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IMMEDIATE ACTION

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DEPARTMENTS OF THE AIR FORCE,
THE ARMY, AND THE NAVY
Washington DC 20330

AFR 33-6
AR 601-222
BUPERSINST 1230.1B
MCO 1130.52A
19 February 1970

Recruiting

ARMED FORCES HIGH SCHOOL RECRUITING
AND TESTING PROGRAM

This regulation implements Department of Defense Instruction 1304.12, 26 August 1969. It states the procedures for using the Armed Services Vocational Aptitude Battery (ASVAB) by the military services (Army, Navy, Air Force, and Marine Corps) and establishes policies for conducting recruiting activities in public and nonpublic high schools. Reserve components of the military services are encouraged to participate in this program.

1. Military Service Responsibilities:

a. **Joint Responsibility for Test Development.** Development of the ASVAB is a joint responsibility of the military services with each service contributing to test standardization, validation, and development of test norms.

b. **Responsibility of the Army.** The Army is charged with primary responsibility for all research and development necessary for: (1) the construction and evaluation of the ASVAB, including new forms thereof; (2) the preparation of test answer sheets; and (3) solving technical problems relating to the ASVAB. The Department of the Army will also have the responsibility for preparing, printing, and making initial distribution of the ASVAB, including new forms, test answer sheets, and related materials. The Department of the Army will provide the Department of the Air Force with necessary scoring keys for use in scoring tests. Scoring keys will also be provided to the Armed Forces Examining and Entrance Stations at such time as those stations are authorized to score ASVAB tests.

c. **Responsibility of the Air Force.** The Air Force is charged with the scoring of the

ASVAB administered at high schools and will provide all military services with test results.

d. **Responsibility of the Navy.** The Navy is charged with the preparation and initial distribution of the ASVAB Counselor's Guide to all military services. (This Counselor's Guide will provide high school officials with basic descriptive material on the Department of Defense high school recruiting and testing policy and serve as a reference guide to the recruiting material of all the military services.)

e. **Individual Service Responsibility for Test Security.** Each military service will maintain proper security of ASVAB test booklets and scoring keys in its possession. In case of compromise or loss of test materials, the responsible service will investigate in accordance with its directives.

2. Defense Policy on Recruiting:

a. High school students will be encouraged by recruiters to stay in school and graduate. They will not be accepted for active duty enlistment without prior notice to the school and without their parent's consent.

Supersedes AFR 33-6/AR 601-222/BUPERSINST 1230.1A/MCO 1130.52, of 9 August 1968. (For summary of revised, deleted, or added material, see signature page.)

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b. The ASVAB will be used as a recruiting tool and for vocational guidance in high schools. Recruiters and test administrators will provide school authorities with maximum available information on the value of the ASVAB for predicting vocational aptitude for civilian as well as military jobs.

c. To the maximum extent practicable, "career-day" and other joint military presentations will be planned jointly by recruiting elements of all military services. Recruiters will cooperate in selecting a single service representative to make all necessary arrangements for military service presentations in each school. The practice of including Coast Guard, National Guard, and Reserve representatives in these presentations will continue.

d. Recruiters will provide high school principals and counselors with copies of the ASVAB Counselor's Guide and other appropriate materials containing information relating to careers in the armed forces, and encourage the use of these materials when counseling students on vocational-career opportunities.

3. Interservice Recruitment Committees:

a. **Establishing Committees.** The recruiting organizations of each military service will jointly establish interservice recruitment committees. These committees will be composed of the commanders or their authorized representatives of the Army Recruiting Main Station, Navy Recruiting Main Station, Marine Corps Recruiting Station, and Air Force Recruiting Detachment.

b. **Committee Responsibilities.** Committees will plan, coordinate, and maintain the relationship between the recruiting organizations and the high schools. This will achieve maximum cooperation from school authorities in implementing and expanding the ASVAB testing program and in carrying out other related joint recruiting activities.

c. **How the Committee Operates.** Through established military custom, the senior commander will activate the committee and serve as its chairman for the first school year after its formation. Thereafter, the chairmanship will be rotated on an annual basis. Committee representatives of any military service can call a meeting of the committee at any time, consistent with prudent judgment and the availability of the service representatives.

d. **Representatives and Votes.** Committee

representatives may be appointed by each military service without regard to military grade since each service will have one vote on matters before the committee. The committee will be ruled by majority vote. Decisions of the committee will be binding on all recruiting activities within its jurisdiction.

e. **Governing Policies.** The following policies will govern committee actions:

(1) Through interservice cooperation, the committee will provide for the maximum use of testing personnel and resources to administer the ASVAB to as many students as possible. Extreme care will be exercised to ensure that recruiters of all services are informed of any special agreements or arrangements made between representatives of the military services and school officials. Such agreements or arrangements requested by school officials as a condition of testing which the representative of the services finds acceptable will be explicit. In this respect, the services will not refuse to test a particular school if the school officials insist that the names and addresses of persons tested not be used for mail-out and similar purposes.

