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CHAPTER 3

CLASSIFICATION OF MILITARY PERSONNEL

PART A: GENERAL

3000 SCOPE AND OBJECTIVE

1. This chapter contains the instructions, procedures, and regulations for implementing the classification system set forth in the Marine Corps Manual, subparagraph 1200.1.

2. Except as specifically authorized in this chapter and by current directives, commanders are required to obtain approval of the Commandant of the Marine Corps prior to assigning, changing, or voiding a primary or additional MOS of any officer.

3. As used in this chapter, the authority granted to "Commanders" is intended to apply to those officers whose command contains a basic personnel section as defined in paragraph 1051, unless a higher echelon in the military chain of command directs the suspension of classification authority at the basic personnel section level.

4. Prior to exercising the authority contained herein, commanders should consult the MCOP1200.7, MOS Manual for the purpose of reviewing the MOS description and qualification requirements pertinent to the MOS involved.

3001 CLASSIFICATION INSTRUMENTS

1. Reference Materials

▶ a. The Military Occupational Specialty Manual (MOS Manual) provides a uniform method for identifying jobs and qualifications of personnel. It outlines the essential duties and tasks for each military occupational specialty required. The MOS Manual will be used as the source of information for classifying the military qualifications of personnel.

▶ b. Marine Corps directives, pertaining to the classification system.

2. Interview. A classification interview is a planned and controlled conversation conducted by qualified personnel for the purpose of obtaining information to be used in conjunction with classification test results for the proper classification of personnel. The conduct of interviews is discussed in part D.

3. Testing. Classification tests and special tests prescribed by the Commandant of the Marine Corps will be utilized to obtain a more valid evaluation of an individual's abilities and aptitudes than can be obtained from an interview alone. Testing will be conducted in accordance with the instructions contained in part D.

3002 DEFINITIONS

1. Classification. Personnel classification is the process of obtaining, identifying, recording and continuously evaluating the military qualifications of personnel. Classification entails interviewing, reviewing records, testing, classifying military qualifications, and preparing and maintaining qualification records.

2. MOS Structure. A complete explanation of the MOS structure, categories, and definitions of classification terms applicable thereto is contained in part I of the MOS Manual.

3003 CLASSIFICATION OF MILITARY QUALIFICATIONS

1. Classification of military qualifications consists of assigning, changing, voiding and converting military occupational specialties in order to accurately identify each individual's current qualifications.

2. All military skills will be carefully evaluated, and proficiency in the performance of the qualification requirements of an MOS will be identified by the assignment of the appropriate MOS. Inasmuch as certain MOSs obviously involve higher level of qualification requirements; e.g., that of a radio technician as compared to a radio operator, an individual will be assigned that MOS which reflects the highest qualification level.

3. MOSs are assigned as primary and additional.

a. The primary MOS assigned to an individual should identify his most significant qualifications.

b. Additional MOSs may be assigned to identify other qualifications which are significant but different from those identified by the primary MOS. These MOSs may be within the same, or from different, occupational fields as that of the primary MOS.

4. Some billets may require only a portion of the qualification requirements of an MOS, therefore, the fact that an individual is satisfactorily performing duties of that billet does not necessarily qualify him for the MOS.

5. In all cases, the assignment of MOSs will be made in accordance with the instructions contained in part B or part C, as applicable.

3004 PERSONNEL TO BE CLASSIFIED

1. Each officer and enlisted Marine will be classified and NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed, prepared. Each officer up to and including the grade of lieutenant colonel and each enlisted Marine shall be administered appropriate classification tests as listed in paragraph 3153 and NAVMC 118(8)-PD, Classification and Assignment Test Results, produced for all personnel so tested.

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2. An individual without prior service who is inducted, enlisted, or appointed to officer grade in the Marine Corps or Marine Corps Reserve will be classified as soon as practicable after entry, or at the first organization to which the individual reports for duty or training.

3005 PERSONNEL TO BE RECLASSIFIED

1. Personnel with prior service in the Marine Corps or Marine Corps Reserve who are inducted, enlisted, reenlisted, or appointed to officer grade in the Marine Corps or Marine Corps Reserve will be reclassified by the organization effecting the reenlistment or appointment provided records are available. Otherwise, reclassification will be effected at the first organization to which they report for duty or training.

3006 CONVERSION OF MOSs

1. Changes in MOSs with respect to job description, numerical code (MOS), or title may necessitate conversion of such MOSs to a current authorized MOS. Changes to the MOS Manual will be issued as required, and each change published will include a conversion table indicating the MOSs affected. Commanders will take appropriate administrative action on the effective date of the change.

3007 RECORDING AND REPORTING CLASSIFICATION INFORMATION

1. Instructions for the recording of classification information in the officer qualification records or the enlisted service record books are contained in paragraphs 15112 and 15161.

2. Instructions for the recording of classification information on the individual record card and reporting such information on the unit diary are contained in chapter 16 of this manual.

3008 IDENTIFICATION

1. All correspondence addressed to the Commandant of the Marine Corps concerning an individual's MOS or classification tests of any type will include:

a. Grade.

b. Individual's name and Jr., Sr., II, etc.

c. Service number.

d. Present MOS(s).

e. Component.

PART B: OFFICERS

3050 GENERAL

1. The military qualifications of all officers shall be classified as prescribed in this part, the MOS Manual, and the Marine Corps Manual. For the purposes of this part, the term "officer" includes commissioned and warrant officers.

3051 ASSIGNING PRIMARY MOSs

1. The primary MOS of an officer shall be the MOS appropriate to his category as described in the MOS Manual and which identifies his most significant qualifications in terms of the needs of the service and effective personnel management. Due consideration will also be given to such other factors as:

a. Formal school training specifically related to duties reflected in an MOS.

b. The duties performed by the officer.

c. The duty assignment policy for officer personnel.

d. The MOS preference of the officer.

2. The initial assignment of a primary MOS will be made by the Commandant of the Marine Corps.

3. The following special instructions are prescribed for the assignment and/or voiding of MOSs and identification codes of the below listed officers:

a. General Officer: Commanders will assign the appropriate identifying and reporting code when an officer accepts appointment to the grade of brigadier general. General officers are not assigned additional MOSs.

b. Colonel: Commanders will, upon an officer's acceptance of appointment to the grade of colonel, assign the appropriate MOS or identifying and

reporting code as primary and a maximum of two of the most significant MOSs held prior to appointment, as additional.

c. Inactive Duty Officers: Commanders will assign an appropriate basic MOS in lieu of the "Basic Officer" identifying and reporting code to those inactive duty officers whose records indicate an entrance level aptitude or potential in an occupational field.

3052 CHANGING PRIMARY MOSs

1. Commanders will, except in the case of Class III officers on inactive duty, and when otherwise directed in specific cases, change the basic MOS of an officer to an MOS which is in the same occupational field and is authorized for assignment as primary for the category of the officer concerned, provided:

a. The officer has completed a course of instruction which specifically qualified him to perform the duties of the MOS, or

b. The officer has demonstrated proficiency in the duties of the MOS and is considered fully qualified to perform in a billet of the MOS at his current grade.

2. In the event an officer is not considered qualified for an MOS other than the basic MOS after performance of duties in an occupational field for a period of 6 months while on active duty, the commander will report the circumstances to the Commandant of the Marine Corps (Code DF). Such reports shall contain a specific recommendation for:

a. Retention of the officer in present duties for further on-the-job training, or

b. Training of the officer in another occupational field.

3. The officer concerned shall be given an opportunity to make a statement in regard to an unfavorable report (par. 15000.3a(1) and U.S. Navy Regulations, article 1701.8(a)).

3053 VOIDING PRIMARY MOSS

1. Commanders will not void the primary MOS of an officer without prior approval of the Commandant of the Marine Corps except as provided in paragraphs 3051 and 3052 and current directives.

2. A request for authority to void an officer's primary MOS shall contain the reasons therefor and the commander's recommendation for assignment of a new primary MOS.

3054 ASSIGNING, CHANGING AND VOIDING ADDITIONAL MOSS

1. Commanders will not assign, change, or void an additional MOS of an officer without prior approval of the Commandant of the Marine Corps except as provided in paragraph 3051 and current directives. Except for Class II reservists a basic MOS is not assigned as an additional MOS.

2. A maximum of two additional MOSS may be assigned to each officer except as stated in subparagraph 3051.3 with the more significant MOS appearing as the first additional MOS. The assignment, subsequent change, or voiding of additional MOSS will be effected, giving consideration to the factors governing the assignment of a primary MOS as contained in subparagraph 3051.1.

PART C: ENLISTED PERSONNEL

3100 GENERAL

1. Commanders are authorized to classify the military qualifications of enlisted personnel in accordance with the policies and procedures prescribed in this part, the MOS Manual and the Marine Corps Manual.

2. Authority to classify recruits may be delegated to classification and assignment officers.

3. The approval of the Commandant of the Marine Corps must be obtained prior to:

a. Changing, voiding or converting primary or additional MOSs that were assigned as a result of satisfactory completion of a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps.

b. Changing, voiding or converting any primary or additional MOS which is designated as an authorized Proficiency Pay (Specialty) MOS as listed in directives of the 7200 series of the Marine Corps Directives System.

c. Changing, voiding or converting a primary or additional MOS that is designated as a "Short" MOS as defined in directives of the 1220 series of the Marine Corps Directives System.

d. Changing, voiding or converting a primary or additional MOS that requires approval of the Commandant of the Marine Corps as indicated in the MOS Manual, or as published by a separate directive.

e. Changing to a primary or additional MOS that requires completion of a school for which quotas are established and allocated by the Commandant of the Marine Corps as a prerequisite for assignment.

4. The restrictions imposed by subparagraphs 3a, b and c, above, are automatically waived and such MOSs will be changed without the approval of the Commandant of the Marine Corps in the following instances:

a. When a Marine's MOS should be changed to a higher level MOS than the terminal grade of his present primary MOS; i.e., when he meets the specified requirements for promotion, the commander will change his primary MOS to the higher level MOS for which he is qualified within the same occupational field and which indicates increased proficiency and qualifications over and above that indicated by his former MOS subject to the restrictions imposed by subparagraph 3101.2.

b. Upon completion of a course of instruction for which the Commandant of the Marine Corps allocates quotas, provided the instruction specifically qualifies the Marine for a more technical MOS within the same occupational field than the one assigned at the onset of the training.

c. Upon receipt of official notification that a gunnery sergeant has been selected for first sergeant, the MOS will immediately be changed to 9999. If, upon receipt of DD Form 216 MC, Certificate of Appointment to the grade of first sergeant, the commanding officer returns it to the Commandant of the Marine Corps, as outlined in paragraph 6255, all previous MOSs held prior to selection will be restored.

d. In accordance with the instructions contained in the Marine Corps Directives System applicable to Marine Corps reservists not on active duty.

5. In the event it is considered desirable to change an individual's primary MOS between two categories of MOSs either of which require the approval of the Commandant of the Marine Corps, requests therefor will be addressed to the Commandant of the Marine Corps (Code DF). Occasions would be, but are not, limited to the following:

a. When necessary to resolve which MOS will be assigned as primary if the Marine completes two courses of instruction for which the Commandant of the Marine Corps allocated quotas, if the courses of instruction involve two unrelated formal schools.

b. From a "Proficiency Pay (Specialty)" or "Short" MOS to a school trained MOS.

c. When it is considered desirable to change a primary MOS from an MOS assigned as the result of the completion of a course of instruction for which the Commandant of the Marine Corps allocated quotas, to one which has been designated as a "Proficiency Pay (Specialty)" or "Short" MOS.

d. When it is considered desirable to change a primary MOS designated as a "Short" MOS to one designated as a "Proficiency Pay (Specialty)" MOS, or vice versa.

3101 ASSIGNING PRIMARY MOSs

1. Each enlisted Marine shall be assigned a primary MOS. The MOS assigned will identify the billet for which the Marine is best qualified. Prime consideration shall be given to the following factors:

a. Satisfactory completion of a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps.

b. The needs of the Marine Corps as promulgated periodically by separate directive.

c. Satisfactory completion of courses of instruction for which the Commandant of the Marine Corps does not allocate quotas or the completion of correspondence courses.

d. The Marine's civilian education, experience, aptitudes and capabilities.

e. The duty assignment policy for enlisted personnel.

f. The duty preference of the Marine.

2. The primary MOS shall be an MOS which exists at the grade of the Marine, or at the grade to which the Marine is eligible for promotion with three exceptions:

a. Master sergeant's and gunnery sergeant's MOSs will be changed when they have been selected for promotion as required.

b. In the case of a private or private first class, the primary MOS may be an MOS which exists at the lance corporal level, despite the fact that the Marine is not eligible for promotion.

c. Sergeants in occupational field 03 eligible for promotion will retain the MOS in which presently qualified. Their MOS will be changed to 0369 only upon promotion to staff sergeant.

3. A basic MOS identifies entrance level aptitude, a potential in the occupational field, and a requirement for training in a primary MOS of the occupational field. Except for Class II reservists, it is not assigned to individuals as an additional MOS. The assignment of a basic MOS in an occupational field as a primary MOS shall be based on such considerations listed in subparagraph 1, above, as are applicable.

4. A Marine who, upon recruit enlistment for general duty in the Marine Corps or Marine Corps Reserve, is to be immediately assigned to active duty and is required to undergo recruit training will not be assigned a primary MOS until such training has commenced. Until that time, the basic identification code will be used for reporting and accounting purposes. Upon completion of recruit training, and prior to transfer or assignment to duty, the Marine will be assigned as primary to the basic MOS in an appropriate occupational field.

5. A Marine, upon enlistment in the Six Months Training Program of the Organized Marine Corps Reserve, who is not immediately ordered to active duty for training, will be assigned the basic identification code for reporting and accounting purposes. Six-month trainees who are members of Organized Marine Corps Reserve aviation units will be assigned a basic primary MOS

of 6400, Basic Aircraft Maintenance Man, prior to being ordered to active duty for training. During recruit training these six-month trainees may be assigned such other basic aviation MOS as may be appropriate based on the needs of the Marine Corps. All other Organized reservists, when ordered to active duty for training, will not be assigned an MOS other than the basic identification code until after commencement of recruit training.

6. A Marine who, upon initial enlistment in the Marine Corps Reserve for other than the Six Months Training Program, is ordered to inactive duty will be assigned as primary the basic MOS in an appropriate occupational field when enlisted, if he has had any training or experience which indicated aptitude for duty in a specific field. Otherwise, he will not be assigned a primary MOS until interviewed and his qualifications have been established by the commander. Until that time, the basic identification code will be used for reporting and accounting purposes.

