

Effective 31 July 1996

Personnel Procurement

Department of Defense Student Testing Program

The original form of this regulation was first published on 17 April 1996.

This UPDATE printing publishes a new Change 1, which is effective 31 July 1997. The strikethrough and underscore method is used for the portions of text that are revised.

For the Commander:

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Summary. This regulation establishes policy, responsibility, and operational procedures for the Department of Defense Student Testing Program within the United States Army Recruiting Command.

Applicability. This regulation is applicable to all recruiting personnel assigned to the United States Army Recruiting Command. However, it does not establish limits or boundaries on the initiative and imagination of commanders and recruiters to expand upon the program guidance

contained in this regulation.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are in-

vited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-IE), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE.

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Glossary

1. Purpose

This regulation establishes policy, responsibility, and operational procedures for the Department of Defense (DOD) Student Testing Program within the United States Army Recruiting Command (USAREC).

a. Program description. The Armed Services Vocational Aptitude Battery (ASVAB), developed at the direction of DOD, is offered through the Student Testing Program to interested high schools (HS) and other educational institutions. The program serves as a means of sharing extensive experience in aptitude testing, occupational classification, and selection with students and their counselors, and as a means of stimulating interest in service jobs and training opportunities in the Armed Forces.

b. Program purpose. Within USAREC, the DOD Student Testing Program is designed to:

- (1) Provide the field recruiter with a source of

leads of HS seniors and juniors qualified through ASVAB for enlistment into the Active Army and United States Army Reserve.

(2) Provide HS students and their counselors with a tool for vocational career exploration through evaluation of students' current aptitudes as measured by the ASVAB and the occupational data provided from Army classification experience.

2. References

- a. Related publications.
 - (1) AR 601-222 (Armed Services (Institutional) Vocational Testing Program).
 - (2) DOD Directive 1304.12 (Armed Services Vocational Aptitude Battery (ASVAB)).
 - (3) USAREC Reg 350-7 (Recruiting Station Production Management System).
- b. Related forms.
 - (1) USMEPCOM Form 601-4-3 (Student ASVAB Testing Record).
 - (2) USMEPCOM Form 714-A (Request for Examination).

3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. General

DOD policy on recruiting in conjunction with the ASVAB.

- a. Students enrolled in HS, vocational schools, Job Corps training, or post-secondary

institutions and programs may be voluntarily tested with the ASVAB. The military desires that the test be taken voluntarily by students, but should inform schools using ASVAB that the benefits to the school may include the development of local norms when entire grades are tested.

b. Recruiters will encourage HS students to remain in school and graduate. Students enrolled in HS and under 18 years of age will not be accepted for active duty enlistment without advance notice to the school and without parental consent.

c. ASVAB results are used as recruiting lead sources and for vocational guidance counseling. School officials will be provided with information on aptitudes for civilian training and jobs, such as a counselor's manual and technical supplements.

d. Recruiting personnel will provide school principals or counselors with appropriate materials relating to careers in the Armed Forces and will encourage the use of such materials when informing students about vocational career opportunities. Claims that ASVAB results are directly related to civilian occupations will not be made unless supported by documented research findings.

e. ASVAB results are not valid for enlistment purposes 2 years after test date.

f. Recruiters will provide schools for which they have testing responsibility with pretest information about ASVAB, and its uses, at least 2

*This regulation supersedes USAREC Regulation 601-59, 2 July 1990.

weeks prior to date of test administration. Schools will be encouraged to place these in the hands of students and parents at least 1 week prior to a test.

g. The ASVAB program is a DOD program and must be conducted as such. Individual service recruiting will not be conducted during the promotion, scheduling, test administration, or immediate post-test phases of the program.

h. Individual service recruiting using the ASVAB scores will not be initiated until after the student ASVAB results have been returned to the schools and students, and any restrictions imposed by the school have been satisfied.

i. All ASVAB literature, promotional items, and recruiting materials produced by USAREC at any level of the command will reflect the above points

j. Under the centralized testing concept, the ASVAB program is divided into three separate and distinct operational functions: Pretest scheduling and promotion, test administration, and post-test promotional recruiting.

