

Summary of Changes

USMEPCOM Regulation 601-4, November 13, 2006
Personnel Procurement
Student Testing Program

This rapid action revision-

- Deletes reference to USMEPCOM Regulation 11-4 (Management Controls) in the management control process paragraph.
- Changes procedure for payment of educational staff agreements (par. 3-9).
- Updates USMEPCOM Form 601-4-11-R-E (Educational Staff Agreement); deletes section III.
- Updates instructions to USMEPCOM Form 601-4-11-R-E (app. C).

This revision changes policy and procedures throughout; it is reorganized by subject matter. Specifically, this revision-

- Adds USMEPCOM Form 601-4-15-R-E (Proctor Support Form) (par. 3-1b).
- Adds USMEPCOM Form 601-4-11-R-E (Educational Staff Agreement) (par. 3-1d).
- Adds USMEPCOM Form 601-4-12-R-E (Educational Staff Agreement for Voluntary Services) (par. 3-1d).
- Changes procedures for hiring and paying school personnel proctors and assistant test administrators (TAs) (par. 3-1d).
- Changes split session to after subtest four (par. 3-4).
- Updates USMEPCOM Form 601-4-3-E (Student ASVAB Test Record) to reflect version printed from Schools 2001, removes references to the Shortened Student ASVAB, reduced the font size of “Test Option 2” and minor edits (par. 3-4a).
- Updates USMEPCOM Form 601-4-4-R-E (Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets) to add a “Total Number of Test Books_____” with the existing serial number (par. 3-5a).
- Changes procedures for counting proctor no-shows (par. 3-6c (7)).
- Updates USMEPCOM Form 601-4-R-E (Student Test Answer Sheet Discrepancy List) by reformatting the form (par. 4-4b).
- Changes session break point to after subtest four (par. 4-4e (1)).
- Updates USMEPCOM Form 601-4-2-R-E (Processing and Distribution Control Record) to add a line for the release option in the remarks block. (par. 5-2a).

- Changes session numbering sequence (par. 5-2a (1)).
- Updates USMEPCOM Form 601-4-5-R-E (Student Testing Database Maintenance Form) to add a “School name change” function; adds data element requirements to the “Delete session numbers”, “Delete sequence numbers”, and “Add school” functions; and adds “Note: School deletion must include a memo signed by the IRC chair and be routed through sector for approval.” to the “Delete school code” function (par. 5-2d).
- Adds USMEPCOM Form 601-4-13-R-E (State/Local Convention – Funding Request) (par. 7-5b).
- Adds USMEPCOM Form 601-4-14-R-E (Professional Organizational Membership Reimbursement Request) (par. 7-7c).
- Updates USMEPCOM Form 601-4-6-R-E (Centers of Influence (COI) Event Fund Cite Request) by reformatting the form (par. 7-8a).
- Updates USMEPCOM Form 601-4-7-R-E (Centers of Influence (COI) Event After-Action Report) by reformatting the form (par. 7-8c).
- Updates USMEPCOM Form 601-4-9-R-E (Student Testing Program Quarterly Activity Report) by reformatting the form and condensing to one page (par. 7-13).
- Adds education services specialist (ESS) out-of-pocket expense procedures (par. 7-13i).
- Incorporates Republic of the Marshall Islands (RMI) and the Federated States of Micronesia (FSM) testing policy for the Honolulu military entrance processing station (MEPS) (par. 8-2d(5)).
- Deletes USMEPCOM Form 601-4-1-R-E (MEPS School File Data Input Record) as form is obsolete (throughout).
- Deletes USMEPCOM Form 601-4-8-R-E (Centers of Influence Event Return on Investment Evaluation) as form is obsolete (throughout).
- Deletes USMEPCOM Form 601-4-10-R-E (Convention Return on Investment Evaluation) as form is obsolete (throughout).

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 601-4

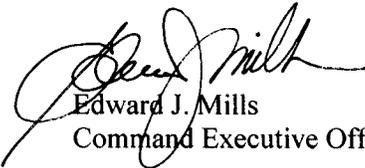
November 13, 2006

Effective: November 13, 2006

**Personnel Procurement
STUDENT TESTING PROGRAM**

FOR THE COMMANDER:

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DISTRIBUTION:

A and D (Electronic only publication)

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. This regulation establishes USMEPCOM Form 601-4-11-R-E (Educational Staff Agreement), USMEPCOM Form 601-4-12-R-E (Educational Staff Agreement for Voluntary Services), USMEPCOM Form 601-4-13-R-E (State/Local Convention – Funding Request), USMEPCOM Form 601-4-14-R-E (Professional Organizational Membership Reimbursement Request), and USMEPCOM Form 601-4-15-R-E (Proctor Support Form).