7. A Marine who reenlists for general duty in the Marine Corps or Marine Corps Reserve within 24 hours after discharge will retain his primary MOS. The authority that initially assigned the primary MOS will be recorded in the new service record book.

8. A Marine who reenlists for general duty in the Marine Corps or Marine Corps Reserve after separation from the service in excess of 24 hours will retain his primary MOS, provided that MOS exists at the grade to which the Marine is reappointed. If the primary MOS held at the time of discharge does not exist at the grade to which reappointed, the Marine will be re-assigned as primary an appropriate MOS which is in the same occupational field and which exists at his grade. In the event an appropriate primary MOS cannot be determined, the case will be referred to the Commandant of the Marine Corps (Code DF). Pending action by the Commandant, the basic identification code will be used for reporting and accounting purposes.

9. A Marine, entering upon an enlistment or reenlistment approved by the Commandant for a specific type of duty, shall be assigned as primary the MOS for which enlisted or reenlisted. Such assignment will be made when the Marine enlists or reenlists.

10. A Marine whose primary MOS has been voided may be assigned as primary any MOS:

a. Which is in the same occupational field, and

b. Which exists at the grade of the Marine, and

c. For which the Marine is considered fully qualified. If the Marine is not qualified for any MOS which is in the same occupational field and which exists at his grade, the case will be referred to the Commandant of the Marine Corps (Code DF). Pending action by the Commandant, the basic identification code will be used for reporting and accounting purposes.

11. Commanding officers may request that a Woman Marine be assigned a primary MOS normally restricted to male Marines when it is determined that she possesses special skills for the assignment of that MOS. A request of this nature will be forwarded to the Commandant of the Marine Corps (Code DF) for decision.

3102 CHANGING PRIMARY MOSs

1. Commanders will change a Marine's primary MOS when he has completed a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps based on the following criteria:

a. Instructions contained in the course of instruction assignment directive.

b. Specific MOS for which trained.

c. The course of instruction qualifies the Marine for a more technical MOS than the one assigned at the onset of the training.

d. The MOS exists at the current grade of the Marine or at the grade for which he has become eligible for promotion except as noted in subparagraph 3101.2.

e. Separate instructions issued by the Commandant of the Marine Corps based on the current needs of the Marine Corps.

2. Commanders will change a Marine's primary MOS to the basic MOS in the occupational field to which assigned for retraining, except in those cases when the assignment will not involve a change in occupational field, regardless of the grade of the Marine, in accordance with the policies and procedures prescribed in paragraph 4108. If the retraining assignment involves a change in occupational field, the previous primary MOS should normally be retained as a first additional MOS. When the required proficiency level has been attained either through formal school training or on-the-job training, commensurate with the grade currently held, the commander will assign the primary MOS for which retrained.

3. Commanders will change the primary MOS of a Marine below the grade of lance corporal from the basic MOS to any other MOS which is in the same occupational field and which exists at the lance corporal level when he has demonstrated qualifications for MOS by actual performance on the job. Commanders will continually review records of personnel with basic MOSs with a view to assigning an MOS above the basic level immediately upon individual qualification.

4. When a Marine is assigned duties within an occupational field, but not specifically related to his primary MOS, his primary MOS will not be changed, until such time as he has acquired proficiency within the proposed MOS to warrant the assignment of the new MOS as either primary or additional. (Example Mortar Man, MOS 0341/none/none assigned duties as

Ontos Crewman, MOS 0353 retains MOS 0341 as primary until qualified as an 0353. Upon qualification as an 0353 his MOS spread would be changed to either MOS 0353/0341/none or MOS 0341/0353/none.)

5. Commanders may change a Marine's primary MOS to any other which is in the same occupational field and which exists at the pay grade of the Marine or to a grade for which he is eligible for promotion, subject to the restrictions imposed in subparagraphs 3100.5 and 3101.2 based on the following criteria:

a. Completion of a course of instruction for which the Commandant of the Marine Corps does not allocate quotas, provided the instruction specifically qualifies the Marine for a more technical MOS than the one assigned at the onset of the training.

b. Demonstration of the qualification requirements of an MOS by actual performance in a billet.

c. When, through the successful completion of correspondence courses, or other endeavors, the new MOS will identify qualification requirements attained by the Marine that show a higher degree of ability or knowledge than the current MOS held.

d. The change of MOS of members of the Marine Corps Reserve not on active duty does not require voiding of an MOS identifying a military skill obtained through formal training while on active duty.

6. Commanders may change a Marine's primary MOS from the basic MOS in an occupational field to the basic MOS in any other occupational field to which the Marine is assigned for duty except for assignment to duty in billets not identified by a primary MOS; e.g., Corrections Man, Projectionist 35mm, etc. The provisions of this paragraph are not applicable to Marines in retraining assignments.

7. General officers in command and Directors of Marine Corps Districts are authorized to change primary MOSs above the basic level from one occupational field to another, subject to the restrictions set forth in subparagraph 3100.3. In all cases, a copy of all documents that instigated and approved the reclassification action will be forwarded to the Commandant of the Marine Corps (Code DGH) for record purposes.

8. The authority contained in subparagraph 7, above, may be delegated by these commanders to any echelon of their command as deemed appropriate.

9. A change of primary MOS during a period when an individual is serving in a category "B" MOS is not considered to be in the best interest of the Marine Corps or the individual Marine, therefore, it is prohibited.

10. A request for authority to change primary or additional enlisted MOSs in any case not covered herein, will be submitted to the Commandant of the Marine Corps (Code DF).

3103 VOIDING PRIMARY MOSS

1. Commanders will void a Marine's primary MOS for cause when:

a. His special designation, such as Marine Corps postal clerk, is revoked due to unsatisfactory service or disciplinary action, or

b. He proves unsatisfactory for the MOS due to physical disability or incompetence. In case of physical disability, the procedures outlined in the current Marine Corps Order (6110 series) concerning physical profiling of male personnel will be used as a guide for reclassification action.

c. He is promoted above the terminal grade of the MOS, or

d. He is reduced below the initial grade of the MOS, except that a Marine

reduced to private, or private first class, and who prior to reduction was assigned a lance corporal MOS as primary will retain such MOS, unless the reduction was for reasons set forth in subparagraphs a or b, above.

2. A request for authority to void a primary MOS of a Marine in any case not covered by this paragraph will be submitted to the Commandant of the Marine Corps (Code DF), or to a commander listed in subparagraph 3102.7, if appropriate, and will contain the reasons therefor and recommendation for assignment of a new primary MOS (see subpar. 3101.10).

3104 ASSIGNING ADDITIONAL MOSSs

1. Each Marine may be assigned a maximum of two additional MOSs. Such MOSs will identify qualifications for assignment to billets which are not identified by the primary MOS. The individual must be considered as fully qualified for the assignment of the additional MOS as he is for the assignment of the primary MOS.

2. Commanders will assign as the first additional MOS, a category "B" MOS, which is appropriate for the grade of the Marine, upon successful completion of a course of instruction which qualified him for a category "B" MOS.

3. Commanders may assign as additional any MOS which is above the basic level and which is appropriate for the grade of the Marine, when:

a. He has completed a course of instruction which specifically qualified him for the MOS, or

b. He has demonstrated qualifications for the MOS by actual performance on the job in present grade, or

c. Available records indicate that he was qualified for the MOS at the time of discharge.

4. In the case of a private or private first class, the additional MOS may be an MOS which exists at the lance corporal level, despite the fact that the Marine is not eligible for promotion.

a. He is promoted above the terminal grade of the MOS, or

b. He proves unsatisfactory for the MOS due to physical disability or incompetence, or

c. His special designation is revoked for reason of unsatisfactory service, or disciplinary action, or

d. He is reduced below the initial grade of the MOS, except that a Marine reduced to private or private first class, and who prior to reduction was assigned a lance corporal level MOS as additional, will retain such MOS unless the reduction was for reasons outlined in subparagraphs b or c, above, or

e. His degree of qualification, as determined by the commander is below the minimum required for the assignment of the MOS as outlined in the MOS Manual. This action is authorized provided the MOS is not one that requires the approval of the Commandant of the Marine Corps prior to assignment, changing or voiding.

f. See subparagraph 3100.3 for additional restrictions on voiding additional MOSs.

3105 CHANGING ADDITIONAL MOSs

1. Commanders are authorized to change an additional MOS of a Marine to any other which is above the basic level, and which exists at the grade of the Marine, when:

a. He has completed a course of instruction which has qualified him for the MOS, or

b. He has demonstrated qualifications by actual performance on the job in present grade.

c. See subparagraph 3100.3 for additional restrictions on changing additional MOSs.

3106 VOIDING ADDITIONAL MOSs

1. Commanders will void an additional MOS of a Marine, for cause, when:

PART D: CLASSIFICATION INTERVIEWING AND TESTING--OFFICERS AND ENLISTED PERSONNEL

3150 PURPOSE

1. The purpose of classification testing is to identify an individual's military assignment potential; to provide a measure of an individual's general mental ability, and to measure an individual's specific aptitude for a given requirement.

2. Initial Classification. Initial classification includes all classification actions accomplished by the recruit depots and the Organized Marine Corps Reserve. It includes testing, interviewing, analysis of test and interview results culminating in a recommended individual job-area assignment. The objective is to identify military potential and to match this potential with existing Marine Corps manpower requirements.

3. Field Classification. Field classification includes all classification actions effected subsequent to initial classification. Field classification is accomplished at all administrative levels of the Marine Corps. Its primary objectives are:

a. Assignment of individual Marines to specific table of organization billets, based on military potential and the billet requirements of the organization.

b. The intelligent reclassification, retraining or reassignment to assure the effective use of personnel consistent with individual military potential and the overall skill requirements of the Marine Corps.

3151 INTERVIEWING

1. Interviews will be utilized to obtain information pertaining to the abilities, skills and aptitudes which are necessary for the effective classification of the individual Marine, and for the preparation or verification of NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed.

2. The success of the classification interview depends upon the skill of the interviewer, the degree of his preparation, and the manner in which the interview is conducted. Preparation requires a thorough knowledge of reference materials pertinent to the field of classification and attention to the physical details under which the interview is conducted. The interviewer must control the interview at all times, not in a domineering manner but with well-worded questions directed towards the desired goal.

3. A classification interview will be conducted whenever it is necessary to prepare a new NAVMC 118(8a)-PD. Normally the interview will be conducted at the first organization in the Marine Corps or Marine Corps Reserve to which the individual is assigned or reports for duty or training after induction, enlistment, reenlistment or appointment to officer grade.

4. Classification information contained on NAVMC 118(8a)-PD will be verified through interview:

a. Within 10 days after an individual reports to a new permanent duty station.

b. Within 10 days prior to the date of discharge (except in the case of Class III reservists on inactive duty), release from active duty or reenlistment.

c. During the annual administrative audit of individual records except in the case of Class III reservists on inactive duty.

3152 AUTHORITY FOR TESTING

1. Regular Establishment. The commanding generals of the Marine Corps Recruit Depots are authorized to administer the Basic Classification Test Battery of the Aptitude-Area Classification Test to recruits. The commanders listed below are authorized to administer and score the Field Classification Test Battery of the Aptitude-Area Classification Test, and other classification tests, as listed in

paragraph 3153. This authority includes the approval or disapproval of retests (see par. 3155) for personnel on active duty. This authority may be further delegated by these commanders to division, wing or force troops level or to commanders at the battalion/group level geographically separated from the parent command, as appropriate:

Commandant, Marine Corps
Schools, Quantico
Commanding General, Fleet Marine Force, Atlantic
Commanding General, Fleet Marine Force, Pacific
Commanding General, Marine Corps Base, Camp Lejeune
Commanding General, Marine Corps Base, Camp Pendleton
Commanding General, Marine Corps Base, Twentynine Palms, California
Commanding General, Marine Corps Recruit Depot, Parris Island
Commanding General, Marine Corps Recruit Depot, San Diego
Commanding General, Marine Corps Air Bases, Western Area, El Toro
Commanding General, Marine Corps Air Bases, Eastern Area, Cherry Point
Commanding General, Marine Corps Supply Center, Barstow
Commanding General, Marine Corps Supply Center, Albany

a. The delegation, by the above commanders to division, wing, force troops or battalion/group level does not relieve the delegating commanders of the responsibility for accountability of testing materials nor will a separate testing account of the subordinate command be maintained at Headquarters Marine Corps.

b. Commands not under the administrative control of the above commanders, or their subordinate commands who have been delegated testing authority, are authorized to establish liaison with the commands holding

testing authority, for the purpose of administering classification tests/retests. Commands delegated testing authority are encouraged to administer tests/retests, or furnish tests for administration to personnel of commands not under their administrative control, but which are in close proximity to them. No expense to the Government is authorized for these purposes. The decision of the command holding the testing authority is paramount concerning whether or not a request for administering tests/retests will be approved. Commands disapproving requests for testing/retesting from units not administratively subordinate to them will forward the request to the Commandant of the Marine Corps (Code DFM) indicating their reason for disapproval.

2. Reserve Establishment. The commanders listed below are authorized to approve, administer and score tests/retests for active duty personnel of their commands and for members of the Marine Corps Reserve on inactive duty when a minimum score is an established prerequisite for a specific program, provided the individual is otherwise fully qualified and recommended for the program. The actual administration and scoring of classification testing may be delegated to other subordinate commanders; no separate testing accounts will be maintained at HQMC however.

Commanding General, Marine
Air Reserve Training Command
Directors, Marine Corps Districts

Commands not under the administrative control of the above commands, but in close proximity thereto, are authorized to establish liaison with the above commands for the purpose of classification testing, as outlined in subparagraph 3152.1b, above.

3. Requests for authority to administer classification tests/retests to personnel of commands not under the cognizance of a commander as listed above

and unable to obtain classification testing service from a command holding classification tests, shall be submitted to the Commandant of the Marine Corps (Code DFM) for approval. Approved requests will serve as automatic requisitions for the required test material.

3153 CLASSIFICATION TESTS AND ADMINISTRATION OF CLASSIFICATION TESTS

1. Classification test scores should not be used as qualifying standards in promotion programs which are based on demonstrated performance; they may be used however as prerequisites or screening aids in selecting personnel for training or special programs.

2. Each test used in the classification program will be administered under the direct supervision of an officer or an enlisted person who is thoroughly familiar with classification testing procedures. Tests shall be administered in strict compliance with the instructions applicable for each test.