(1) The United States Military Entrance Processing Command (USMEPCOM) provides test administration support functions for the Armed Services. The individual services perform the promotional and recruiting functions.

(2) USAREC is responsible for the management and supervision of the Army's assigned portion of the DOD Student Testing Program.

5. Responsibilities

a. USAREC ASVAB functions and authority.

(1) Develops plans, policies, and procedures to implement, coordinate, and manage the Army's assigned portion of the DOD Student Testing Program in accordance with DOD Directive 1304.12 and AR 601-222.

(2) The Training and Education Division, Recruiting Operations Directorate, Headquarters, United States Army Recruiting Command (HQ USAREC), is responsible for the staff supervision and operational management of the ASVAB program within USAREC.

(3) The recruiting brigades (Rctg Bdes), recruiting battalions (Rctg Bns), recruiting companies (Rctg Cos), and recruiting stations (RS) are responsible for the promotional and recruiting functions of the ASVAB program and the supervision of USAREC personnel assigned functional duties therein.

b. Commanding General, USAREC, will:

(1) Maintain overall responsibility for the execution and continued development of the ASVAB program.

(2) Represent the Army at the Joint Recruiting Commander's Committee meeting.

c. Director of Recruiting Operations, HQ USAREC, will:

(1) Maintain overall responsibility for the effective functioning of the Army portion of the ASVAB program.

(2) Advise the Commanding General on all matters pertaining to the DOD Student Testing Program.

(3) Appoint a coordinator to supervise and manage the testing program for the command.

d. The ASVAB program coordinator will:

(1) Provide Rctg Bdes and Rctg Bns with appropriate guidance, information, and necessary assistance to accomplish the ASVAB mission.

(2) Conduct staff visits to Rctg Bdes and Rctg Bns to coordinate ASVAB matters and to provide technical assistance as requested or necessary.

(3) Coordinate the USAREC ASVAB program with USMEPCOM.

(4) Attend interservice meetings pertaining to the ASVAB program, coordinate ASVAB matters with other recruiting services, attend the Manpower Accession Policy Working Group meetings as the USAREC representative, and attend other meetings as necessary.

e. Rctg Bde commanders will:

(1) Maintain overall responsibility for the conduct and continued development of the DOD Student Testing Program within their Rctg Bde.

(2) Represent the Army at the Mid-Level Interservice Recruiting Committee (IRC) meetings.

(3) Appoint an ASVAB program coordinator (normally the Rctg Bde education services specialist (ESS)) to oversee and monitor the ASVAB program for the command.

(a) The Rctg Bde ESS will identify training needs relative to the ASVAB and will develop training modules and conduct training as needed.

(b) The Rctg Bde ESS will advise the Rctg Bde commander on ASVAB-related concerns for Mid-Level IRC considerations.

(c) The Rctg Bde ESS will respond to periodic requests for ASVAB information from the USAREC ASVAB program manager.

(4) Provide ASVAB testing goal recommendations for their assigned Army schools to the USAREC ASVAB program manager annually, no later than 15 July of each year.

~~(a) Testing goals should target continual improvement in the Rctg Bde's DOD Student Testing Program. All Rctg Bde and Rctg Bn commanders need to show increased penetration on a yearly basis.~~

~~(b) Any recommended testing goals less than the most recent school year testing goals must include a written justification or explanation as part of the report. Efforts should be made to increase ASVAB testing during open season.~~

(5) Report no-show proctors to USAREC ASVAB program manager each month.

f. Rctg Bn commanders will:

(1) Maintain overall responsibility for the conduct and continued development of the DOD Student Testing Program within their Rctg Bn.

(2) Attend the IRC meetings as the senior Army representative and encourage use of the IRC as the forum for resolution of problems related to ASVAB and relations with HS.

(3) Provide required support for the ASVAB program and ensure recruiting personnel are available to serve as proctors during ASVAB sessions, as needed.

(4) Appoint an ASVAB coordinator (normally the Rctg Bn ESS) to coordinate and manage the ASVAB program in the Rctg Bn.