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/MOP-TD, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

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/MOP-TD, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

Management control process. This regulation contains management control provisions and provides a management control evaluation checklist in appendix B for use in conducting management controls.

*This regulation supersedes USMEPCOM Regulation 601-4, July 25, 2005.

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C. Instructions for Preparing Prescribed United States Military Entrance Processing Command (USMEPCOM) Forms

Glossary

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 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, and prescribed file numbers are in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Commander, United States Military Entrance Processing Command 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.

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. 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 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.

h. 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

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.

i. The MEPS TCO will enforce the control and security of the STP ASVAB test materials and associated publications and carry out security duties as required in USMEPCOM Regulation 611-1 (Enlistment Qualification Tests).

j. 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, and serve in the capacity of a TA on an as needed basis.

k. The contract test administrator (TA) contracts with USMEPCOM and is an outside source that administers the student ASVAB in schools. USMEPCOM provides administration guidance to outside contract TAs.

Chapter 2**The Department of Defense (DOD) Student Testing Program (STP) and 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. The DOD offers the STP to schools at no cost. The DUSD/AP has charged USMEPCOM to 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) Educating and gaining the interest of the educator public in the DOD STP.
 - (2) Gaining participation from individual schools for use of the STP and providing the CEP to students.
 - (3) Coordinating with schools for scheduling and providing resources needed to administer the ASVAB.
 - (4) Providing pre-test information and post-test career exploration activities to students.
 - (5) Ensuring standardized testing rules and test controls are in place.
 - (6) Providing STP training to recruiters.
 - (7) Entering and maintaining accurate testing data for accession use, historical trend analysis, and reporting.
- 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 (DODDS) system.

2-3. STP components

a. The student ASVAB. The student 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 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.

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

The STP 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 and CEP.

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 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. The MEPS commander will notify sector of the hiring, resignation, or firing of a MEPS ESS. The sector ESS may review referral lists and applications for MEPS ESS positions and make recommendations to MEPS commanders and assist the MEPS commanders throughout the hiring process. The MEPS commander will make the hiring decision.

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/flexible work schedule.

d. STP support. The TC is the primary school POC for test scheduling and other administrative actions. The MEPS ESS may participate in reviewing, interviewing, and selecting potential candidates for filling the TC position. The MEPS ESS will coordinate with the TCO to ensure that the duties of the MEPS TC properly support the STP.

2-5. Recruiting services and the STP

a. Student scores. Scores from the student 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 ASVAB. Enlistment scores for 11th and 12th grade students are available only from the MEPS. Scores for 10th grade students are invalid for enlistment.

b. Service assignment of schools. The 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 each service to a specific MEPS. The school assignments can be changed anytime they are determined to be out of alignment with service slice. The assigned service may have primary responsibility for ensuring recruiters have MEPS ASVAB STP/CEP training prior to promoting the STP and coordinating test scheduling with school and MEPS TC or MEPS ESS.

(1) Services are encouraged to schedule, with the MEPS TC, 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.

c. Gaining school commitment. Recruiters of the assigned service are ultimately responsible for promoting the STP CEP and gaining the commitment to test. Recruiters will notify the MEPS TC 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 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 par. 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.

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 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 via telephone conference call. The MEPS ESS will maintain education subcommittee minutes under RN 601; disposition instructions are in appendix A, section VI.

2-6. Training needs for STP and CEP

The student ASVAB and CEP are professionally developed assessment and counseling tools used with a youth population. It is imperative that both are 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.

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.

b. MEPS TC training. The MEPS TCO will ensure the TC is trained for performing scheduling, marketing, and communications with schools. 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.

c. MEPS TA 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.

d. 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 STP training to the recruiting services during specified recruiter training days. The basic information for the training is contained in Department of Defense (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 station, or other agreed upon location. However, prior to 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.

Chapter 3 The Student Armed Services Vocational Aptitude Battery (ASVAB) Scheduling and Session Requirements

3-1. Test session scheduling

a. School coordination. The MEPS TC and/or MEPS ESS will coordinate test session dates and the mailing of 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 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) as required. All written communication, including envelopes, will be typed. Written correspondence may be prepared on STP letterhead but need not follow Army correspondence requirements; 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.

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. The MEPS TC may use USMEPCOM Form 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 work days prior to 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 assignment with the responsible service.

d. Educational staff agreement (ESA). School staff may be appointed as a proctor or assistant TA for payment or on a voluntary basis. USMEPCOM Form 601-4-11-R-E (Educational Staff Agreement) will be used for paid service. See paragraph 3-9 for payment arrangements. USMEPCOM Form 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 \$2,500 regardless of the number of personnel used. This must be taken into consideration for large test sessions. See appendix C for instruction to complete USMEPCOM Form 601-4-11-R-E and USMEPCOM Form 601-4-12-R-E.

e. Voluntary aspect of the student ASVAB. School and student participation in the STP 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.