3. General Classification Test (GCT). The Commandant, Marine Corps Schools, Quantico, Virginia and the Commanding Officer, Marine Aviation Detachment, Pensacola, Florida, are the only commands authorized to maintain General Classification Test material on a permanent basis. The GCT is to be administered to officers, subject to the provisions of subparagraph 3004.1 and to personnel actually undergoing training which leads to commissioned status. The GCT will not be administered to enlisted personnel except as stated above. To eliminate GCT testing for enlisted personnel undergoing officer training who qualified for a commissioning program under an Aptitude-Area Classification Testing requisite, the following procedure will apply on a machine produced service record book page described in paragraph 3154. The A-A "VE" score will be printed in the GCT "RV" space. The A-A "AR" and "PA" scores will be printed in the GCT "AR" and "PA" spaces, respectively. N/A will be entered in the GCT "AC" space. In the GCT space will be entered

the score attained by adding the A-A "VE," "AR" and "PA" scores and dividing such score by three. A printed footnote at the bottom of the machine printed page will indicate that these scores were derived from the Aptitude-Area Classification Test Battery.

a. The test is comprised of four separate tests as follows:

Reading and Vocabulary (RV)

Arithmetic Computation (AC)

Arithmetic Reasoning (AR)

Pattern Analysis (PA)

b. The overall General Classification Test Score is arrived at through computation instructions contained in the GCT Manual.

4. The Aptitude-Area Classification Test (A-A). The Aptitude-Area classification concept was developed through intensive research in the aptitudes of military personnel, better understanding of military job requirements and the validation of new testing instruments. It envisions mental aptitude as a collection of abilities, not as a single ability. Each individual has these abilities in varying degrees - more of some, less of others. To classify an enlisted Marine adequately for one of the many Marine Corps jobs that must be filled, the Marine Corps has to know his particular pattern of abilities - what he can do best, how many outstanding abilities he has, how he compares with others in each ability. Aptitude, as used in this concept, means readiness to acquire skill and the potential to become proficient, given the opportunity and appropriate training. The A-A tests identify and measure those aptitudes which are significantly related to military jobs and thereby provide a profile of an enlisted Marine's strengths and weaknesses in terms of his assignment potential. See MCO P1200.7, MOS Manual for the relationship between Aptitude-Areas and MOSs. By matching the Aptitude-Areas and MOSs, assignments can be facilitated.

a. The Aptitude-Area Classification Test is comprised of two separate test batteries, the Basic Classification Test Battery and the Field Classification Test Battery.

(1) The Basic Classification Test Battery, administered only to Male Recruits, unless otherwise directed, consists of eleven tests.

(2) The Field Classification Test Battery consists of 8 of the 11 tests, and is administered to:

(a) Male Marines (1st term reenlistees) not previously administered either battery of the A-A test. Tests may be administered prior to reenlistment, but not more than 120 days prior to anticipated reenlistment date. The command effecting the reenlistment is responsible for administering the test battery, however, commands not retaining A-A tests, which effect first term reenlistment of personnel who are to be transferred within 30 days of reenlistment to a command possessing A-A tests, may omit testing, provided they notify the receiving command that the test battery must be administered to the reenlistee.

(b) Women Recruits

(c) Enlisted personnel (Regular and Reserve) applying for an assignment/program which has prerequisites stated in terms of both GCT and A-A scores, if the Marine has a GCT score which fails to meet the stated GCT requisite.

(d) Enlisted personnel upon re-entry into the service on active duty if the period of separation or inactive duty has been in excess of 1 year and the individual has prior active Marine Corps or Marine Corps Reserve service.

(e) Members of the Organized Marine Corps Reserve who have no prior Marine Corps active service, but do have prior active duty with another

branch of the U.S. Armed Forces, upon joining an Organized Marine Corps Reserve Unit.

b. Partial administration of the Aptitude-Area Classification Test Battery will not be permitted without specific authority from the Commandant of the Marine Corps (Code DFM).

c. The initial administration of the Aptitude-Area Classification Test Battery is not a retest of the General Classification Test which is currently administered to officers and personnel undergoing training leading to commissioned status and which was formerly administered to enlisted personnel.

d. In both the Basic Classification Test Battery and the Field Classification Test Battery, the individual test scores are converted into Aptitude-Area Scores, which are derived from a combination of the individual test scores.

e. All tests and aptitude-areas derived therefrom are listed below. The tests are to be administered in the order listed:

Tests

Verbal (VE)
Arithmetic Reasoning (AR)
Pattern Analysis (PA)
Classification Inventory (CI)
Mechanical Aptitude (MA)
Clerical Speed (ACS)
Radio Code (ARC)
General Information (GIT)
Shop Mechanics (SM)
Automotive Information (AI)
Electronics Information (ELI)

► Aptitude-Areas

Infantry (IN)
Armor, Artillery and Engineer (AE)
Electronic (EL)
General Maintenance (GM)
Motor Maintenance (MM)
Clerical (CL)
General Technical (GT)

f. The following tests of the Aptitude-Area Classification Test Battery measure the indicated qualities:

TEST	SYMBOL	QUALITY
Verbal	VE	Ability to understand the meaning of words; grasp concepts in verbal form; present ideas clearly.
Arithmetic Reasoning	AR	Facility for problem solving; ability to handle mathematical computation.
Pattern Analysis	PA	Ability to mentally manipulate spatial relations and visualize three dimensional form.
Classification Inventory	CI	Evaluates interest, personality and feeling of social responsibility - behavior basis to good personal adjustment and to good citizenship.
Mechanical Aptitude	MA	Ability to comprehend mechanical principles.
Clerical Speed	ACS	Perception in working with detailed numeric and verbal material.
Radio Code	ARC	Facility for learning radio code.
General Information	GIT	Measures masculine interests especially in outdoor type activities.
Shop Mechanics	SM	Knowledge of mechanical and construction craft information.
Automotive Information	AI	Knowledge of automotive and related principles.
Electronics Information	ELI	Knowledge of electrical and radio information and theory.

(1) If a requirement exists for one or more of the ability areas shown above, selection should be based on the test scores which indicate the higher desired quality.

g. The following are the various combinations of tests and aptitude-areas, and identifies the categories of Marines to which they are applicable:

TESTS

VE AR PA CI MA ACS ARC GIT SM AI ELI

Basic Classification Test Battery
(Male Recruits Only)

x x x x x x x x x x x

Field Classification Test Battery
(Male Marines, not recruits)

x x x x x x x x x

Women Marine (including Women
Recruits)

x x x x x x x x x

APTITUDE-AREAS

IN AE EL GM MM CL GT

Basic Classification Test Battery
(Male Recruits Only)

x x x x x x x

Field Classification Test Battery
(Male Marines, not recruits)

x x x x x x x

Women Marines (including Women
Recruits)

x x x x x

Since Aptitude-Areas IN and AE have different computation formulas, based on whether the Basic test or the Field test are administered, caution must be used to ensure the correct formula is used. DA Pamphlet 611-100 contains all computation formulas. The IN and AE areas computed for the Field test are to be computed using the formula for CO-A for the IN area, and the CO-B formula for the AE area.

h. The use of selected tests and aptitude-areas for special purposes will be directed by the Commandant of the Marine Corps. Instructions for special test programs will be promulgated, as required, by Headquarters Marine Corps.

i. Each Aptitude-Area Classification Test is provided as a separate test booklet, except the Radio Code (ARC) which is in tape-recorded form. Individual answer sheets are provided for each test, except the Army Clerical Speed (ACS) test, which is a self-contained test booklet and answer sheet.

j. A standard score of 100 indicates "average" in the separate tests of the Aptitude-Area Classification Test Battery and in the Aptitude-Area Scores. Insofar as practical an individual should possess a score of 90 or better in the appropriate aptitude-area for assignment or reassignment to entry billets.

k. Aptitude-Area score requirements for assignment to formal school training are reflected in the MCO P1500.12, Marine Corps Formal Schools Manual.

5. Language Proficiency Test (LPT). Foreign language proficiency will be evaluated by means of an LPT in all cases for which an LPT is available. The LPT will be administered immediately following the initial identification of a foreign language ability when there is reasonable evidence that the ability possessed is significant enough to warrant testing. Foreign languages and test material form numbers for the languages for which a LPT is available are:

LANGUAGE	TEST BOOKLET NO.	SCORING KEY NO.	LANGUAGE TAPE NO.
Albanian	6302	6302-1	6302-2
Arabic, Iraqi	6305	6305-1	6305-2
Bulgarian	6314	6314-1	6314-2
Burmese	6315	6315-1	6315-2
Chinese, Cantonese	6318	6318-1	6318-2
Chinese-Mandarin	6320	6320-1	6320-2
Czech	6322	6322-1	6322-2
Danish	6323	6323-1	6323-2
Dutch	6324	6324-1	6324-2
Finnish	6326	6326-1	6326-2
French	6327	6327-1	6327-2
German	6329	6329-1	6329-2
Greek, Modern	6330	6330-1	6330-2
Hebrew, Modern	6332	6332-1	6332-2
Hungarian	6335	6335-1	6335-2
Icelandic	6336	6336-1	6336-2
Indonesian	6338	6338-1	6338-2
Italian	6339	6339-1	6339-2
Japanese	6340	6340-1	6340-2
Korean	6346	6346-1	6346-2
Lithuanian	6350	6350-1	6350-2
Norwegian	6355	6355-1	6355-2
Persian	6358	6358-1	6358-2
Polish	6359	6359-1	6359-2
Portuguese	6361	6361-1	6361-2
Romanian	6362	6362-1	6362-2
Russian	6363	6363-1	6363-2
Serbo-Croatian	6364	6364-1	6364-2
Slovenian	6367	6367-1	6367-2
Spanish	6368	6368-1	6368-2
Swedish	6370	6370-1	6370-2
Thai	6373	6373-1	6373-2
Turkish	6376	6376-1	6376-2
Ukrainian	6378	6378-1	6378-2
Vietnamese	6380	6380-1	6380-2
Yiddish	6383	6383-1	6383-2

a. All personnel will be given an opportunity to indicate their ability in any foreign language during initial classification processing upon entry on active duty or upon joining an Organized Marine Corps Reserve Unit and at any subsequent time that an ability in a foreign language is acquired. Identification of these languages will be based on the individual's claim of ability and

background which indicates knowledge of a foreign language; i.e., language use in the home, completion of a language course, extended foreign residence, etc.

b. The Language Proficiency Test (series 1958) is designed as the standard test to determine the degree of proficiency of personnel who profess

ability in a foreign language for which a test is available. LPT facilities are maintained at the installations listed in paragraph 3152.

(1) Commanders of test facilities listed in paragraph 3152 will be responsible for the evaluation of language proficiency by testing all Marine Corps personnel within their command when ability is professed in a foreign language for which a LPT is available. (See subpars. 3152.1b and 3152.2.) A command requesting LPT test materials must have a tape recorder capable of reproducing sound from tape 1/4 inch by 1200 feet, recorded at a speed of 7 1/2 inches per second on 60-cycle alternating current. Requests for authority to administer LPTs, that are addressed to this Headquarters, will include:

Name, grade, service number, MOS(s) and component of individual to be tested
Statement of availability of the required tape recorder
Foreign language test(s) to be administered to the individual
Form number of test booklet(s), and language tape(s) required

c. The LPT will be administered during the initial classification processing upon entry on active duty, if appropriate, and in the following instances:

(1) To personnel who were previously administered the LPT (series 1958) after a period of 2 years has elapsed from the date of previous testing, completion of a course of instruction in the language or completion of a duty assignment requiring the use of the language.

(2) To personnel who possess a language MOS, or those whose records indicate language ability, who have not previously been tested.

(3) To all other personnel who claim the ability to understand, speak, and/or read a foreign language for which a test is available.

(4) Upon the direction of the Commandant of the Marine Corps.

d. The administration of the LPT program will be in accordance with the following:

(1) Testing and scoring will be conducted by qualified personnel in accordance with the instructions contained in the LPT Manual and the following:

(a) Part I (Listening Comprehension) of the LPT is recorded on magnetic tape and will be administered by use of a tape recorder meeting the specifications described in subparagraph 3153.5b(1), above.

(b) Spoken Arabic consists of several dialects and since the written Arabic is common to all dialects, the following special procedure will apply in the evaluation of proficiency in this language:

1. An individual claiming proficiency in any Arabic dialect will be given Part I (Listening Comprehension) and Part II (Reading Comprehension) of the prepared test for Arabic, Iraqi. The score and rating attained on each part will be recorded as proficiency in Arabic, Iraqi.

(2) Materials required are as follows:

Tape Recorder (see subpar. 3153.5b(1))

LPT Manual DA Pamphlet 611-300

Answer Sheet DA Form 6000 (same for all LPTs)

Test Booklet (see subpar. 3153.5 for form number)

Language Tape (see subpar. 3153.5 for form number)

Scoring Key (see subpar. 3153.5 for form number)

e. The following is a listing of ratings and the scores within the rating for the LPT - series 1958:

<u>Adjectival Rating</u>	<u>Part I</u>	<u>Part II</u>	<u>Total Score</u>
Good	46 - 60	46 - 60	92 - 120
Fair	28 - 45	28 - 45	56 - 91
Poor	16 - 27	16 - 27	32 - 55
Not Rated	0 - 15	0 - 15	0 - 31

f. Marine Security Guards assigned duty with Company "F," Headquarters Battalion, Headquarters Marine Corps will be identified at such time as they attain a tested rating of S-1 or higher on an oral examination administered at an overseas post by a Foreign Service Institute Regional Language Supervisor. In the event an individual progresses to level S-2, S-3 and S-4, this progression will be reported as it occurs.

(1) As a level of proficiency is reached, this fact will be reported by Administrative Action Form (NAVMC 10274-ADM) to the Commanding General (Data Processing Officer), Marine Corps Base, Camp Lejeune, North Carolina 28542, for entry into the personnel accounting system, with a copy to Commandant of the Marine Corps (Code DGH), to include the following information:

(a) Last name, first name and middle initial

(b) Service number and grade

(c) Date proficiency level obtained, month and year

(d) Name of language and language code

(e) Part I score

(f) Part II score

(2) The following scores will be reported for both Part I and Part II to indicate the levels of proficiency as shown:

<u>Level</u>	<u>Part I Score</u>	<u>Part II Score</u>
S-1	20	20
S-2	33	33
S-3	48	48
S-4	58	58

(3) This procedure is authorized for use only by Company "F," Headquarters Battalion, Headquarters Marine Corps.