(a) The Rctg Bn ESS will provide Rctg Co, RS, and recruiter ASVAB training and assistance with promoting, scheduling, and post-test services, to include ASVAB interpretations.

(b) The Rctg Bn ESS will coordinate the Army's portion of the ASVAB testing program with the MEPS ESS.

(c) The Rctg Bn ESS will serve as a member of the education Pre-IRC. (This committee meets prior to the IRC to discuss education issues and make recommendations to IRC members for action.)

(5) Rctg Bn commanders report proctor no-shows to Rctg Bde commanders.

g. Rctg Co commanders will supervise and manage the ASVAB program in their respective Rctg Cos and coordinate all matters pertaining to the ASVAB program with their RS commanders, the Rctg Bn ESS, and the Rctg Bn commander. They will render such assistance as is necessary to maintain an effective ASVAB program.

h. RS commanders will supervise and maintain operational control of all personnel within their RS concerning the following assigned duties in the ASVAB program:

(1) Ensure availability of physical facilities and transportation for testing, as needed.

(2) Ensure that recruiters responsible for schools are present to act as liaison between school officials, students, and Military Entrance Processing Station (MEPS) or Office of Personnel Management test administrators when their schools are being tested.

(3) Provide proctors in support of test sessions (one proctor for 40 students), as requested by IRC and directed by Rctg Bn.

(4) Assist recruiters in developing and maintaining a systematic plan for effective utilization of the ASVAB promotional and recruiting functions.

(5) Ensure that recruiters establish and maintain a harmonious working relationship with recruiters of other services to accomplish the ASVAB mission.

(6) Ensure that recruiters use ASVAB service printouts to their advantage in contracting and enlisting qualified applicants in accordance with USAREC Reg 350-7.

i. Recruiters will:

(1) Be responsible for ASVAB promotion and recruiting activities in HS, vocational-technical schools, post-secondary colleges, and other educational institutions in their assigned areas.

(2) Be responsible for coordination of ASVAB scheduling in Army assigned schools, using USMEPCOM Form 601-4-3 (Student ASVAB Test Record).

(3) Be present during testing in their assigned schools, to ensure proper coordination.

(4) Serve as test proctors, as required.

(5) Use ASVAB service printouts to their advantage in contracting and enlisting qualified

applicants.

(6) Observe and abide by school mandated restrictions on the use of ASVAB printouts to contact students.

(7) Assist schools in the process of interpreting the ASVAB results to students, when requested.

(8) Request the assistance of the Rctg Bn ESS as necessary.

6. Procedures

a. ASVAB procedures.

(1) It is essential that Rctg Bde and Rctg Bn personnel ensure the promotion of the ASVAB in all schools within their assigned recruiting areas, although some schools will be assigned to other services.

(2) The preliminary test arrangements and scheduling are of prime importance. Information about the date of the test, the number of students to be tested, rooms involved, proctors required, and tests and answer sheets needed must be gathered by the responsible personnel and provided to the MEPS on an original USMEPCOM Form 601-4-3 (fig 1).

b. Interservice cooperation.

(1) The key to an effective DOD Student Testing Program is interservice cooperation.

(2) It is essential that Rctg Bde and Rctg Bn commanders attend their respective IRC meetings and coordinate with their counterparts to resolve any problems which may arise.

c. Overseas policy guidance (Army Personnel Testing Program).

(1) The DOD Student Testing Program will provide an opportunity to test DOD Dependents Schools (DODDS), students, and military applicants overseas with the ASVAB.

(2) The Recruiting Services are responsible for operation of the overseas testing program, to include: Testing DODDS students and applicants; and sending testing and enlistment processing documents to USMEPCOM for entry into the DOD computerized applicant data base.

(3) To ensure ASVAB security, only service-designated test control officers (TCO), test administrators, and test examiners will handle ASVAB test materials.

(4) Military recruiters overseas are responsible for coordinating, scheduling, and providing proctor support in conjunction with the school, for overseas student ASVAB sessions. Recruiters will not handle, distribute, or collect test materials.