3-2. Recruiter release options

a. Selection of option. Only a school official will select the recruiter release option for their students. If no option is requested, the MEPS ESS will assign. Release options are provided in table 3-1 (Recruiter release options). The access option chosen by the school will be honored without discrimination and without adverse effect of quality or priority of service to the school.

Note: Option 7 is not a release option (see par. 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 specified student 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.

Table 3-1 Recruiter Release Options	
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.

Table 3-2 Reasons to Invalidate (option 7) an Individual Test	
1	The student was caught cheating.
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 may be submitted through the sector ESS to J-3/MOP-TD. The session must have been conducted properly, no test compromise incidents occurred during the session, and the school has a positive test history.

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. Split sessions are assigned one session number.

a. Documentation. Split sessions will be fully documented on USMEPCOM Form 601-4-3-E (Student ASVAB Test Record), part A, "Remarks" section. See appendix C for instruction to complete this form.

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 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).
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.

b. Seven-day requirement. 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 MEPS TA serves as the lead TA for tests administered in more than one room using school staff as assistant TAs (see par. 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. ASVAB test booklets. The responsible contract or MEPS TA will use USMEPCOM Form 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 C for instruction to complete USMEPCOM Form 601-4-4-R-E.

b. Test monitor. A qualified MEPS representative will be appointed 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 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 par. 3-6c for additional proctor requirements).

3-6. Test session standardization

Testing conditions must be controlled and security maintained to ensure test score reliability.

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 DD Form 1304-5AM (ASVAB Career Exploration Program, 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 ASVAB test versions will be alternately distributed at each test session in as close to equal numbers as possible. The quantity of each version used will be documented on USMEPCOM Form 601-4-3-E.
- (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 par. 3-3b).

- (1) Proctors must be assigned to meet a 40:1 student-to-proctor ratio. Rooms scheduled with 25 or fewer students do not need a proctor. When there are 25 or fewer students projected, the MEPS TC will annotate the USMEPCOM Form 601-4-3-E as follows: "Projection of 25 students or fewer; proctor requirement waived."
- (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 par. 3-6c (7)). Every proctor must sign the USMEPCOM Form 601-4-3-E prior to departure from the session. Each proctor will note their arrival time next to their signature.
- (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 USMEPCOM Form 601-4-3-E prior to being released and the TA will document the release.
- (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 military uniform during ASVAB administration unless wear of military uniform is prohibited by school policy. T-shirts, blue jeans, or physical fitness clothing are not considered professional attire

(6) No recruiting activities will be conducted during a student ASVAB session. 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) 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 USMEPCOM Form 601-4-3-E. The MEPS will enter the no-show information by the proctor's service into the USMIRS.

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 an informed school official. 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 TA 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).

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 and not be provided to recruiting services.

d. Documentation. Document special accommodations on the USMEPCOM Form 601-4-3-E. Report special accommodation sessions to the sector ESS via e-mail as they occur. Required information includes: the name of the school, test date, name of the test administrator, 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/MOP-TD at the end of the SY.

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. Document approval on USMEPCOM Form 601-4-3-E. Student testing is prohibited in a MEPS facility.

3-9. Payment of ESA arrangements

The MEPS budget technician (BT) will provide a MEPS fund cite on the USMEPCOM Form 601-4-11-R-E, certify funds availability, and assign a MEPS requisition number. The MEPS BT will contact the school to determine if they will accept a government credit card payment. If able, the payment will be made via credit card. If the school cannot accept the credit card, the payment will be made via Visa check by J-8/MRM-LO. Fax the completed ESA to J-8/MRM-LO. J-8/MRM-LO will draft a check for the amount, mail it to the school, and send a copy of the completed ESA to Field Support and the MEPS.

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 USMEPCOM Regulation 611-1.

4-2. Test loss/compromise (TLC)

MEPS will report all TLC cases as outlined in USMEPCOM Regulation 611-1. If a TLC occurs during a student test session, an investigation will be conducted according to USMEPCOM Regulation 611-1. The investigation is conducted by the organization providing the TA; either the MEPS or contracted agency. The MEPS will forward investigation results according to USMEPCOM Reg 611-1.

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 ensure sufficient materials and test booklets are prepared and controlled materials are secured in appropriate locked container for transporting. The TA will use USMEPCOM Form 601-4-3-E to document session information and activities. The TA will use USMEPCOM Form 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.