6. Language Proficiency Interview. Evaluation of proficiency in foreign languages for which Language Proficiency Tests are not available will be accomplished by interview if there is reasonable evidence that the ability possessed is significant to warrant recording in the personnel accounting system and service records.

a. Interviews will be conducted by a qualified linguist in the language being evaluated if possible.

b. If it is determined that the individual does possess ability in a language, this information will be transmitted to the Recruit Depot in the same personnel accounting jurisdiction as the command by naval letter or administrative action form. The transmitting document must contain all standard identifying information in addition to the reporting unit code number, the name of the language(s) and the month and year the interview was conducted.

c. The Marine Corps Directives System (1550 series) provides guidance criteria for language proficiency interviews.

7. Language Proficiency Recording. The order in which proficiency in foreign languages will be recorded on the machine produced NAVMC 118(8)-PD, Classification and Assignment Test Results, described in subparagraph 15112.2 will be as follows:

a. Formal school training in the language.

b. Administration of a language proficiency test.

c. Language proficiency interview.

Space is allocated for recording scores for Parts I, II and total score but no adjectival rating for foreign languages on NAVMC 118(8)-PD. If the individual is qualified in three or more foreign languages, this fact will be signified by an "X" placed in the "Yes" box opposite "Additional Language Proficiency Test Administered." The third or fourth (or more as the case may be) language when initially introduced into the system will be recorded on NAVMC 118(8)-PD in the "Remarks" section by the computer center one time and one time only. Succeeding NAVMC 118(8)-PDs produced by the computer center will thereafter only reflect the most significant language(s) in which the individual is qualified in the "Language Proficiency Tests" section based on the precedence shown above. All other foreign languages previously reflected in the "Remarks" section of the initial NAVMC 118(8)-PD must therefore be transcribed to the new NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed, prior to the obsolete NAVMC 118(8)-PD being destroyed.

8. Language Aptitude Test (LAT). The language aptitude test is designed to aid in selecting personnel for training in various language schools by determining their aptitude for learning a foreign language. It will be administered to all officers and enlisted personnel being considered for or who are applying for assignment to language training.

a. Language Aptitude Testing facilities are maintained at the installations listed in paragraph 3152.

b. Materials required for the administration of the LAT are:

Directions for Administration of the LAT
LAT Test Booklet
Standard Answer Sheet

- DA Pamphlet 611-131
- DA Pamphlet 6131
- DA Form 6000

c. Requests for assignment to a language school from personnel who cannot be tested at one of the commands holding LAT material will serve as a request for test material. Requests for assignment to a language course will be forwarded to the Commandant of the Marine Corps (Code DF) only in the case of individuals who attain a score of 18 or above on the LAT. The score attained will be included in the commanding officer's forwarding endorsement. Requests for assignment to language school are not desired from officers.

d. Scores will be recorded in the "Special Qualifications" section of the NAVMC 118(8a)-PD.

9. Oral Trade Test Questions. The Oral Trade Test Questions (NAVMC 1062-PD) are designed to ascertain a person's knowledge with reference to a civilian occupation in which he claims to be skilled. These tests will be administered during initial classification by Recruit Depots and Reserve activities as necessary. The questions deal with an individual's knowledge and are not to be considered a measure of skill. Test results will not be recorded in the service records of personnel tested.

a. Tests will be administered and scored in accordance with the Oral Trade Test Manual. Materials required are:

NAVMC 1062-PD and printed change 1-56.

b. The score for each set of trade questions is the number of questions answered correctly. At the end of each set of trade questions there appears the interpretation of scores for that set of questions in the terms W (well informed); S (some information) and L (little information). The range of scores is indicated for each of these terms in each set of questions.

10. Typing Test. The typing test is designed as a measure of typing speed and is designated as the standard typing

test for use in the Marine Corps classification program. It will be administered at the Recruit Depots to all recruits who claim typing ability, and may be administered as deemed necessary, by the commands listed in paragraph 3152. It is to be used in situations where exact knowledge of an individual's typing proficiency is required, such as assignment to schools where a minimum typing speed is specified, and it may be used in situations where such knowledge would be helpful in making proper personnel assignments.

a. The typing test will be administered and scored in accordance with the Marine Corps Typing Tests Manual.

b. Materials required are as outlined in the Marine Corps Typing Tests Manual (NAVMC 1186-PD). Reproduction of certain portions of this test is authorized in the Typing Tests Manual.

c. Test results will be recorded in the service record book of enlisted personnel in accordance with instructions contained in chapter 15.

11. Electronics Technician Selection Test (ETST). This test is used in selecting Marines for training in electronics. The test covers five areas including mathematics, general science, shop practice, electricity and radio. The ETST will be administered only at Recruit Depots or at the direction of the Commandant of the Marine Corps.

12. Defense Officer Record Examination (DORE). This test is administered to all newly-commissioned male officers at MCS, Quantico, Va., MAD, Pensacola, Fla., or MAD, Corpus Christi, Tex. All tests are machine-scored at MCS, Quantico, Va., and test results are entered into the Personnel Accounting System at Headquarters Marine Corps. Scores will be recorded on NAVMC 118(8)-PD by computer-generated process as described in par. 15112.

13. Other tests, controlled by the Commandant of the Marine Corps will be

furnished and administered in individual cases, and/or for specific purposes dependent upon the circumstances.

3154 CLASSIFICATION TEST ANSWER SHEET - HANDLING, SCORING AND RECORDING PROCEDURES

1. Regular Establishment

a. The machine scoring of classification test answer sheets demands strict compliance with the instructions and procedures set forth herein to ensure that classification test scores are promptly and properly entered into the personnel accounting system and individual records.

b. Classification test scores will not be considered "official" until they have been machine scored. Implementation of machine scoring of classification test answer sheets when the results are required to be known to establish qualifications for immediate classification/assignment action will not prohibit hand scoring when required. Ultimately, all classification test answer sheets must be machine scored before they are introduced into official records. This applies equally to initial testing and retesting.

c. Classification tests included in the machine scoring concept are the General Classification Test, Aptitude-Area Classification Test, Language Proficiency Test, Defense Officer Record Examination, and the Electronics Technician Selection Test. When it is determined that the results of the test(s) must be known immediately, and this requirement is sufficiently justified to the Commandant of the Marine Corps by the commanding officer, scoring keys will be included in the test material furnished to permit hand scoring.

d. Classification test answer sheets will be transmitted to the Recruit Depot in the same personnel accounting jurisdiction as the command administering the test. The use of Airmail in transmitting answer sheets is authorized

where appropriate. The envelope containing the test answer sheets will be mailed to the Commanding General (Classification), Marine Corps Recruit Depot as appropriate. Insert "TEST ANSWER SHEETS" in the lower left-hand corner of the envelope.

e. Handling procedures

(1) All test answer sheets will be marked with electrographic pencil.

(2) All test answer sheets must be completely and legibly filled out and must include the testee's service number.

(3) The Reporting Unit Code Number of the organization to which the individual being tested is administratively joined, must be stamped or printed plainly in the upper right-hand corner (Line 8) of all answer sheets to ensure correct and timely return/reporting procedures.

(4) Every precaution must be taken to ensure that the test answer sheets are not folded or mutilated upon transmission to the machine scoring activity.

(5) All answer sheets must be thoroughly screened to ensure there are no double answers and that all erasures

are clean and thorough prior to transmission to the machine scoring activity.

(6) Units provided test materials on an individual basis by the Commandant of the Marine Corps or a test center will ensure proper return of the test components to the issuing command and the answer sheets to the respective Recruit Depot to prevent unnecessary handling delays in obtaining test results.

f. Scoring procedures

(1) Classification test answer sheets may be hand scored as set forth in subparagraph 1b, above, however; they must be sent to the appropriate Recruit Depot for machine scoring in each instance.

g. Reporting procedures

(1) Upon receipt of the classification test answer sheets at the recruit depot they will be machine scored. The Recruit Depot will transmit the scores to the appropriate electronic computer installation which will generate a machine prepared service record book NAVMC 118(8)-PD, in duplicate. The original will be sent to the reporting unit and the duplicate to the Commandant of the Marine Corps (Code DGH).

(2) Unit Diary entries are not required.

h. Scored answer sheets will be retained on hand at the Recruit Depot for a minimum of 6 months from date of testing in compliance with existing regulations.

i. Correspondence concerning non-receipt, incorrect or incomplete machine prepared service record book pages will be directed to the Recruit Depot in the same personnel accounting jurisdiction as the command administering the test, providing it is initiated within 6 months from the date of testing; otherwise the correspondence will be directed to the Commandant of the Marine Corps (Code DFM).

2. Reserve Establishment

a. Classification test answer sheets for Reserve personnel on inactive duty will not undergo the machine scoring and reporting procedures outlined in subparagraph 1, above. All classification tests for inactive duty Reserve personnel will be hand scored.

b. Classification test scores on inactive duty Reserve personnel will be recorded in the service record book as set forth in subparagraph 15112.5g.

3155 RETESTING

1. Retesting is permitted only to meet a valid military requirement; i.e., reclassification, determining eligibility for formal school training, duty assignment or commissioning programs. Requests for retests will not be answered by Headquarters Marine Corps if based solely upon the desire to obtain higher scores.

2. All commanders listed in paragraph 3152 and commands whom they so delegate are authorized to accomplish retesting subject to the instructions contained herein.

3. Requests for retesting from individuals or commanders unable to obtain classification testing service from a command holding classification tests will be forwarded to the Commandant

of the Marine Corps (Code DFM). Requests for retests will contain the following information for each individual to be tested:

a. Name, grade, service number, MOS(s) and component.

b. Date previous test was administered.

c. Scores previously attained.

d. Justification for requesting a retest.

4. Requests for retests for personnel who have had access to, or are familiar with, test materials will contain a statement to that effect. All such requests will be forwarded to the Commandant of the Marine Corps (Code DFM) for testing authority.

5. When a retest has been administered; the new scores attained, whether higher or lower than the previous scores, will be the official score.

6. No retest will be administered within a 1-year period following the date of the previous test unless it is required to meet a requisite for a reenlistment option.

7. Procedures or information relative to retesting with specific classification test are as follows:

a. GENERAL CLASSIFICATION TEST (GCT)

(1) All requests for retests under the GCT will be forwarded to the Commandant of the Marine Corps (Code DFM).

b. LANGUAGE PROFICIENCY TEST (LPT)

(1) Retests of the LPT are authorized when, in the opinion of the commanding officer, the results of the previous tests do not reflect current ability in any phase of the language, and as required in subparagraph 3153.5c.

c. LANGUAGE APTITUDE TEST (LAT)

(1) Retests of the LAT are not authorized without the approval of the Commandant of the Marine Corps.

d. TYPING TEST

(1) Retests will be authorized in those cases where definite evidence is available to indicate improvement of typing ability since the administration of the original typing test.

3156 INTERPRETING CLASSIFICATION TEST RESULTS

1. Test results are normally expressed in terms of standard scores which are grouped into five broad categories called "Grades." Scores are grouped into grades as follows:

<u>Grade</u>	<u>Standard Score Range</u>
I	130 and above
II	110 - 129
III	90 - 109
IV	60 - 89
V	59 and below

2. The above grades/standard score ranges apply to the General Classification Test, Aptitude-Area test scores, and Aptitude-Area scores.

3157 SUPPLY OF CLASSIFICATION TEST MATERIALS

1. Stocks of test materials are maintained by the commanders listed in paragraph 3152. Subordinate commands will request test materials directly from those commanders.

2. Materials which have become obsolete or unserviceable, or are no longer required, will be returned to the Commandant of the Marine Corps (Code DFM). Test materials returned will serve as an automatic requisition for replacement materials unless otherwise specified.

3. Commands authorized to maintain and administer classification tests will requisition necessary answer sheets through normal supply channels, with the exception of the Army Clerical Speed Test (ACS) which is controlled and issued by the Commandant of the Marine Corps (Code DFM). Commanders listed in paragraph 3152 will request Army Clerical Speed Test (ACS) replacement material when stocks reach what is considered a normal 90-day supply. This will permit enough leadtime for this Headquarters to procure the necessary forms and mail them to the requesting command without a disruption of testing. The maintenance of "usage data" will aid materially in submitting reasonable requests for replacement answer sheets. Instructions for requisitioning answer sheets not under the control of the Commandant of the Marine Corps will be found in the appropriate Marine Corps Order in the 4235 series. Tests, scoring keys and testing instructions will be requisitioned from the Commandant of the Marine Corps (Code DFM).

4. Reproduction of any test or test material in whole or in part is prohibited, unless specifically authorized by the Commandant of the Marine Corps, or unless so indicated in the test booklet or instructions.

3158 SECURITY OF CLASSIFICATION TEST MATERIALS

1. Commanders are responsible for the security of classification test materials within their commands. An officer will be designated as custodian of the classification test materials. Commanders shall issue such directives as deemed necessary to ensure proper security and to prevent compromise of test materials subject to the following instructions:

a. Classification test materials are for official use only. They will be transmitted via regular mail or hand carried, except in the case of overseas commands which may forward the material via Airmail. Packages of test materials will be double wrapped, tape

sealed and accompanied by a transmittal letter for all materials except blank answer sheets. The letter of transmittal will include a statement or enclosure which lists the test materials transmitted. The inner wrapper will be marked in such a manner as to clearly identify the contents as "test materials - to be opened by authorized personnel only."

b. Receipts will be accomplished for all test materials forwarded by letter of transmittal except for those test materials returned to the Commandant of the Marine Corps in accordance with subparagraph 3157.2.

c. Test booklets, scoring keys and answer sheets will be stowed in safes, vaults or locked receptacles when not in actual use.

d. Commanders will require that test materials be inventoried quarterly and upon the relief of custodians. These inventories are prescribed to strengthen the security and accountability of test materials. One copy of the inventory will be forwarded to the Commandant of the Marine Corps (Code DFM) upon relief of the custodian.

e. When not in the possession of personnel being tested, test materials

shall be handled only by an officer or qualified enlisted personnel. In any case, each individual to whom test materials are entrusted, or to whom the contents are made known, will be held responsible for any act or failure which may in any way contribute to the compromise of any test or portion thereof.

f. The loss, compromise, destruction or misuse of any pieces of test material will be investigated by an officer and the complete report of investigation will be forwarded to the Commandant of the Marine Corps (Code DFM), via command channels. The form of the test will be immediately suspended from use within that command, and a statement to that effect will be included in the report of investigation or endorsement thereon. The test form will not be placed in use again within the command until authorized by the Commandant of the Marine Corps.

g. Test materials excluding used answer sheets will not be destroyed unless authorized by the Commandant of the Marine Corps.

h. Under normal circumstances test materials requested from this Headquarters for the purpose of testing individual Marines will be returned within 10 working days after receipt.