(a) The recruiter is responsible for a properly completed and signed USMEPCOM Form 714-A (Request for Examination). However, in view of geographic distances overseas that may exist between applicant, recruiter, and test site, a recruiter, as an exception, may request a TCO to properly and accurately complete and sign a USMEPCOM Form 714-A. The recruiter maintains ultimate responsibility for proper completion of the form.

(b) If the recruiter is physically available in the geographic location where the test is to be given, the recruiter will complete and sign the USMEPCOM

Form 714-A. If a recruiter knows that he or she will not be attending a test session, the recruiter must coordinate with the TCO prior to test time to assure proper and accurate completion of the form. Telephonic coordination is acceptable. However, TCO may not be compelled to execute USMEPCOM Form 714-A for a recruiter.

(c) The printed or typed name of the recruiter is required on the back of the USMEPCOM Form 714-A if it is signed by the TCO. A test will be invalidated if the form is not properly completed or if the information on the form is incorrect whether completed by the recruiter or his or her TCO representative.

(d) Recruiters will give TCO written or telephonic notice, at least 10 working days in advance when scheduling student tests. Production tests will be administered daily upon request. Recruiters will coordinate with TCO in order to schedule production tests on a weekly basis.

(5) Final decision to test rests with the TCO. TCO will be responsible to administer appropriate mental tests to potential enlistees and will:

(a) Provide written results of mental tests for applicants desiring enlistment within 3 working days of administration of the test and forward answer sheets with the original DOD 1304.12K and USMEPCOM Form 714-A to the USMEPCOM designated MEPS.

(b) Administer, store, and safeguard test material, ASVAB, in accordance with current Department of the Army and USMEPCOM regulations, DOD directives, and in conjunction with United States Army Europe and USAREC supplements at military personnel testing centers.

(c) Provide ASVAB testing in DODDS and forward answer sheets to the USMEPCOM designated MEPS.

(d) Give and grade mental tests on a priority basis.

(6) USAREC Rctg Co commanders are encouraged to work with TCO regarding testing exceptions such as short notice test requests. Factors to consider if granting exceptions are overtime, travel and/or temporary duty costs, and increase or change in TCO schedule workload.

STUDENT ASVAB TEST RECORD**FOR TEST SESSION NUMBER _____****PART A****SCHEDULING INFORMATION**

1. Desired test date: 5 Nov 95 Start time: 0800		2. School name and address: Westside HS Augusta, GA 30906		3. School contact name, telephone: Ms. Greene (555) 555-5555	
4. SY 95-96 Initial 3 2nd/3rd		5. School code:		6. Special instructions: ① 2 3 4 5 6 7 8	
		7. Service Assigned:		8. "Open season" service	
10. School population by grade: 12 11 10 9 OTH				9. Mandatory for: (Indicate) ALL 12 11 10 9 OTH	
11. Number of students scheduled: 12 11 10 200 9 OTH TOT					
12. Test room(s): 5		13. Multiroom: Yes <input checked="" type="checkbox"/> NO		14. Break requested: Yes No <input checked="" type="checkbox"/>	
15. Total proctors: required:		16. No. of school proctors: 5			
17. Responsible recruiter name, telephone: SFC Isuzu (888) 888-8888				18. Number of recruiter proctors required: AR NA AF MC CG	
				19. Test administrators: ____ OPM ____ MEPS (TDY: Y N)	
20. Remarks: (Provide data about special provisions: i.e., multiroom/split sessions, breaks, etc.)					

PART B**SCHOOL CONFIRMATION**

1. School confirmation letter mailed: _____	2. School contacted to confirm testing details: _____	3. TA/proctor support confirmed: TA _____ Proctor _____
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PART C**TEST SESSION DATA**

1. Date tested: YY MM DD	2. Number test booklets utilized: _____	3. Test administrator name, Agency Abbr: OPM/MEPS/SCH	4. Did test begin on time? Yes No
5. Was proctor support satisfactory? Yes No	6. Was testing area adequate for administering test? Yes No	7. Number of students tested: 12 11 10 9 OTH TOT	
20. Remarks: (Explain negative responses to items 4-6 above)			