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. 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 1 being most preferred):

(1) The TA will negotiate to use school personnel and complete USMEPCOM Form 601-4-11-R-E for paid service or USMEPCOM Form 601-4-12-R-E for voluntary service. 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 USMEPCOM Form 601-4-3-E to include the number of proctors contracted. The TA will forward the USMEPCOM Form 601-4-11-R-E and/or USMEPCOM Form 601-4-12-R-E to the MEPS with the completed answer sheets. USMEPCOM Form 601-4-12-R-E will be filed in the school file (see par. 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 the TA determines the test can be administered without unreasonably jeopardizing test security, the TA will contact the MEPS commander or designated representative to report the situation and recommend the test be administered. The TA will inform the school official the test results will be invalid for enlistment in this situation.

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

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. Any proctor who leaves the room either temporarily or prior to the completion of the session will be annotated on the USMEPCOM Form 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. 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 blocks on page one and two of the answer sheet. The student's test cannot be processed if the 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.

b. 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 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, 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 USMEPCOM Form 601-4-3-E in the "Remarks" section and complete USMEPCOM Form 601-4-R-E (Student Test Answer Sheet Discrepancy List). USMEPCOM Form 601-4-R-E will be sent to the MEPS with the completed answer sheets and filed in the school file (see par. 5-1) by the MEPS. See appendix C for instruction to complete this form.

c. Ringer. A ringer is defined as any person taking the ASVAB for another person. Report ringer activity as a Station Advisory Reporting Network report according to USMEPCOM Regulation 5-5 (Security, Safety, and Special Programs). The MEPS TCO/assistant TCO will notify the recruiting service, as applicable, with the details of the incident.

d. 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, 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 when a session is cancelled.

e. 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 USMEPCOM Form 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.

f. 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 TA will direct the assistant TA 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 par. 4-4f (3)).

(2) In sessions with school staff assistant TAs, the TA will inventory test booklets by serial number and sign the bottom of the USMEPCOM Form 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 USMEPCOM Form 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 "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 USMEPCOM Regulation 611-1. 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 USMEPCOM Regulation 611-1, paragraph 2-5c.

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 and used only for evaluating service to the schools and developing best practices for improved service. Critique sheets are not used to evaluate personnel. Training plans may be developed using information from critique sheets. The MEPS ESS 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 par. 5-1).

Chapter 5

Processing Test Session Results

5-1. High school records

Each MEPS must maintain a file for each school on their valid school list. This file will hold all information pertinent to the testing of the school. USMEPCOM Form 601-4-3-E will be filed in this file. Each file will be marked with record number (RN) 601; disposition instructions are in appendix A, section VI.

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. USMEPCOM Form 601-4-2-R-E (Processing and Distribution Control Record) is used to document answer sheet processing and account for all student answer sheets. USMEPCOM Form 601-4-2-R-E will be filed under RN 601; disposition instructions are in appendix A, section VI. USMEPCOM Form 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 C for instruction to complete USMEPCOM Form 601-4-2-R-E.

(1) The MEPS TC will assign a unique session identification (ID) number in sequence on USMEPCOM Form 601-4-2-R-E, and enter it on USMEPCOM Form 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. For special accommodations provided in a separate room by school staff (see par. 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. Split sessions for the same group on different days have the same session number. Separate morning and afternoon sessions (not split sessions) will have different session numbers. For information on entering this data in USMIRS, see the New Student Testing Program (STP) User Manual (see app. A).

(2) Release options for recruiting services will be documented in the "Remarks" section of USMEPCOM Form 601-4-2-R-E. Each option will be documented on an independent line for sessions with more than one option assigned.

(3) All entries to USMEPCOM Form 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.

(4) Each service representative will initial USMEPCOM Form 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 USMEPCOM Form 601-4-2-R-E, and all copies will be mailed simultaneously.

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 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 USMEPCOM Form 601-4-2-R-E using criteria from table 5-1 (Reasons not to process an answer sheet). 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 (app. A, sect. VI).

1	No signature on page two of Privacy Act statement
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
7	The student used an ink pen to code the blocks instead of a number 2 pencil
8	A page is missing from the answer sheet (possible TLC)
9	The student is identified as a ringer

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 the “Remarks” section of USMEPCOM Form 601-4-3-E and initiate TLC procedures, as appropriate.

d. Session modifications. The MEPS will submit requests for changes to test session information, to J-3/MOP-TD. However, if changes are required the day a session is scored, the changes can be made that day by the MEPS without requiring assistance from J-3/MOP-TD. Use USMEPCOM Form 601-4-5-R-E (Student Testing Database Maintenance Form) for the request. See appendix C for instruction to complete this form. File USMEPCOM Form 601-4-5-R-E under RN 601; disposition instructions are in appendix A, section VI.

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 USMEPCOM Forms 601-4-3-E and annotate discrepancies and the corrective action taken. The MEPS ESS will initial and date all forms checked.