▶ CHAPTER 3

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CHAPTER 3

CLASSIFICATION OF MILITARY PERSONNEL

PART A: GENERAL

3000 SCOPE AND OBJECTIVE

1. This chapter contains the instructions, procedures, and regulations for implementing the classification system set forth in the Marine Corps Manual, subparagraph 1200.1.

2. Except as specifically authorized in this chapter and by current directives, commanders are required to obtain approval of the Commandant of the Marine Corps prior to assigning, changing, or voiding a primary or additional MOS of any officer.

3. As used in this chapter, the authority granted to "Commanders" is intended to apply to those officers whose command contains a basic personnel section as defined in paragraph 1051, unless a higher echelon in the military chain of command directs the suspension of classification authority at the basic personnel section level.

4. Prior to exercising the authority contained herein, commanders should consult the MCOP1200.7, MOS Manual for the purpose of reviewing the MOS description and qualification requirements pertinent to the MOS involved.

3001 CLASSIFICATION INSTRUMENTS

1. Reference Materials

▶ a. The Military Occupational Specialty Manual (MOS Manual) provides a uniform method for identifying jobs and qualifications of personnel. It outlines the essential duties and tasks for each military occupational specialty required. The MOS Manual will be used as the source of information for classifying the military qualifications of personnel.

▶ b. Marine Corps directives, pertaining to the classification system.

2. Interview. A classification interview is a planned and controlled conversation conducted by qualified personnel for the purpose of obtaining information to be used in conjunction with classification test results for the proper classification of personnel. The conduct of interviews is discussed in part D.

3. Testing. Classification tests and special tests prescribed by the Commandant of the Marine Corps will be utilized to obtain a more valid evaluation of an individual's abilities and aptitudes than can be obtained from an interview alone. Testing will be conducted in accordance with the instructions contained in part D.

3002 DEFINITIONS

1. Classification. Personnel classification is the process of obtaining, identifying, recording and continuously evaluating the military qualifications of personnel. Classification entails interviewing, reviewing records, testing, classifying military qualifications, and preparing and maintaining qualification records.

2. MOS Structure. A complete explanation of the MOS structure, categories, and definitions of classification terms applicable thereto is contained in part I of the MOS Manual.

3003 CLASSIFICATION OF MILITARY QUALIFICATIONS

1. Classification of military qualifications consists of assigning, changing, voiding and converting military occupational specialties in order to accurately identify each individual's current qualifications.

2. All military skills will be carefully evaluated, and proficiency in the performance of the qualification requirements of an MOS will be identified by the assignment of the appropriate MOS. Inasmuch as certain MOSs obviously involve higher level of qualification requirements; e.g., that of a radio technician as compared to a radio operator, an individual will be assigned that MOS which reflects the highest qualification level.

3. MOSs are assigned as primary and additional.

a. The primary MOS assigned to an individual should identify his most significant qualifications.

b. Additional MOSs may be assigned to identify other qualifications which are significant but different from those identified by the primary MOS. These MOSs may be within the same, or from different, occupational fields as that of the primary MOS.

4. Some billets may require only a portion of the qualification requirements of an MOS, therefore, the fact that an individual is satisfactorily performing duties of that billet does not necessarily qualify him for the MOS.

5. In all cases, the assignment of MOSs will be made in accordance with the instructions contained in part B or part C, as applicable.

3004 PERSONNEL TO BE CLASSIFIED

1. Each officer and enlisted Marine will be classified and NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed, prepared. Each officer up to and including the grade of lieutenant colonel and each enlisted Marine shall be administered appropriate classification tests as listed in paragraph 3153 and NAVMC 118(8)-PD, Classification and Assignment Test Results, produced for all personnel so tested.

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2. An individual without prior service who is inducted, enlisted, or appointed to officer grade in the Marine Corps or Marine Corps Reserve will be classified as soon as practicable after entry, or at the first organization to which the individual reports for duty or training.

3005 PERSONNEL TO BE RECLASSIFIED

1. Personnel with prior service in the Marine Corps or Marine Corps Reserve who are inducted, enlisted, reenlisted, or appointed to officer grade in the Marine Corps or Marine Corps Reserve will be reclassified by the organization effecting the reenlistment or appointment provided records are available. Otherwise, reclassification will be effected at the first organization to which they report for duty or training.

3006 CONVERSION OF MOSs

1. Changes in MOSs with respect to job description, numerical code (MOS), or title may necessitate conversion of such MOSs to a current authorized MOS. Changes to the MOS Manual will be issued as required, and each change published will include a conversion table indicating the MOSs affected. Commanders will take appropriate administrative action on the effective date of the change.

3007 RECORDING AND REPORTING CLASSIFICATION INFORMATION

1. Instructions for the recording of classification information in the officer qualification records or the enlisted service record books are contained in paragraphs 15112 and 15161.

2. Instructions for the recording of classification information on the individual record card and reporting such information on the unit diary are contained in chapter 16 of this manual.

3008 IDENTIFICATION

1. All correspondence addressed to the Commandant of the Marine Corps concerning an individual's MOS or classification tests of any type will include:

a. Grade.

b. Individual's name and Jr., Sr., II, etc.

c. Service number.

d. Present MOS(s).

e. Component.

PART B: OFFICERS

3050 GENERAL

1. The military qualifications of all officers shall be classified as prescribed in this part, the MOS Manual, and the Marine Corps Manual. For the purposes of this part, the term "officer" includes commissioned and warrant officers.

3051 ASSIGNING PRIMARY MOSs

1. The primary MOS of an officer shall be the MOS appropriate to his category as described in the MOS Manual and which identifies his most significant qualifications in terms of the needs of the service and effective personnel management. Due consideration will also be given to such other factors as:

a. Formal school training specifically related to duties reflected in an MOS.

b. The duties performed by the officer.

c. The duty assignment policy for officer personnel.

d. The MOS preference of the officer.

2. The initial assignment of a primary MOS will be made by the Commandant of the Marine Corps.

3. The following special instructions are prescribed for the assignment and/or voiding of MOSs and identification codes of the below listed officers:

a. General Officer: Commanders will assign the appropriate identifying and reporting code when an officer accepts appointment to the grade of brigadier general. General officers are not assigned additional MOSs.

b. Colonel: Commanders will, upon an officer's acceptance of appointment to the grade of colonel, assign the appropriate MOS or identifying and

reporting code as primary and a maximum of two of the most significant MOSs held prior to appointment, as additional.

c. Inactive Duty Officers: Commanders will assign an appropriate basic MOS in lieu of the "Basic Officer" identifying and reporting code to those inactive duty officers whose records indicate an entrance level aptitude or potential in an occupational field.

3052 CHANGING PRIMARY MOSs

1. Commanders will, except in the case of Class III officers on inactive duty, and when otherwise directed in specific cases, change the basic MOS of an officer to an MOS which is in the same occupational field and is authorized for assignment as primary for the category of the officer concerned, provided:

a. The officer has completed a course of instruction which specifically qualified him to perform the duties of the MOS, or

b. The officer has demonstrated proficiency in the duties of the MOS and is considered fully qualified to perform in a billet of the MOS at his current grade.

2. In the event an officer is not considered qualified for an MOS other than the basic MOS after performance of duties in an occupational field for a period of 6 months while on active duty, the commander will report the circumstances to the Commandant of the Marine Corps (Code DF). Such reports shall contain a specific recommendation for:

a. Retention of the officer in present duties for further on-the-job training, or

b. Training of the officer in another occupational field.

3. The officer concerned shall be given an opportunity to make a statement in regard to an unfavorable report (par. 15000.3a(1) and U.S. Navy Regulations, article 1701.8(a)).

3053 VOIDING PRIMARY MOSS

1. Commanders will not void the primary MOS of an officer without prior approval of the Commandant of the Marine Corps except as provided in paragraphs 3051 and 3052 and current directives.

2. A request for authority to void an officer's primary MOS shall contain the reasons therefor and the commander's recommendation for assignment of a new primary MOS.

3054 ASSIGNING, CHANGING AND VOIDING ADDITIONAL MOSS

1. Commanders will not assign, change, or void an additional MOS of an officer without prior approval of the Commandant of the Marine Corps except as provided in paragraph 3051 and current directives. Except for Class II reservists a basic MOS is not assigned as an additional MOS.

2. A maximum of two additional MOSS may be assigned to each officer except as stated in subparagraph 3051.3 with the more significant MOS appearing as the first additional MOS. The assignment, subsequent change, or voiding of additional MOSS will be effected, giving consideration to the factors governing the assignment of a primary MOS as contained in subparagraph 3051.1.

PART C: ENLISTED PERSONNEL

3100 GENERAL

1. Commanders are authorized to classify the military qualifications of enlisted personnel in accordance with the policies and procedures prescribed in this part, the MOS Manual and the Marine Corps Manual.

2. Authority to classify recruits may be delegated to classification and assignment officers.

3. The approval of the Commandant of the Marine Corps must be obtained prior to:

a. Changing, voiding or converting primary or additional MOSs that were assigned as a result of satisfactory completion of a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps.

b. Changing, voiding or converting any primary or additional MOS which is designated as an authorized Proficiency Pay (Specialty) MOS as listed in directives of the 7200 series of the Marine Corps Directives System.

c. Changing, voiding or converting a primary or additional MOS that is designated as a "Short" MOS as defined in directives of the 1220 series of the Marine Corps Directives System.

d. Changing, voiding or converting a primary or additional MOS that requires approval of the Commandant of the Marine Corps as indicated in the MOS Manual, or as published by a separate directive.

e. Changing to a primary or additional MOS that requires completion of a school for which quotas are established and allocated by the Commandant of the Marine Corps as a prerequisite for assignment.

4. The restrictions imposed by subparagraphs 3a, b and c, above, are automatically waived and such MOSs will be changed without the approval of the Commandant of the Marine Corps in the following instances:

a. When a Marine's MOS should be changed to a higher level MOS than the terminal grade of his present primary MOS; i.e., when he meets the specified requirements for promotion, the commander will change his primary MOS to the higher level MOS for which he is qualified within the same occupational field and which indicates increased proficiency and qualifications over and above that indicated by his former MOS subject to the restrictions imposed by subparagraph 3101.2.

b. Upon completion of a course of instruction for which the Commandant of the Marine Corps allocates quotas, provided the instruction specifically qualifies the Marine for a more technical MOS within the same occupational field than the one assigned at the onset of the training.

c. Upon receipt of official notification that a gunnery sergeant has been selected for first sergeant, the MOS will immediately be changed to 9999. If, upon receipt of DD Form 216 MC, Certificate of Appointment to the grade of first sergeant, the commanding officer returns it to the Commandant of the Marine Corps, as outlined in paragraph 6255, all previous MOSs held prior to selection will be restored.

d. In accordance with the instructions contained in the Marine Corps Directives System applicable to Marine Corps reservists not on active duty.

5. In the event it is considered desirable to change an individual's primary MOS between two categories of MOSs either of which require the approval of the Commandant of the Marine Corps, requests therefor will be addressed to the Commandant of the Marine Corps (Code DF). Occasions would be, but are not, limited to the following:

a. When necessary to resolve which MOS will be assigned as primary if the Marine completes two courses of instruction for which the Commandant of the Marine Corps allocated quotas, if the courses of instruction involve two unrelated formal schools.

b. From a "Proficiency Pay (Specialty)" or "Short" MOS to a school trained MOS.

c. When it is considered desirable to change a primary MOS from an MOS assigned as the result of the completion of a course of instruction for which the Commandant of the Marine Corps allocated quotas, to one which has been designated as a "Proficiency Pay (Specialty)" or "Short" MOS.

d. When it is considered desirable to change a primary MOS designated as a "Short" MOS to one designated as a "Proficiency Pay (Specialty)" MOS, or vice versa.

3101 ASSIGNING PRIMARY MOSs

1. Each enlisted Marine shall be assigned a primary MOS. The MOS assigned will identify the billet for which the Marine is best qualified. Prime consideration shall be given to the following factors:

a. Satisfactory completion of a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps.

b. The needs of the Marine Corps as promulgated periodically by separate directive.

c. Satisfactory completion of courses of instruction for which the Commandant of the Marine Corps does not allocate quotas or the completion of correspondence courses.

d. The Marine's civilian education, experience, aptitudes and capabilities.

e. The duty assignment policy for enlisted personnel.

f. The duty preference of the Marine.

2. The primary MOS shall be an MOS which exists at the grade of the Marine, or at the grade to which the Marine is eligible for promotion with three exceptions:

a. Master sergeant's and gunnery sergeant's MOSs will be changed when they have been selected for promotion as required.

b. In the case of a private or private first class, the primary MOS may be an MOS which exists at the lance corporal level, despite the fact that the Marine is not eligible for promotion.

c. Sergeants in occupational field 03 eligible for promotion will retain the MOS in which presently qualified. Their MOS will be changed to 0369 only upon promotion to staff sergeant.

3. A basic MOS identifies entrance level aptitude, a potential in the occupational field, and a requirement for training in a primary MOS of the occupational field. Except for Class II reservists, it is not assigned to individuals as an additional MOS. The assignment of a basic MOS in an occupational field as a primary MOS shall be based on such considerations listed in subparagraph 1, above, as are applicable.

4. A Marine who, upon recruit enlistment for general duty in the Marine Corps or Marine Corps Reserve, is to be immediately assigned to active duty and is required to undergo recruit training will not be assigned a primary MOS until such training has commenced. Until that time, the basic identification code will be used for reporting and accounting purposes. Upon completion of recruit training, and prior to transfer or assignment to duty, the Marine will be assigned as primary to the basic MOS in an appropriate occupational field.

5. A Marine, upon enlistment in the Six Months Training Program of the Organized Marine Corps Reserve, who is not immediately ordered to active duty for training, will be assigned the basic identification code for reporting and accounting purposes. Six-month trainees who are members of Organized Marine Corps Reserve aviation units will be assigned a basic primary MOS

of 6400, Basic Aircraft Maintenance Man, prior to being ordered to active duty for training. During recruit training these six-month trainees may be assigned such other basic aviation MOS as may be appropriate based on the needs of the Marine Corps. All other Organized reservists, when ordered to active duty for training, will not be assigned an MOS other than the basic identification code until after commencement of recruit training.

6. A Marine who, upon initial enlistment in the Marine Corps Reserve for other than the Six Months Training Program, is ordered to inactive duty will be assigned as primary the basic MOS in an appropriate occupational field when enlisted, if he has had any training or experience which indicated aptitude for duty in a specific field. Otherwise, he will not be assigned a primary MOS until interviewed and his qualifications have been established by the commander. Until that time, the basic identification code will be used for reporting and accounting purposes.

