List?

c. Test loss/compromise.

(1) Are all instances of test loss/compromise promptly reported to Sector?

d. Test scoring and distribution.

(1) Is information on [UMF 601-4-2-R-E, Processing and Distribution Control Record](#) kept current?

(2) Do sequential batch numbers begin with 0001 and end with 9999 before starting over again?

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e. Centers of Influence (COI) Program. Has a specific group been identified where appeal by way of a COI event may elicit support or advocacy for the ASVAB Career Exploration Program (CEP)?

f. Organization membership and participation. Has the ESS assessed what local and State educational organizations are best able and/or most willing to advocate for the ASVAB CEP in the MEPS area?

C-5. Supersession

This checklist supersedes

C-6. Comments

To help make this a better tool for evaluating management controls, submit comments to HQ USMEPCOM, ATTN: J-3/MOP-TD, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

C-7. [Department of Army \(DA\) Form 11-2, Internal Control Evaluation Certification.](#) Use [Department of Army \(DA\) Form 11-2, Internal Control Evaluation Certification](#) to document internal control evaluations.

Appendix D
Glossary

AAR
After Action Report

AOR
Area of Responsibility

AP
Accession Policy

ASR
ASVAB Summary Results

ASVAB
Armed Services Vocational Aptitude Battery

BN
Battalion

CD
Compact Disk

CEP
Career Exploration Program

CSDBM
Centralized Student Database Management

COI
Center of Influence

DA
Department of the Army

DD, DoD
Department of Defense

DMDC
Defense Manpower Data Center

DoDDS
Department of Defense Dependent Schools

DUSD
Deputy under Secretary of Defense

ESA
Educational Staff Agreement

ESS

Education Services Specialist

FedEx

Federal Express

FSM

Federated States of Micronesia

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

ID

Identification

IMPAC

International Merchant Purchase Authorization Card

IRC

Interservice Recruitment Committee

MEPS

Military Entrance Processing Station

NLT

Not Later Than

OMR

Optical Mark Reader

OPM

Office of Personnel Management

POC

Point of Contact

PSS

Personnel Support Specialist

RMI

Republic of the Marshall Islands

RN

Record number

SF

Standard Form

STP

Student Testing Program

STS
Student Testing System

SY
School Year

TA
Test Administrator

TC
Test Coordinator

TCO
Test Control Officer

TDY
Temporary Duty

TLC
Test Loss/Compromise

UPS
United Parcel Service

USMEPCOM
United States Military Entrance Processing Command

USMIRS
USMEPCOM Integrated Resource System