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 USMEPCOM Form 601-4-2-R-E. Packages will be sent by either FedEx, United Parcel Service, or by other equally secure, cost effective, and traceable mode. One 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 USMEPCOM Form 680-3A-E (Request for Examination).

(1) The IRC will establish a method to deliver paper copy of test results to recruiters within its purview. The results 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.

(2) 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. Copies for respective recruiting stations and service chains of command (active and reserve) will be made by the service liaisons.

(3) Student information must be protected and secured. Email is not a secure means for communicating information and is not an authorized method for providing student information. A compact disk (CD) may be created and provided in substitute of hard copies if established by the IRC as the best delivery method. The CD must be protected and kept secure.

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 par. 5-1). Do not provide student information to the recruiting services from option 7 and/or option 8 sessions.

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/MIT.

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.

Table 5-2 Distribution of Student Information to Recruiting Services		
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.	74 calendar days from the test date.
3	90 calendar days after the school products are mailed to the school.	104 calendar days from the test date.
4	120 calendar days after the school products are mailed to the school.	134 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 11th 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 1-2	Two-part summary of each MEPS student testing statistics. Generated to reflect current totals. HQ USMEPCOM (J-3/MOP-TD) e-mails part 1 of this report to each recruiting service headquarters monthly and part 2 at the end of the SY.

Chapter 6 Managing the Military Entrance Procession Station (MEPS) School 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/MOP-TD under “MEPS Testing Boundaries” (see app. A). MEPS testing boundaries will not be changed without approval of J-3/MOP-TD.

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 for 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 schools 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 USMEPCOM Form 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/MOP-TD. USMEPCOM Form 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/MOP-TD will provide the specific sequence number and report it to the MEPS via return email. 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. USMEPCOM Form 601-4-5-R-E will be filed under RN 601; disposition instructions are in appendix A, section VI.

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/MOP-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 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.

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 A, section VI. 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 par. 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.

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. Sector will review and forward endorsed requests to J-3/MOP-TD. The sector will return non-endorsed letters to the MEPS for further evaluation and substantiating evidence. If approved for deletion, J-3/MOP-TD 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 par. 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.

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 A, section VI. 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. Changes made to the school database will be immediately verified after change notification is received from J-3/MOP-TD.

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.

Table 6-1 Definitions of Eligible and Ineligible School	
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, moral, 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, moral, or discriminatory reasons. Schools with a population group that exceeds STP age group of 16-24.

Table 6-2 Reasons Not Eligible to Market	
Reason Not Eligible	Reason Code
Physically ineligible for enlistment.	PH
Mentally ineligible for enlistment.	ME
Morally 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

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 6-3.

Chapter 7

Student Testing Program (STP) Marketing

7-1. Purpose

The purpose of marketing activities is to promote the STP 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 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/CEP. The expected outcome is to increase the number of schools and students who decide to use the STP.

a. ESS travel. The MEPS ESS may be required to conduct frequent marketing trips for long periods of time away from the MEPS due to the nature of the STP and 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, 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. USMEPCOM Regulation 690-13 (Civilian Personnel Management Program) contains information on alternate and flexible work schedules.

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. The MEPS ESS will submit the marketing plan to the IRC for review and signature NLT August 1 each year. The MEPS ESS will submit a copy of the signed 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.

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.

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 SY. Periodic 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 commitments for testing; train school counselors on how to provide post-test interpretation and career exploration activities; resolve concerns and problems; and present pre-test information to students.

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. The MEPS ESS will forward the report to the MEPS commander for review and file under RN 601; disposition instructions are in appendix A, section VI. No specific format is required.

b. Pre-test presentations. Pre-test presentations provide students with information regarding the test and CEP benefits. 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. Such visits have shown significant increases in student participation.

c. Post-test presentations. Post-test presentations are provided to students to explain test score results and provide the full benefits of the CEP. These presentations are a form of career counseling and will be provided only by trained personnel. School teachers, counselors, recruiting or MEPS ESS', and selected recruiters may conduct post-test presentations after training is received.

d. 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.

e. 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.