7. A Marine who reenlists for general duty in the Marine Corps or Marine Corps Reserve within 24 hours after discharge will retain his primary MOS. The authority that initially assigned the primary MOS will be recorded in the new service record book.

8. A Marine who reenlists for general duty in the Marine Corps or Marine Corps Reserve after separation from the service in excess of 24 hours will retain his primary MOS, provided that MOS exists at the grade to which the Marine is reappointed. If the primary MOS held at the time of discharge does not exist at the grade to which reappointed, the Marine will be re-assigned as primary an appropriate MOS which is in the same occupational field and which exists at his grade. In the event an appropriate primary MOS cannot be determined, the case will be referred to the Commandant of the Marine Corps (Code DF). Pending action by the Commandant, the basic identification code will be used for reporting and accounting purposes.

9. A Marine, entering upon an enlistment or reenlistment approved by the Commandant for a specific type of duty, shall be assigned as primary the MOS for which enlisted or reenlisted. Such assignment will be made when the Marine enlists or reenlists.

10. A Marine whose primary MOS has been voided may be assigned as primary any MOS:

a. Which is in the same occupational field, and

b. Which exists at the grade of the Marine, and

c. For which the Marine is considered fully qualified. If the Marine is not qualified for any MOS which is in the same occupational field and which exists at his grade, the case will be referred to the Commandant of the Marine Corps (Code DF). Pending action by the Commandant, the basic identification code will be used for reporting and accounting purposes.

11. Commanding officers may request that a Woman Marine be assigned a primary MOS normally restricted to male Marines when it is determined that she possesses special skills for the assignment of that MOS. A request of this nature will be forwarded to the Commandant of the Marine Corps (Code DF) for decision.

3102 CHANGING PRIMARY MOSs

1. Commanders will change a Marine's primary MOS when he has completed a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps based on the following criteria:

a. Instructions contained in the course of instruction assignment directive.

b. Specific MOS for which trained.

c. The course of instruction qualifies the Marine for a more technical MOS than the one assigned at the onset of the training.

d. The MOS exists at the current grade of the Marine or at the grade for which he has become eligible for promotion except as noted in subparagraph 3101.2.

e. Separate instructions issued by the Commandant of the Marine Corps based on the current needs of the Marine Corps.

2. Commanders will change a Marine's primary MOS to the basic MOS in the occupational field to which assigned for retraining, except in those cases when the assignment will not involve a change in occupational field, regardless of the grade of the Marine, in accordance with the policies and procedures prescribed in paragraph 4108. If the retraining assignment involves a change in occupational field, the previous primary MOS should normally be retained as a first additional MOS. When the required proficiency level has been attained either through formal school training or on-the-job training, commensurate with the grade currently held, the commander will assign the primary MOS for which retrained.

3. Commanders will change the primary MOS of a Marine below the grade of lance corporal from the basic MOS to any other MOS which is in the same occupational field and which exists at the lance corporal level when he has demonstrated qualifications for MOS by actual performance on the job. Commanders will continually review records of personnel with basic MOSs with a view to assigning an MOS above the basic level immediately upon individual qualification.

4. When a Marine is assigned duties within an occupational field, but not specifically related to his primary MOS, his primary MOS will not be changed, until such time as he has acquired proficiency within the proposed MOS to warrant the assignment of the new MOS as either primary or additional. (Example Mortar Man, MOS 0341/none/none assigned duties as

Ontos Crewman, MOS 0353 retains MOS 0341 as primary until qualified as an 0353. Upon qualification as an 0353 his MOS spread would be changed to either MOS 0353/0341/none or MOS 0341/0353/none.)

5. Commanders may change a Marine's primary MOS to any other which is in the same occupational field and which exists at the pay grade of the Marine or to a grade for which he is eligible for promotion, subject to the restrictions imposed in subparagraphs 3100.5 and 3101.2 based on the following criteria:

a. Completion of a course of instruction for which the Commandant of the Marine Corps does not allocate quotas, provided the instruction specifically qualifies the Marine for a more technical MOS than the one assigned at the onset of the training.

b. Demonstration of the qualification requirements of an MOS by actual performance in a billet.

c. When, through the successful completion of correspondence courses, or other endeavors, the new MOS will identify qualification requirements attained by the Marine that show a higher degree of ability or knowledge than the current MOS held.

d. The change of MOS of members of the Marine Corps Reserve not on active duty does not require voiding of an MOS identifying a military skill obtained through formal training while on active duty.

6. Commanders may change a Marine's primary MOS from the basic MOS in an occupational field to the basic MOS in any other occupational field to which the Marine is assigned for duty except for assignment to duty in billets not identified by a primary MOS; e.g., Corrections Man, Projectionist 35mm, etc. The provisions of this paragraph are not applicable to Marines in retraining assignments.

7. General officers in command and Directors of Marine Corps Districts are authorized to change primary MOSs above the basic level from one occupational field to another, subject to the restrictions set forth in subparagraph 3100.3. In all cases, a copy of all documents that instigated and approved the reclassification action will be forwarded to the Commandant of the Marine Corps (Code DGH) for record purposes.

8. The authority contained in subparagraph 7, above, may be delegated by these commanders to any echelon of their command as deemed appropriate.

9. A change of primary MOS during a period when an individual is serving in a category "B" MOS is not considered to be in the best interest of the Marine Corps or the individual Marine, therefore, it is prohibited.

10. A request for authority to change primary or additional enlisted MOSs in any case not covered herein, will be submitted to the Commandant of the Marine Corps (Code DF).

3103 VOIDING PRIMARY MOSS

1. Commanders will void a Marine's primary MOS for cause when:

a. His special designation, such as Marine Corps postal clerk, is revoked due to unsatisfactory service or disciplinary action, or

b. He proves unsatisfactory for the MOS due to physical disability or incompetence. In case of physical disability, the procedures outlined in the current Marine Corps Order (6110 series) concerning physical profiling of male personnel will be used as a guide for reclassification action.

c. He is promoted above the terminal grade of the MOS, or

d. He is reduced below the initial grade of the MOS, except that a Marine

reduced to private, or private first class, and who prior to reduction was assigned a lance corporal MOS as primary will retain such MOS, unless the reduction was for reasons set forth in subparagraphs a or b, above.

2. A request for authority to void a primary MOS of a Marine in any case not covered by this paragraph will be submitted to the Commandant of the Marine Corps (Code DF), or to a commander listed in subparagraph 3102.7, if appropriate, and will contain the reasons therefor and recommendation for assignment of a new primary MOS (see subpar. 3101.10).

3104 ASSIGNING ADDITIONAL MOSSs

1. Each Marine may be assigned a maximum of two additional MOSs. Such MOSs will identify qualifications for assignment to billets which are not identified by the primary MOS. The individual must be considered as fully qualified for the assignment of the additional MOS as he is for the assignment of the primary MOS.

2. Commanders will assign as the first additional MOS, a category "B" MOS, which is appropriate for the grade of the Marine, upon successful completion of a course of instruction which qualified him for a category "B" MOS.

3. Commanders may assign as additional any MOS which is above the basic level and which is appropriate for the grade of the Marine, when:

a. He has completed a course of instruction which specifically qualified him for the MOS, or

b. He has demonstrated qualifications for the MOS by actual performance on the job in present grade, or

c. Available records indicate that he was qualified for the MOS at the time of discharge.

4. In the case of a private or private first class, the additional MOS may be an MOS which exists at the lance corporal level, despite the fact that the Marine is not eligible for promotion.

a. He is promoted above the terminal grade of the MOS, or

b. He proves unsatisfactory for the MOS due to physical disability or incompetence, or

c. His special designation is revoked for reason of unsatisfactory service, or disciplinary action, or

d. He is reduced below the initial grade of the MOS, except that a Marine reduced to private or private first class, and who prior to reduction was assigned a lance corporal level MOS as additional, will retain such MOS unless the reduction was for reasons outlined in subparagraphs b or c, above, or

e. His degree of qualification, as determined by the commander is below the minimum required for the assignment of the MOS as outlined in the MOS Manual. This action is authorized provided the MOS is not one that requires the approval of the Commandant of the Marine Corps prior to assignment, changing or voiding.

f. See subparagraph 3100.3 for additional restrictions on voiding additional MOSs.

3105 CHANGING ADDITIONAL MOSs

1. Commanders are authorized to change an additional MOS of a Marine to any other which is above the basic level, and which exists at the grade of the Marine, when:

a. He has completed a course of instruction which has qualified him for the MOS, or

b. He has demonstrated qualifications by actual performance on the job in present grade.

c. See subparagraph 3100.3 for additional restrictions on changing additional MOSs.

3106 VOIDING ADDITIONAL MOSs

1. Commanders will void an additional MOS of a Marine, for cause, when:

PART D: CLASSIFICATION INTERVIEWING AND TESTING--OFFICERS AND ENLISTED PERSONNEL

3150 PURPOSE

1. The purpose of classification testing is to identify an individual's military assignment potential; to provide a measure of an individual's general mental ability, and to measure an individual's specific aptitude for a given requirement.

2. Initial Classification. Initial classification includes all classification actions accomplished by the recruit depots and the Organized Marine Corps Reserve. It includes testing, interviewing, analysis of test and interview results culminating in a recommended individual job-area assignment. The objective is to identify military potential and to match this potential with existing Marine Corps manpower requirements.

3. Field Classification. Field classification includes all classification actions effected subsequent to initial classification. Field classification is accomplished at all administrative levels of the Marine Corps. Its primary objectives are:

a. Assignment of individual Marines to specific table of organization billets, based on military potential and the billet requirements of the organization.

b. The intelligent reclassification, retraining or reassignment to assure the effective use of personnel consistent with individual military potential and the overall skill requirements of the Marine Corps.

3151 INTERVIEWING

1. Interviews will be utilized to obtain information pertaining to the abilities, skills and aptitudes which are necessary for the effective classification of the individual Marine, and for the preparation or verification of NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed.

2. The success of the classification interview depends upon the skill of the interviewer, the degree of his preparation, and the manner in which the interview is conducted. Preparation requires a thorough knowledge of reference materials pertinent to the field of classification and attention to the physical details under which the interview is conducted. The interviewer must control the interview at all times, not in a domineering manner but with well-worded questions directed towards the desired goal.

3. A classification interview will be conducted whenever it is necessary to prepare a new NAVMC 118(8a)-PD. Normally the interview will be conducted at the first organization in the Marine Corps or Marine Corps Reserve to which the individual is assigned or reports for duty or training after induction, enlistment, reenlistment or appointment to officer grade.

4. Classification information contained on NAVMC 118(8a)-PD will be verified through interview:

a. Within 10 days after an individual reports to a new permanent duty station.

b. Within 10 days prior to the date of discharge (except in the case of Class III reservists on inactive duty), release from active duty or reenlistment.

c. During the annual administrative audit of individual records except in the case of Class III reservists on inactive duty.

3152 AUTHORITY FOR TESTING

1. Regular Establishment. The commanding generals of the Marine Corps Recruit Depots are authorized to administer the Basic Classification Test Battery of the Aptitude-Area Classification Test to recruits. The commanders listed below are authorized to administer and score the Field Classification Test Battery of the Aptitude-Area Classification Test, and other classification tests, as listed in

paragraph 3153. This authority includes the approval or disapproval of retests (see par. 3155) for personnel on active duty. This authority may be further delegated by these commanders to division, wing or force troops level or to commanders at the battalion/group level geographically separated from the parent command, as appropriate:

Commandant, Marine Corps
Schools, Quantico
Commanding General, Fleet Marine Force, Atlantic
Commanding General, Fleet Marine Force, Pacific
Commanding General, Marine Corps Base, Camp Lejeune
Commanding General, Marine Corps Base, Camp Pendleton
Commanding General, Marine Corps Base, Twentynine Palms, California
Commanding General, Marine Corps Recruit Depot, Parris Island
Commanding General, Marine Corps Recruit Depot, San Diego
Commanding General, Marine Corps Air Bases, Western Area, El Toro
Commanding General, Marine Corps Air Bases, Eastern Area, Cherry Point
Commanding General, Marine Corps Supply Center, Barstow
Commanding General, Marine Corps Supply Center, Albany

a. The delegation, by the above commanders to division, wing, force troops or battalion/group level does not relieve the delegating commanders of the responsibility for accountability of testing materials nor will a separate testing account of the subordinate command be maintained at Headquarters Marine Corps.

b. Commands not under the administrative control of the above commanders, or their subordinate commands who have been delegated testing authority, are authorized to establish liaison with the commands holding

testing authority, for the purpose of administering classification tests/retests. Commands delegated testing authority are encouraged to administer tests/retests, or furnish tests for administration to personnel of commands not under their administrative control, but which are in close proximity to them. No expense to the Government is authorized for these purposes. The decision of the command holding the testing authority is paramount concerning whether or not a request for administering tests/retests will be approved. Commands disapproving requests for testing/retesting from units not administratively subordinate to them will forward the request to the Commandant of the Marine Corps (Code DFM) indicating their reason for disapproval.

2. Reserve Establishment. The commanders listed below are authorized to approve, administer and score tests/retests for active duty personnel of their commands and for members of the Marine Corps Reserve on inactive duty when a minimum score is an established prerequisite for a specific program, provided the individual is otherwise fully qualified and recommended for the program. The actual administration and scoring of classification testing may be delegated to other subordinate commanders; no separate testing accounts will be maintained at HQMC however.

Commanding General, Marine
Air Reserve Training Command
Directors, Marine Corps Districts

Commands not under the administrative control of the above commands, but in close proximity thereto, are authorized to establish liaison with the above commands for the purpose of classification testing, as outlined in subparagraph 3152.1b, above.

3. Requests for authority to administer classification tests/retests to personnel of commands not under the cognizance of a commander as listed above

and unable to obtain classification testing service from a command holding classification tests, shall be submitted to the Commandant of the Marine Corps (Code DFM) for approval. Approved requests will serve as automatic requisitions for the required test material.

3153 CLASSIFICATION TESTS AND ADMINISTRATION OF CLASSIFICATION TESTS

1. Classification test scores should not be used as qualifying standards in promotion programs which are based on demonstrated performance; they may be used however as prerequisites or screening aids in selecting personnel for training or special programs.

2. Each test used in the classification program will be administered under the direct supervision of an officer or an enlisted person who is thoroughly familiar with classification testing procedures. Tests shall be administered in strict compliance with the instructions applicable for each test.