**TEST PROCTOR DUTIES/RESPONSIBILITIES BRIEFING CERTIFICATION
(REFERENCE: USMEPCOM REGULATION 601-4)**

1. Proctor duties/responsibilities:

a. The role of the proctor is particularly important in the student testing program. If the proctor does the job properly, much of the temptation to cheat is gone and the possibility of loss/compromise is greatly reduced.

b. The military proctor is a representative of the Department of Defense, the U.S. Armed Services, and his/her respective service. The proctor is on display, and attitudes toward the military by those who observe the test situation are directly affected by the proctor's conduct. He/she must be a professional.

c. Regardless of rank, rate, or grade, each proctor must always remember that he/she is responsible to the test administrator (TA), and while at the test site, the TA is in charge of the test session.

d. Proctors will not congregate in groups during the test session. Proctors will patrol their assigned areas continuously while directions are being read and while the test is being administered. Within the assigned areas, the proctors will:

(1) Assist in distributing and collecting test materials as directed by the test administrator.

(2) Ensure that all students in the assigned area have the required test materials prior to beginning the test, that unused test materials are returned to the test administrator for securing, and that test booklets are inventoried by booklet number before students are dismissed.

(4) Throughout the test session, ensure that the students:

(a) Work on the proper test.

(b) Use the proper section on the answer form for

each test.

(c) Do not make pencil marks in the test booklet.

(d) Do not make stray marks on their answer forms.

(e) Do not cheat (immediately report any incidents of cheating to the TA).

(f) Do not distract or assist other students.

(5) Not in any way assist students in answering test questions. Students may ask questions but must be told only to "REREAD THE QUESTION."

(6) Not become involved in extended discussion with anyone in the test room or otherwise disturb student concentration.

e. Proctors will remain in the testing room during the entire test session.

f. The proctor must remember that active recruiting is prohibited. He/she should let actions, attitude, and appearance do the recruiting.

g. If the proctor feels that the TA or other proctors did not demonstrate ethical conduct or that the TA did not administer the test in a professional manner, the particulars should be relayed to the IRC chairman and the violator's commanding officer.

2. Your duties and responsibilities while proctoring play a vital part in determining the success of the student testing program. You should approach them with a positive attitude.

I CERTIFY THAT I HAVE BEEN BRIEFED ON THE ABOVE TOPICS AND ANY OTHER SPECIFIC INSTRUCTIONS CONCERNING MY PROCTORING DUTIES DURING THE TEST

PRINTED NAME/SERVICE/GRADE/AGENCY

SIGNATURE

AGENCY ABBR: REC/MEPS/OPM/SCH

Figure 1. Sample of a completed USMEPCOM Form 601-4-3 (Continued)

Appendix A Procedures Checklists

ASVAB Procedures

Arrangement and preparation for the administra-

tion of ASVAB are the responsibility of the recruiter in accordance with local IRC policy. To assist the recruiter in accomplishing this responsibility, the checklists at tables A-1, A-2, and A-3 have been developed. The checklists are not

directive in nature. They are simply recommended procedures that have been found effective in most cases. They are suggested as guides which will aid recruiters in the effective accomplishment of the ASVAB mission.