7-5. State and local conferences and conventions

The MEPS ESS will seek opportunities for participation at professional educator/counselor conferences and conventions to promote the STP. Participation may take the form of being a professional presenter, an exhibitor in the trade show area, or in other various roles as a member of the organization.

a. Budget. J-3/MOP-TD provides funding for these events. Sector ESS' manage the budget and provide guidance to the MEPS.

b. Funding request. The MEPS ESS will complete the USMEPCOM Form 601-4-13-R-E (State/Local Convention – Funding Request), obtain the MEPS commander approval, and submit it to the sector for approval. See appendix C for instruction to complete USMEPCOM Form 601-4-13-R-E. A copy of the completed form will be given to the MEPS BT. Sector will provide approval, via email, to the MEPS ESS and MEPS BT. The person/s listed on the funding requests are the only one/s authorized to use the funding to attend the conference.

c. Vendor payment. The MEPS BT will fund the event using the International Merchant Purchase Authorization Card (IMPAC). If payment by check is necessary, the MEPS BT will submit an IMPAC funding request to J-8/MRM-LO with all necessary documents and a copy of sector ESS approval.

d. Funding 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.

e. After action report (AAR). The MEPS ESS will complete a trip report for any conference/convention attended. The trip report will include an evaluation of the event for future participation. 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 A, section VI.

7-6. MEPS ESS participation at national educator conventions

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

a. USMEPCOM exhibit representatives. After the annual convention schedule is determined, the command ESS requests each sector to select MEPS ESS' to represent the STP CEP at national conventions as part of the staff of the trade show exhibit. 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 exhibit. Funding for national conference attendance by selected MEPS ESS' is provided by J-3/MOP-TD.

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 STP, the ESS must submit a written request through the sector to J-3/MOP-TD, NLT 60 days prior to the deadline for commitment. The request must include a copy of any presentation material. The command ESS will provide written approval or disapproval. Funds for attendance at the national meeting or conference will be provided by the organization or the MEPS.

c. Professional development. Any MEPS ESS attending a national conference for professional development, but not participating as an exhibitor, must notify J-3/MOP-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.

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. Qualifications for membership vary among the organizations.

a. Recommended organizations. Recommended organizations for membership and/or participation include, but are not limited to the American Counseling Association, the National Career Development Association, the American School Counselor Association, the Association for Counselors and Educators in Government, the Association for Career and Technical Education, and state level affiliations to these organizations.

b. Purchase of organization memberships. Any membership purchased using government funds must be in the name of 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.

c. Funding request. Professional memberships are funded by J-3/MOP-TD. The sector ESS manages the funding for their AOR. The MEPS will complete USMEPCOM Form 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 C for instruction to complete this USMEPCOM Form 601-4-14-R-E.

d. Vendor payment. 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 MEPS BT will submit a completed USMEPCOM Form 601-4-14-R-E to the sector ESS for reimbursement of funds, documenting the actual amount paid. The sector ESS will submit a letter to J-3/MOP-TD to request MEPS budget reimbursement. J-3/MOP-TD will direct J-8/MRM-PB-FS to reimburse the MEPS budget.

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 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 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. MEPS are limited to a maximum of \$1000 per COI event. If additional funds are required, an exception to policy must be sent through the sector to J-3/MOP-TD for approval.

a. Funding request. The MEPS ESS will complete USMEPCOM Form 601-4-6-R-E (Center of Influence (COI) Event Fund Cite Request) and submit it to the sector ESS for funding approval. See appendix C 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.

b. Vendor payment. 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.

c. Funding reimbursement and AAR. The MEPS ESS will complete USMEPCOM Form 601-4-7-R-E (Centers of Influence (COI) Event After-Action Report) documenting actual funding paid from the MEPS and submit to the sector ESS within 30 days of the event. See appendix C for instruction to complete this form. USMEPCOM Form 601-4-7-R-E will be filed under RN 601; disposition instructions are in appendix A, section VI. 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. J-3/MOP-TD will direct J-8/MRM-PB-FS to reimburse the MEPS budget.

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 STP.

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.

(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.

7-9. Test integrity during marketing efforts

At no time will controlled test materials be used to market the STP, provide test experience, or conduct STP training to school officials, counseling students, or MEPS personnel.

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 STP. 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 to J-3/MOP-TD. Inquiries from Federal officials or their representatives will be referred to J-3/MOP-TD. MEPS personnel will not contact Federal officials regarding the STP.

Table 7-1 List of States and Representative MEPS			
State	MEPS	State	MEPS
Alabama	Montgomery	Nebraska	Omaha
Alaska	Anchorage	Nevada	Sacramento
Arizona	Phoenix	New Hampshire	Portland (ME)
Arkansas	Little Rock	New Jersey	New York
California	Sacramento	New Mexico	Albuquerque
Colorado	Denver	New York	Albany
Connecticut	Springfield	North Carolina	Raleigh
Delaware	Ft. Dix	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 STP. The MEPS ESS will request guidance, through sector ESS, to J-3/MOP-TD and HQ USMEPCOM Public Affairs prior to responding to the media request about the STP. 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.