3. General Classification Test (GCT). The Commandant, Marine Corps Schools, Quantico, Virginia and the Commanding Officer, Marine Aviation Detachment, Pensacola, Florida, are the only commands authorized to maintain General Classification Test material on a permanent basis. The GCT is to be administered to officers, subject to the provisions of subparagraph 3004.1 and to personnel actually undergoing training which leads to commissioned status. The GCT will not be administered to enlisted personnel except as stated above. To eliminate GCT testing for enlisted personnel undergoing officer training who qualified for a commissioning program under an Aptitude-Area Classification Testing requisite, the following procedure will apply on a machine produced service record book page described in paragraph 3154. The A-A "VE" score will be printed in the GCT "RV" space. The A-A "AR" and "PA" scores will be printed in the GCT "AR" and "PA" spaces, respectively. N/A will be entered in the GCT "AC" space. In the GCT space will be entered

the score attained by adding the A-A "VE," "AR" and "PA" scores and dividing such score by three. A printed footnote at the bottom of the machine printed page will indicate that these scores were derived from the Aptitude-Area Classification Test Battery.

a. The test is comprised of four separate tests as follows:

Reading and Vocabulary (RV)

Arithmetic Computation (AC)

Arithmetic Reasoning (AR)

Pattern Analysis (PA)

b. The overall General Classification Test Score is arrived at through computation instructions contained in the GCT Manual.

4. The Aptitude-Area Classification Test (A-A). The Aptitude-Area classification concept was developed through intensive research in the aptitudes of military personnel, better understanding of military job requirements and the validation of new testing instruments. It envisions mental aptitude as a collection of abilities, not as a single ability. Each individual has these abilities in varying degrees - more of some, less of others. To classify an enlisted Marine adequately for one of the many Marine Corps jobs that must be filled, the Marine Corps has to know his particular pattern of abilities - what he can do best, how many outstanding abilities he has, how he compares with others in each ability. Aptitude, as used in this concept, means readiness to acquire skill and the potential to become proficient, given the opportunity and appropriate training. The A-A tests identify and measure those aptitudes which are significantly related to military jobs and thereby provide a profile of an enlisted Marine's strengths and weaknesses in terms of his assignment potential. See MCO P1200.7, MOS Manual for the relationship between Aptitude-Areas and MOSs. By matching the Aptitude-Areas and MOSs, assignments can be facilitated.

a. The Aptitude-Area Classification Test is comprised of two separate test batteries, the Basic Classification Test Battery and the Field Classification Test Battery.

(1) The Basic Classification Test Battery, administered only to Male Recruits, unless otherwise directed, consists of eleven tests.

(2) The Field Classification Test Battery consists of 8 of the 11 tests, and is administered to:

(a) Male Marines (1st term reenlistees) not previously administered either battery of the A-A test. Tests may be administered prior to reenlistment, but not more than 120 days prior to anticipated reenlistment date. The command effecting the reenlistment is responsible for administering the test battery, however, commands not retaining A-A tests, which effect first term reenlistment of personnel who are to be transferred within 30 days of reenlistment to a command possessing A-A tests, may omit testing, provided they notify the receiving command that the test battery must be administered to the reenlistee.

(b) Women Recruits

(c) Enlisted personnel (Regular and Reserve) applying for an assignment/program which has prerequisites stated in terms of both GCT and A-A scores, if the Marine has a GCT score which fails to meet the stated GCT requisite.

(d) Enlisted personnel upon re-entry into the service on active duty if the period of separation or inactive duty has been in excess of 1 year and the individual has prior active Marine Corps or Marine Corps Reserve service.

(e) Members of the Organized Marine Corps Reserve who have no prior Marine Corps active service, but do have prior active duty with another

branch of the U.S. Armed Forces, upon joining an Organized Marine Corps Reserve Unit.

b. Partial administration of the Aptitude-Area Classification Test Battery will not be permitted without specific authority from the Commandant of the Marine Corps (Code DFM).

c. The initial administration of the Aptitude-Area Classification Test Battery is not a retest of the General Classification Test which is currently administered to officers and personnel undergoing training leading to commissioned status and which was formerly administered to enlisted personnel.

d. In both the Basic Classification Test Battery and the Field Classification Test Battery, the individual test scores are converted into Aptitude-Area Scores, which are derived from a combination of the individual test scores.

e. All tests and aptitude-areas derived therefrom are listed below. The tests are to be administered in the order listed:

Tests

Verbal (VE)
Arithmetic Reasoning (AR)
Pattern Analysis (PA)
Classification Inventory (CI)
Mechanical Aptitude (MA)
Clerical Speed (ACS)
Radio Code (ARC)
General Information (GIT)
Shop Mechanics (SM)
Automotive Information (AI)
Electronics Information (ELI)

► Aptitude-Areas

Infantry (IN)
Armor, Artillery and Engineer (AE)
Electronic (EL)
General Maintenance (GM)
Motor Maintenance (MM)
Clerical (CL)
General Technical (GT)

f. The following tests of the Aptitude-Area Classification Test Battery measure the indicated qualities:

TEST	SYMBOL	QUALITY
Verbal	VE	Ability to understand the meaning of words; grasp concepts in verbal form; present ideas clearly.
Arithmetic Reasoning	AR	Facility for problem solving; ability to handle mathematical computation.
Pattern Analysis	PA	Ability to mentally manipulate spatial relations and visualize three dimensional form.
Classification Inventory	CI	Evaluates interest, personality and and feeling of social responsibility - behavior basis to good personal adjustment and to good citizenship.
Mechanical Aptitude	MA	Ability to comprehend mechanical principles.
Clerical Speed	ACS	Perception in working with detailed numeric and verbal material.
Radio Code	ARC	Facility for learning radio code.
General Information	GIT	Measures masculine interests especially in outdoor type activities.
Shop Mechanics	SM	Knowledge of mechanical and construction craft information.
Automotive Information	AI	Knowledge of automotive and related principles.
Electronics Information	ELI	Knowledge of electrical and radio information and theory.

(1) If a requirement exists for one or more of the ability areas shown above, selection should be based on the test scores which indicate the higher desired quality.

g. The following are the various combinations of tests and aptitude-areas, and identifies the categories of Marines to which they are applicable:

TESTS

VE AR PA CI MA ACS ARC GIT SM AI ELI

Basic Classification Test Battery
(Male Recruits Only)

x x x x x x x x x x x

Field Classification Test Battery
(Male Marines, not recruits)

x x x x x x x x x

Women Marine (including Women
Recruits)

x x x x x x x x x

APTITUDE-AREAS

IN AE EL GM MM CL GT

Basic Classification Test Battery
(Male Recruits Only)

x x x x x x x

Field Classification Test Battery
(Male Marines, not recruits)

x x x x x x x

Women Marines (including Women
Recruits)

x x x x x

Since Aptitude-Areas IN and AE have different computation formulas, based on whether the Basic test or the Field test are administered, caution must be used to ensure the correct formula is used. DA Pamphlet 611-100 contains all computation formulas. The IN and AE areas computed for the Field test are to be computed using the formula for CO-A for the IN area, and the CO-B formula for the AE area.

h. The use of selected tests and aptitude-areas for special purposes will be directed by the Commandant of the Marine Corps. Instructions for special test programs will be promulgated, as required, by Headquarters Marine Corps.

i. Each Aptitude-Area Classification Test is provided as a separate test booklet, except the Radio Code (ARC) which is in tape-recorded form. Individual answer sheets are provided for each test, except the Army Clerical Speed (ACS) test, which is a self-contained test booklet and answer sheet.

j. A standard score of 100 indicates "average" in the separate tests of the Aptitude-Area Classification Test Battery and in the Aptitude-Area Scores. Insofar as practical an individual should possess a score of 90 or better in the appropriate aptitude-area for assignment or reassignment to entry billets.

k. Aptitude-Area score requirements for assignment to formal school training are reflected in the MCO P1500.12, Marine Corps Formal Schools Manual.

5. Language Proficiency Test (LPT). Foreign language proficiency will be evaluated by means of an LPT in all cases for which an LPT is available. The LPT will be administered immediately following the initial identification of a foreign language ability when there is reasonable evidence that the ability possessed is significant enough to warrant testing. Foreign languages and test material form numbers for the languages for which a LPT is available are:

LANGUAGE	TEST BOOKLET NO.	SCORING KEY NO.	LANGUAGE TAPE NO.
Albanian	6302	6302-1	6302-2
Arabic, Iraqi	6305	6305-1	6305-2
Bulgarian	6314	6314-1	6314-2
Burmese	6315	6315-1	6315-2
Chinese, Cantonese	6318	6318-1	6318-2
Chinese-Mandarin	6320	6320-1	6320-2
Czech	6322	6322-1	6322-2
Danish	6323	6323-1	6323-2
Dutch	6324	6324-1	6324-2
Finnish	6326	6326-1	6326-2
French	6327	6327-1	6327-2
German	6329	6329-1	6329-2
Greek, Modern	6330	6330-1	6330-2
Hebrew, Modern	6332	6332-1	6332-2
Hungarian	6335	6335-1	6335-2
Icelandic	6336	6336-1	6336-2
Indonesian	6338	6338-1	6338-2
Italian	6339	6339-1	6339-2
Japanese	6340	6340-1	6340-2
Korean	6346	6346-1	6346-2
Lithuanian	6350	6350-1	6350-2
Norwegian	6355	6355-1	6355-2
Persian	6358	6358-1	6358-2
Polish	6359	6359-1	6359-2
Portuguese	6361	6361-1	6361-2
Romanian	6362	6362-1	6362-2
Russian	6363	6363-1	6363-2
Serbo-Croatian	6364	6364-1	6364-2
Slovenian	6367	6367-1	6367-2
Spanish	6368	6368-1	6368-2
Swedish	6370	6370-1	6370-2
Thai	6373	6373-1	6373-2
Turkish	6376	6376-1	6376-2
Ukrainian	6378	6378-1	6378-2
Vietnamese	6380	6380-1	6380-2
Yiddish	6383	6383-1	6383-2

a. All personnel will be given an opportunity to indicate their ability in any foreign language during initial classification processing upon entry on active duty or upon joining an Organized Marine Corps Reserve Unit and at any subsequent time that an ability in a foreign language is acquired. Identification of these languages will be based on the individual's claim of ability and

background which indicates knowledge of a foreign language; i.e., language use in the home, completion of a language course, extended foreign residence, etc.

b. The Language Proficiency Test (series 1958) is designed as the standard test to determine the degree of proficiency of personnel who profess

ability in a foreign language for which a test is available. LPT facilities are maintained at the installations listed in paragraph 3152.

(1) Commanders of test facilities listed in paragraph 3152 will be responsible for the evaluation of language proficiency by testing all Marine Corps personnel within their command when ability is professed in a foreign language for which a LPT is available. (See subpars. 3152.1b and 3152.2.) A command requesting LPT test materials must have a tape recorder capable of reproducing sound from tape 1/4 inch by 1200 feet, recorded at a speed of 7 1/2 inches per second on 60-cycle alternating current. Requests for authority to administer LPTs, that are addressed to this Headquarters, will include:

Name, grade, service number, MOS(s) and component of individual to be tested
Statement of availability of the required tape recorder
Foreign language test(s) to be administered to the individual
Form number of test booklet(s), and language tape(s) required

c. The LPT will be administered during the initial classification processing upon entry on active duty, if appropriate, and in the following instances:

(1) To personnel who were previously administered the LPT (series 1958) after a period of 2 years has elapsed from the date of previous testing, completion of a course of instruction in the language or completion of a duty assignment requiring the use of the language.

(2) To personnel who possess a language MOS, or those whose records indicate language ability, who have not previously been tested.

(3) To all other personnel who claim the ability to understand, speak, and/or read a foreign language for which a test is available.

(4) Upon the direction of the Commandant of the Marine Corps.

d. The administration of the LPT program will be in accordance with the following:

(1) Testing and scoring will be conducted by qualified personnel in accordance with the instructions contained in the LPT Manual and the following:

(a) Part I (Listening Comprehension) of the LPT is recorded on magnetic tape and will be administered by use of a tape recorder meeting the specifications described in subparagraph 3153.5b(1), above.

(b) Spoken Arabic consists of several dialects and since the written Arabic is common to all dialects, the following special procedure will apply in the evaluation of proficiency in this language:

1. An individual claiming proficiency in any Arabic dialect will be given Part I (Listening Comprehension) and Part II (Reading Comprehension) of the prepared test for Arabic, Iraqi. The score and rating attained on each part will be recorded as proficiency in Arabic, Iraqi.

(2) Materials required are as follows:

Tape Recorder (see subpar. 3153.5b(1))

LPT Manual DA Pamphlet 611-300

Answer Sheet DA Form 6000 (same for all LPTs)

Test Booklet (see subpar. 3153.5 for form number)

Language Tape (see subpar. 3153.5 for form number)

Scoring Key (see subpar. 3153.5 for form number)

e. The following is a listing of ratings and the scores within the rating for the LPT - series 1958:

<u>Adjectival Rating</u>	<u>Part I</u>	<u>Part II</u>	<u>Total Score</u>
Good	46 - 60	46 - 60	92 - 120
Fair	28 - 45	28 - 45	56 - 91
Poor	16 - 27	16 - 27	32 - 55
Not Rated	0 - 15	0 - 15	0 - 31

f. Marine Security Guards assigned duty with Company "F," Headquarters Battalion, Headquarters Marine Corps will be identified at such time as they attain a tested rating of S-1 or higher on an oral examination administered at an overseas post by a Foreign Service Institute Regional Language Supervisor. In the event an individual progresses to level S-2, S-3 and S-4, this progression will be reported as it occurs.

(1) As a level of proficiency is reached, this fact will be reported by Administrative Action Form (NAVMC 10274-ADM) to the Commanding General (Data Processing Officer), Marine Corps Base, Camp Lejeune, North Carolina 28542, for entry into the personnel accounting system, with a copy to Commandant of the Marine Corps (Code DGH), to include the following information:

(a) Last name, first name and middle initial

(b) Service number and grade

(c) Date proficiency level obtained, month and year

(d) Name of language and language code

(e) Part I score

(f) Part II score

(2) The following scores will be reported for both Part I and Part II to indicate the levels of proficiency as shown:

<u>Level</u>	<u>Part I Score</u>	<u>Part II Score</u>
S-1	20	20
S-2	33	33
S-3	48	48
S-4	58	58

(3) This procedure is authorized for use only by Company "F," Headquarters Battalion, Headquarters Marine Corps.