Table A-1
Basic procedures

PRIOR TO CONTACTING SCHOOLS
<ol style="list-style-type: none"> 1. Become familiar with all ASVAB publications and directives, and IRC policy. Check with Rctg Bn ESS. 2. Know which schools in your recruiting area are assigned to each service for testing. 3. Determine if schools in your area, that are assigned to another service for testing, are being served. If not, make appropriate arrangements with IRC for testing. 4. Have sufficient amounts of ASVAB promotional materials on hand to supply schools.
CONTACTING SCHOOLS
<ol style="list-style-type: none"> 5. Contact appropriate school officials (work experience coordinator, vocational-technical instructor, principal, assistant principal, or guidance counselor). 6. Brief counselors and other interested school personnel on the ASVAB Student Testing Program. Use visual aids such as ASVAB slide programs when appropriate. 7. Provide counselor's manual and show how it is used with the "Your ASVAB Results" sheet. 8. Provide student pretest at least 2 weeks prior to test. Post ASVAB poster announcing test date and location. 9. Inform counselors that test is designed for use with juniors and seniors, but that testing sophomores is permissible. 10. Inform counselors that DOD desires the test to be administered to all students on a voluntary basis. 11. Agree on a testing date and, if possible, confirm with MEPS while at the school. If a conflict on testing date materializes, arrange an alternate date agreeable to the school. Complete USMEPCOM Form 601-4-3 and send original to MEPS (see sample at fig 1). 12. Determine that at least 3 hours of uninterrupted testing time will be available. 13. Discuss 30-day return of student test results and that, if desired, you will provide information on interpreting the results. 14. Advise that the test is available at no cost to school, students, or community. 15. Determine if the school desires any special arrangements, such as no recruiting before a specified date, etc. If it does, make note and advise MEPS. 16. Determine if faculty members will be available to serve as proctors. If so, note how many and advise MEPS. 17. Ask to see school facilities where test will be given.
PRIOR TO TEST
<ol style="list-style-type: none"> 18. Reconfirm testing date with MEPS and school counselor, within 2 working days prior to test. 19. Reconfirm number of students expected to be tested. 20. Obtain proctoring requirements from MEPS and provide recruiting personnel as requested. 21. Contact MEPS TCO to verify test arrangements. Offer transportation, if needed. Additional IRC requirements may also pertain. 22. Try to get publicity in school and local papers, television, and radio stations about the test and date of the test. Contact local influence groups for assistance. 23. Recruiter responsible for school should arrive at school at least one half hour prior to testing time. Ensure proctors are available. 24. Introduce MEPS or Office of Personnel Management administrator(s) to school test coordinator and act as liaison between school test coordinator, students, and test administrator. 25. Provide requested assistance to test administrator. 26. Contact school test coordinator before leaving school to thank him or her for the privilege of testing. Confirm that test results will be returned as soon as possible by mail.
AFTER THE TEST
<ol style="list-style-type: none"> 27. Offer to assist with interpreting the ASVAB results. 28. Ensure that counselors and students are aware of any additional materials for career exploration, such as the Army Occupational Handbook, Military Career Guide, etc.

Table A-2
Large school procedures

PRIOR TO DATE OF TESTING
<ol style="list-style-type: none"> 1. Contact Rctg Bn ESS and advise of arrangements. 2. If school has been tested in the past, review administration of testing session and plan to avoid repeating any past difficulties. 3. Discuss potential trouble spots with Rctg Bn and servicing MEPS. 4. Discuss proctor requirements with Rctg Bn and servicing MEPS. 5. Consider conducting orientation for school faculty. 6. Make arrangements to have student answer cards filled out prior to test administration (if necessary). 7. Request appointment of a monitoring officer (Army, Air Force, Marine Corps Captain, Navy Lieutenant, or higher) with servicing MEPS.
DAY OF TESTING
<ol style="list-style-type: none"> 8. Provide all necessary assistance to MEPS test administrator.

NOTE: For use when testing 500 or more students. Use in addition to table A-1 when testing more than 500 students during one test session.

Table A-3
Multiroom procedures

PRIOR TO DATE OF TESTING
<ol style="list-style-type: none"> 1. Check public address or amplification system to ensure that it can be heard in all testing rooms. 2. Arrange alternate plan in case of public address system failure during test administration (such as requesting that teachers be authorized to administer the test). 3. Make arrangements to have students' answer cards filled out prior to test date.
DAY OF TESTING
<ol style="list-style-type: none"> 4. Provide all necessary assistance to test administrator.

NOTE: To be used in multiroom situation.

Glossary

ASAVB

Armed Services Vocational Aptitude Battery

DOD

Department of Defense

DODDS

Department of Defense Dependents Schools

ESS

education services specialist

HQ USAREC

Headquarters, United States Army Recruiting Command

HS

high school

IRC

Interservice Recruiting Committee

MEPS

Military Entrance Processing Station

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RS

recruiting station

TCO

test control officer

USAREC

United States Army Recruiting Command

USMEPCOM

United States Military Entrance Processing Command