7-13. Materials and resources for the STP

Printed support materials for the ASVAB STP marketing efforts are designed in coordination with DMDC and allocated and distributed by J-3/MOP-TD. The MEPS ESS determines the appropriate use and distribution of all marketing materials. Marketing materials are not permitted for use or distribution to MEPS personnel, applicants, 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. These items may be provided to recruiters for use in marketing the STP in schools.

b. Novelty items. Novelty items are funded and distributed to the MEPS by J-3/MOP-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.

c. Material stock. The MEPS TC will coordinate with the MEPS TCO and MEPS ESS to maintain adequate stock of ASVAB support and test materials, and 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. 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 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 telephone for official use while on duty.

h. Funds. 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 test administrators, postage, 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.

7-14. Locally produced marketing and/or correspondence materials

All locally prepared ASVAB materials must be approved for use by J-3/MOP-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 sector to J-3/MOP-TD. The MEPS ESS will maintain documented approvals and presentations until approved items are no longer in use.

7-15. 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 is available to DODDS' 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/MOP-TD and the military services.

a. DODDS. Appointed personnel in testing offices co-located with the DODDS are responsible for test administration, test ordering, and test security. USMEPCOM is responsible for scoring the test and providing the results to the DODDS.

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 materials to overseas testing sites for their respective service.

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

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

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

b. J-3/MOP-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 DODDS 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/MOP-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 DODDS 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/MOP-TD.

(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 A.

Appendix A
References

Section I (The publications needed to comply with this regulation.)

Required Publications

AR 601-222/OPNAVINST 1100.5, MCP 1130.52E, AF JI 36-2016, CG COMDTINST 1130.24A
Armed Services Military Personnel Accession Testing Programs. Cited in the Summary paragraph.
(Internet users: http://www.apd.army.mil/USAPA_PUB_pubrange_P.asp)

New Student Testing Program (STP) User Manual.
Cited in paragraph 5-2a(1).

USMEPCOM Reg 5-5
Security, Safety, and Special Programs. Cited in paragraph 4-4c.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/default.asp>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Regulations&sort=pdfFile>)

USMEPCOM Reg 58-1
Management and Use of Motor Vehicles. Cited in paragraph 7-13e.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/default.asp>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Regulations&sort=pdfFile>)

USMEPCOM Reg 611-1
Enlistment Qualification Tests. Cited in paragraph 1-4i.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Regulations&sort=pdfFile>)

USMEPCOM Reg 690-13
Civilian Personnel Management Program. Cited in paragraph 7-2b.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/default.asp>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Regulations&sort=pdfFile>)

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)
Related Publications

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 1304.12

DOD Military Personnel Accession Testing Program

Section III (Publications prescribed by this regulation.)

Prescribed Publications

None

Section IV (The forms needed to comply with this regulation.)

Required Forms

SF 1164

Claim for Reimbursement for Expenditures on Official Business. Cited in paragraph 7-14i.
(Internet users: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF#1001-2000>)

USMEPCOM Form 680-3A-E

Request for Examination. Cited in paragraph 5-3d.
(MEPNET users: [_https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/](https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/))
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

Section V (The forms prescribed by this regulation.)

Prescribed Forms

(Note: USMEPCOM J-3/Operations has special permission to prepare testing forms using DOD titles.)

DD Form 1304-5

ASVAB Summary Results. Cited in paragraph 2-3a.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

DD Form 1304-5AM

ASVAB Career Exploration Program, Manual for Administration, Student. Cited in paragraph 3-6b.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

DD Form 1304-5CM

The ASVAB Career Exploration Program, Counselor Manual. Cited in paragraph 3-1a.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

DD Form 1304-5MC

Military Careers. Cited in paragraph 3-1a.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

DD Form 1304-5RG

The ASVAB Career Exploration Program, Recruiter Guide. Cited in paragraph 2-6f.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

DD Form 1304-5WB

Exploring Careers: The ASVAB Career Exploration Guide. Cited in paragraph 5-3c.
(Internet users: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

USMEPCOM Form 601-4-R-E

Student Test Answer Sheet Discrepancy List. Cited in paragraph 4-4b.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-2-R-E

Processing and Distribution Control Record. Cited in paragraph 5-2a.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-3-E

Student ASVAB Test Record. Cited in paragraph 3-4a.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-4-R-E

Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets. Cited in paragraph 3-5a.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-5-R-E

Student Testing Database Maintenance Form. Cited in paragraph 5-2d.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-6-R-E

Centers of Influence (COI) Event Fund Cite Request. Cited in paragraph 7-8a.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-7-R-E

Centers of Influence (COI) Event After-Action Report. Cited in paragraph 7-8c.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-9-R-E

Student Testing Program Quarterly Activity Report. Cited in paragraph 7-13.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-11-R-E

Educational Staff Agreement. Cited in paragraph 3-1d.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-12-R-E

Educational Staff Agreement for Voluntary Services. Cited in paragraph 3-1d.