6. Language Proficiency Interview. Evaluation of proficiency in foreign languages for which Language Proficiency Tests are not available will be accomplished by interview if there is reasonable evidence that the ability possessed is significant to warrant recording in the personnel accounting system and service records.

a. Interviews will be conducted by a qualified linguist in the language being evaluated if possible.

b. If it is determined that the individual does possess ability in a language, this information will be transmitted to the Recruit Depot in the same personnel accounting jurisdiction as the command by naval letter or administrative action form. The transmitting document must contain all standard identifying information in addition to the reporting unit code number, the name of the language(s) and the month and year the interview was conducted.

c. The Marine Corps Directives System (1550 series) provides guidance criteria for language proficiency interviews.

7. Language Proficiency Recording. The order in which proficiency in foreign languages will be recorded on the machine produced NAVMC 118(8)-PD, Classification and Assignment Test Results, described in subparagraph 15112.2 will be as follows:

a. Formal school training in the language.

b. Administration of a language proficiency test.

c. Language proficiency interview.

Space is allocated for recording scores for Parts I, II and total score but no adjectival rating for foreign languages on NAVMC 118(8)-PD. If the individual is qualified in three or more foreign languages, this fact will be signified by an "X" placed in the "Yes" box opposite "Additional Language Proficiency Test Administered." The third or fourth (or more as the case may be) language when initially introduced into the system will be recorded on NAVMC 118(8)-PD in the "Remarks" section by the computer center one time and one time only. Succeeding NAVMC 118(8)-PDs produced by the computer center will thereafter only reflect the most significant language(s) in which the individual is qualified in the "Language Proficiency Tests" section based on the precedence shown above. All other foreign languages previously reflected in the "Remarks" section of the initial NAVMC 118(8)-PD must therefore be transcribed to the new NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed, prior to the obsolete NAVMC 118(8)-PD being destroyed.

8. Language Aptitude Test (LAT). The language aptitude test is designed to aid in selecting personnel for training in various language schools by determining their aptitude for learning a foreign language. It will be administered to all officers and enlisted personnel being considered for or who are applying for assignment to language training.

a. Language Aptitude Testing facilities are maintained at the installations listed in paragraph 3152.

b. Materials required for the administration of the LAT are:

Directions for Administration of the LAT
LAT Test Booklet
Standard Answer Sheet

- DA Pamphlet 611-131
- DA Pamphlet 6131
- DA Form 6000

c. Requests for assignment to a language school from personnel who cannot be tested at one of the commands holding LAT material will serve as a request for test material. Requests for assignment to a language course will be forwarded to the Commandant of the Marine Corps (Code DF) only in the case of individuals who attain a score of 18 or above on the LAT. The score attained will be included in the commanding officer's forwarding endorsement. Requests for assignment to language school are not desired from officers.

d. Scores will be recorded in the "Special Qualifications" section of the NAVMC 118(8a)-PD.

9. Oral Trade Test Questions. The Oral Trade Test Questions (NAVMC 1062-PD) are designed to ascertain a person's knowledge with reference to a civilian occupation in which he claims to be skilled. These tests will be administered during initial classification by Recruit Depots and Reserve activities as necessary. The questions deal with an individual's knowledge and are not to be considered a measure of skill. Test results will not be recorded in the service records of personnel tested.

a. Tests will be administered and scored in accordance with the Oral Trade Test Manual. Materials required are:

NAVMC 1062-PD and printed change 1-56.

b. The score for each set of trade questions is the number of questions answered correctly. At the end of each set of trade questions there appears the interpretation of scores for that set of questions in the terms W (well informed); S (some information) and L (little information). The range of scores is indicated for each of these terms in each set of questions.

10. Typing Test. The typing test is designed as a measure of typing speed and is designated as the standard typing

test for use in the Marine Corps classification program. It will be administered at the Recruit Depots to all recruits who claim typing ability, and may be administered as deemed necessary, by the commands listed in paragraph 3152. It is to be used in situations where exact knowledge of an individual's typing proficiency is required, such as assignment to schools where a minimum typing speed is specified, and it may be used in situations where such knowledge would be helpful in making proper personnel assignments.

a. The typing test will be administered and scored in accordance with the Marine Corps Typing Tests Manual.

b. Materials required are as outlined in the Marine Corps Typing Tests Manual (NAVMC 1186-PD). Reproduction of certain portions of this test is authorized in the Typing Tests Manual.

c. Test results will be recorded in the service record book of enlisted personnel in accordance with instructions contained in chapter 15.

11. Electronics Technician Selection Test (ETST). This test is used in selecting Marines for training in electronics. The test covers five areas including mathematics, general science, shop practice, electricity and radio. The ETST will be administered only at Recruit Depots or at the direction of the Commandant of the Marine Corps.

12. Defense Officer Record Examination (DORE). This test is administered to all newly-commissioned male officers at MCS, Quantico, Va., MAD, Pensacola, Fla., or MAD, Corpus Christi, Tex. All tests are machine-scored at MCS, Quantico, Va., and test results are entered into the Personnel Accounting System at Headquarters Marine Corps. Scores will be recorded on NAVMC 118(8)-PD by computer-generated process as described in par. 15112.

13. Other tests, controlled by the Commandant of the Marine Corps will be

furnished and administered in individual cases, and/or for specific purposes dependent upon the circumstances.

3154 CLASSIFICATION TEST ANSWER SHEET - HANDLING, SCORING AND RECORDING PROCEDURES

1. Regular Establishment

a. The machine scoring of classification test answer sheets demands strict compliance with the instructions and procedures set forth herein to ensure that classification test scores are promptly and properly entered into the personnel accounting system and individual records.

b. Classification test scores will not be considered "official" until they have been machine scored. Implementation of machine scoring of classification test answer sheets when the results are required to be known to establish qualifications for immediate classification/assignment action will not prohibit hand scoring when required. Ultimately, all classification test answer sheets must be machine scored before they are introduced into official records. This applies equally to initial testing and retesting.

c. Classification tests included in the machine scoring concept are the General Classification Test, Aptitude-Area Classification Test, Language Proficiency Test, Defense Officer Record Examination, and the Electronics Technician Selection Test. When it is determined that the results of the test(s) must be known immediately, and this requirement is sufficiently justified to the Commandant of the Marine Corps by the commanding officer, scoring keys will be included in the test material furnished to permit hand scoring.

d. Classification test answer sheets will be transmitted to the Recruit Depot in the same personnel accounting jurisdiction as the command administering the test. The use of Airmail in transmitting answer sheets is authorized

where appropriate. The envelope containing the test answer sheets will be mailed to the Commanding General (Classification), Marine Corps Recruit Depot as appropriate. Insert "TEST ANSWER SHEETS" in the lower left-hand corner of the envelope.

e. Handling procedures

(1) All test answer sheets will be marked with electrographic pencil.

(2) All test answer sheets must be completely and legibly filled out and must include the testee's service number.

(3) The Reporting Unit Code Number of the organization to which the individual being tested is administratively joined, must be stamped or printed plainly in the upper right-hand corner (Line 8) of all answer sheets to ensure correct and timely return/reporting procedures.

(4) Every precaution must be taken to ensure that the test answer sheets are not folded or mutilated upon transmission to the machine scoring activity.

(5) All answer sheets must be thoroughly screened to ensure there are no double answers and that all erasures

are clean and thorough prior to transmission to the machine scoring activity.

(6) Units provided test materials on an individual basis by the Commandant of the Marine Corps or a test center will ensure proper return of the test components to the issuing command and the answer sheets to the respective Recruit Depot to prevent unnecessary handling delays in obtaining test results.

f. Scoring procedures

(1) Classification test answer sheets may be hand scored as set forth in subparagraph 1b, above, however; they must be sent to the appropriate Recruit Depot for machine scoring in each instance.

g. Reporting procedures

(1) Upon receipt of the classification test answer sheets at the recruit depot they will be machine scored. The Recruit Depot will transmit the scores to the appropriate electronic computer installation which will generate a machine prepared service record book NAVMC 118(8)-PD, in duplicate. The original will be sent to the reporting unit and the duplicate to the Commandant of the Marine Corps (Code DGH).

(2) Unit Diary entries are not required.

h. Scored answer sheets will be retained on hand at the Recruit Depot for a minimum of 6 months from date of testing in compliance with existing regulations.

i. Correspondence concerning non-receipt, incorrect or incomplete machine prepared service record book pages will be directed to the Recruit Depot in the same personnel accounting jurisdiction as the command administering the test, providing it is initiated within 6 months from the date of testing; otherwise the correspondence will be directed to the Commandant of the Marine Corps (Code DFM).

2. Reserve Establishment

a. Classification test answer sheets for Reserve personnel on inactive duty will not undergo the machine scoring and reporting procedures outlined in subparagraph 1, above. All classification tests for inactive duty Reserve personnel will be hand scored.

b. Classification test scores on inactive duty Reserve personnel will be recorded in the service record book as set forth in subparagraph 15112.5g.

3155 RETESTING

1. Retesting is permitted only to meet a valid military requirement; i.e., reclassification, determining eligibility for formal school training, duty assignment or commissioning programs. Requests for retests will not be answered by Headquarters Marine Corps if based solely upon the desire to obtain higher scores.

2. All commanders listed in paragraph 3152 and commands whom they so delegate are authorized to accomplish retesting subject to the instructions contained herein.

3. Requests for retesting from individuals or commanders unable to obtain classification testing service from a command holding classification tests will be forwarded to the Commandant

of the Marine Corps (Code DFM). Requests for retests will contain the following information for each individual to be tested:

a. Name, grade, service number, MOS(s) and component.

b. Date previous test was administered.

c. Scores previously attained.

d. Justification for requesting a retest.

4. Requests for retests for personnel who have had access to, or are familiar with, test materials will contain a statement to that effect. All such requests will be forwarded to the Commandant of the Marine Corps (Code DFM) for testing authority.

5. When a retest has been administered; the new scores attained, whether higher or lower than the previous scores, will be the official score.

6. No retest will be administered within a 1-year period following the date of the previous test unless it is required to meet a requisite for a reenlistment option.

7. Procedures or information relative to retesting with specific classification test are as follows:

a. GENERAL CLASSIFICATION TEST (GCT)

(1) All requests for retests under the GCT will be forwarded to the Commandant of the Marine Corps (Code DFM).

b. LANGUAGE PROFICIENCY TEST (LPT)

(1) Retests of the LPT are authorized when, in the opinion of the commanding officer, the results of the previous tests do not reflect current ability in any phase of the language, and as required in subparagraph 3153.5c.

c. LANGUAGE APTITUDE TEST (LAT)

(1) Retests of the LAT are not authorized without the approval of the Commandant of the Marine Corps.

d. TYPING TEST

(1) Retests will be authorized in those cases where definite evidence is available to indicate improvement of typing ability since the administration of the original typing test.

3156 INTERPRETING CLASSIFICATION TEST RESULTS

1. Test results are normally expressed in terms of standard scores which are grouped into five broad categories called "Grades." Scores are grouped into grades as follows:

<u>Grade</u>	<u>Standard Score Range</u>
I	130 and above
II	110 - 129
III	90 - 109
IV	60 - 89
V	59 and below

2. The above grades/standard score ranges apply to the General Classification Test, Aptitude-Area test scores, and Aptitude-Area scores.

3157 SUPPLY OF CLASSIFICATION TEST MATERIALS

1. Stocks of test materials are maintained by the commanders listed in paragraph 3152. Subordinate commands will request test materials directly from those commanders.

2. Materials which have become obsolete or unserviceable, or are no longer required, will be returned to the Commandant of the Marine Corps (Code DFM). Test materials returned will serve as an automatic requisition for replacement materials unless otherwise specified.

3. Commands authorized to maintain and administer classification tests will requisition necessary answer sheets through normal supply channels, with the exception of the Army Clerical Speed Test (ACS) which is controlled and issued by the Commandant of the Marine Corps (Code DFM). Commanders listed in paragraph 3152 will request Army Clerical Speed Test (ACS) replacement material when stocks reach what is considered a normal 90-day supply. This will permit enough leadtime for this Headquarters to procure the necessary forms and mail them to the requesting command without a disruption of testing. The maintenance of "usage data" will aid materially in submitting reasonable requests for replacement answer sheets. Instructions for requisitioning answer sheets not under the control of the Commandant of the Marine Corps will be found in the appropriate Marine Corps Order in the 4235 series. Tests, scoring keys and testing instructions will be requisitioned from the Commandant of the Marine Corps (Code DFM).

4. Reproduction of any test or test material in whole or in part is prohibited, unless specifically authorized by the Commandant of the Marine Corps, or unless so indicated in the test booklet or instructions.

3158 SECURITY OF CLASSIFICATION TEST MATERIALS

1. Commanders are responsible for the security of classification test materials within their commands. An officer will be designated as custodian of the classification test materials. Commanders shall issue such directives as deemed necessary to ensure proper security and to prevent compromise of test materials subject to the following instructions:

a. Classification test materials are for official use only. They will be transmitted via regular mail or hand carried, except in the case of overseas commands which may forward the material via Airmail. Packages of test materials will be double wrapped, tape

sealed and accompanied by a transmittal letter for all materials except blank answer sheets. The letter of transmittal will include a statement or enclosure which lists the test materials transmitted. The inner wrapper will be marked in such a manner as to clearly identify the contents as "test materials - to be opened by authorized personnel only."

b. Receipts will be accomplished for all test materials forwarded by letter of transmittal except for those test materials returned to the Commandant of the Marine Corps in accordance with subparagraph 3157.2.

c. Test booklets, scoring keys and answer sheets will be stowed in safes, vaults or locked receptacles when not in actual use.

d. Commanders will require that test materials be inventoried quarterly and upon the relief of custodians. These inventories are prescribed to strengthen the security and accountability of test materials. One copy of the inventory will be forwarded to the Commandant of the Marine Corps (Code DFM) upon relief of the custodian.

e. When not in the possession of personnel being tested, test materials

shall be handled only by an officer or qualified enlisted personnel. In any case, each individual to whom test materials are entrusted, or to whom the contents are made known, will be held responsible for any act or failure which may in any way contribute to the compromise of any test or portion thereof.

f. The loss, compromise, destruction or misuse of any pieces of test material will be investigated by an officer and the complete report of investigation will be forwarded to the Commandant of the Marine Corps (Code DFM), via command channels. The form of the test will be immediately suspended from use within that command, and a statement to that effect will be included in the report of investigation or endorsement thereon. The test form will not be placed in use again within the command until authorized by the Commandant of the Marine Corps.

g. Test materials excluding used answer sheets will not be destroyed unless authorized by the Commandant of the Marine Corps.

h. Under normal circumstances test materials requested from this Headquarters for the purpose of testing individual Marines will be returned within 10 working days after receipt.