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-13-R-E

State/Local Convention – Funding Request. Cited in paragraph 7-5b.

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-14-R-E

Professional Organizational Membership Reimbursement Request. Cited in paragraph 7-7c.

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

USMEPCOM Form 601-4-15-R-E

Proctor Support Form. Cited in paragraph 3-1b.

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

Section VI (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.

KN6. 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 AR 601-270.

Appendix B
Management Control Evaluation Checklist**B-1. Function**

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

B-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.

B-3. Instructions

Answers must be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers which indicated deficiencies must be explained and corrective action indicated in supporting documentation.

B-4. Test questions**a. General.**

(1) Is the United States Military Entrance Processing Command (USMEPCOM) Command Inspection Checklist Section B-11 (available on USMEPCOM MEPNET ratings promptly corrected within 30 days? (<https://mepnet.mepcom.army.mil>)) completed twice a year with a SATISFACTORY rating?

(2) Are UNSATISFACTORY

b. Proctor support.

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

c. 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 USMEPCOM Form 601-4-R-E (Student Test Answer Sheet Discrepancy List)?

d. Test loss/compromise.

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

e. Test scoring and distribution.

(1) Is information on USMEPCOM Form 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?

f. 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)?

g. 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?

B-5. 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 60064-3094.

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

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

C-2. Prescribed forms (in numerical order)

a. USMEPCOM Form 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.

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, an explanation must be provided in the lined area at the bottom of the form.

b. USMEPCOM 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 USMEPCOM Form 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) of USMEPCOM Form 601-4-3-E.

Column 3: Session Number & Date Assigned - Assign and enter a six-digit session number (see par. 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 split release option test sessions, 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 cheat or abandon the test session, 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.

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 to service representatives, no receipt initials are required. Whether the copy is picked up or mailed, 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. USMEPCOM Form 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 USMEPCOM Form 601-4-3-E will be produced using the Student Testing Program (STP) software. Assign this form the same session number recorded on USMEPCOM Form 601-4-2-R-E. Write the session number in the blank space at the top of the form. (Refer to par. 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 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).

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.

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.

TA Signature and Organization - The TA signs the form and indicates the organization for which he/she works.

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

SECTION IV - ASVAB Proctor Duties and Responsibilities

This section is a briefing of the proctor's duties and responsibilities. Obtain a signature and telephone number for each proctor.

d. USMEPCOM Form 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. USMEPCOM Form 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, CSDBM. After maintenance is completed, HQ USMEPCOM, 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., school name change, 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.

Item 5: Justification: Enter a brief explanation for the requested action.

Item 6: Point of Contact (name, title, and phone number): Enter the name, title, and telephone number 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.

f. USMEPCOM Form 601-4-6-R-E (Centers of Influence (COI) Event Fund Cite Request). 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.

Item 3: Type of event: List the type of COI being conducted.

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.

Item 7: Number of attendees projected: Self-explanatory.

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

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, the number of MEPS or DOD attendees, and the total number of attendees. 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 12-17: Signature (MEPS ESS, MEPS Commander, and Sector ESS) and date: Self-explanatory.

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. USMEPCOM Form 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 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 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 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 signature: Self-explanatory.

Item 17: Date : Self-explanatory.

Item 18: MEPS Commander 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 21: Signature and title of check issuer from J-8/MRM-LOGISTICS: Self-explanatory.

Item 22: Date: Self-explanatory.

j. USMEPCOM Form 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 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.

k. USMEPCOM Form 601-4-13-R-E (State/Local Convention – Funding Request). Use this form to request funds to attend state or local educator conventions 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.

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

ESS participation will include: Indicate the type of participation of the ESS and which MEPS is paying for the booth.

Additional MEPS attendees: List the total number of additional 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.

SECTION II – SECTOR AUTHORIZATION (to be completed by sector ESS)

Approval received via sector e-mail: Date – List the date of the sector e-mail confirming approval for attendance.

SECTION III – REQUEST FOR REIMBURSEMENT (to be completed by MEPS BT)

Total travel expense – Upon completion of the conference or convention, 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 signature and Date: Self-explanatory.

l. USMEPCOM Form 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 – Self-explanatory.

Item 2: 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 Signature – Self-explanatory.

Item 7: Date – Self-explanatory.

Item 8: Commander's Signature – Self-explanatory.

Item 9: Date – Self-explanatory.

m. USMEPCOM Form 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.

Glossary

AAR

after action report

AOR

area of responsibility

AP

accession policy

ASR

ASVAB Summary Results

ASVAB

Armed Services Vocational Aptitude Battery

BT

budget technician

CD

compact disk

CEP

Career Exploration Program

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

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