(2) Whenever practicable, the military service that has previously administered the high school testing program in a given school shall retain the responsibility of testing in that school. The inter-service recruitment committee may designate another service to assume testing responsibility based on the following considerations:

(a) The school officials have expressed a preference for another military service to administer the test.

(b) Another military service is in a better position to administer the test and the service presently responsible has requested to be relieved of testing responsibility.

(3) If a school has not yet previously been included in a high school testing program of any military service, the committee will designate the service to administer the ASVAB in that school based on the following considerations:

(a) Military service preference by the school officials.

(b) The military service in the best position to administer the test.

(4) The ASVAB will be of maximum use and effectiveness when administered to high school seniors. Every effort should be made to restrict the testing program to seniors. However, if a particular school insists on testing juniors or sophomores, such

testing may be done but only if the seniors are also tested. In this event, the juniors or sophomores should again be tested as seniors. Test results and names and addresses of juniors and sophomores should not be used by recruiters in any manner unless the students drop out of school despite efforts of recruiters to encourage them to stay in school as stated in policy expressed in paragraph 2. Counselors should be advised that the technical material included in the "High School Counselor's Manual" relates to the testing of seniors, and that average scores would be expected to increase between the sophomore, junior, and senior years by reason of the additional education and experience.

f. Interservice Recruiter Working Groups. Working groups will be established at recruiter level to coordinate, conduct, and expand the High School Recruiting and Testing Program within each locality. These groups will be formed under the guidance of the appropriate committee. Working group composition and operation will be the same as those prescribed for interservice recruitment committees, except:

(1) The working group will meet only on call by a military service representative.

(2) The working group representative of the military service calling the meeting will serve as chairman.

(3) Problems upon which agreement cannot be reached by the working group or which require the attention of higher authority will be forwarded to the appropriate interservice recruitment committee for resolution.

g. Agreement in the Interservice Recruitment Committee. If agreement cannot be reached in the interservice recruitment committee, the military service that introduced the issue will document the committee action and forward papers to the next higher headquarters. Each command echelon above the interservice recruitment committee is authorized to effect interservice coordination for the purpose of resolving problems.

4. Test Control and Administration:

a. Initial Distribution of Test Materials. Initial distribution of the ASVAB and associated test materials by the Army will be made to a designated central supply depot in each military service. A designated officer will maintain careful control of test materials, and distribute them to test administrators in his military service.

b. Procurement and Control:

(1) *By Army.* ASVAB materials will be listed in DA/PAM 310-8 and requisitioned by Recruiting Main Station Test Control Officers from the U.S. Army Publication Center, 2800 Eastern Blvd, Baltimore MD 21220, in accordance with AR 611-5.

(2) *By Navy.* ASVAB materials will be listed in NAVSUPP 2002 and requisitioned by Recruiting Station Test Control Officers from the Naval Supply Depot, Philadelphia PA 19146, in accordance with NAVSUPP 2002.

(3) *By Air Force.* ASVAB materials will be listed in AFR 0-7 and requisitioned by Recruiting Detachment Test Control Officers from the USAF Publications Distribution Center, Baltimore MD 21220, in accordance with AFR 5-7. The Armed Forces Centralized Test Scoring Unit, USAF Recruiting Service, will maintain and be responsible for all ASVAB scoring keys and completed answer sheets used in the high school testing program.

(4) *By Marine Corps.* ASVAB materials will be listed in SL-1-3 and requisitioned by Recruiting Station Test Control Officers from the Marine Corps Supply Activity, 1100 S Broad St, Philadelphia PA 19146, in accordance with Marine Corps Order P5600.31.

c. Test Administration:

(1) *Security of Tests.* Test administrators designated by each military service will maintain the security of the ASVAB and associated testing materials. They will assure that the tests are administered as prescribed in the ASVAB Manual for Administration and military service directives on the proper administration and control of personnel tests.

(2) *Test Administrators.* Test administrators may be civilian or military personnel. However, no individual having a responsibility for recruiting (canvassing) shall be designated as a Test Administrator except in rare, specially authorized instances, and only after approval by the Interservice Recruitment Committee concerned. School counselors conducting other types of specialized testing, such as the General Aptitude Test Battery, the Scholastic Achievement Test, the College Entrance Examination Board Test, etc., may be authorized to administer the ASVAB if they insist on doing so. However, a qualified Test Administrator must be present for proctoring and maintaining test security.

(3) *Proctoring.* Recruiting personnel and school teachers may be used by the test administrators to assist in proctoring the ASVAB. The ratio of test administrators and/or proctors to examinees will not exceed 1:40. Proctors will be responsible for:

(a) Carrying out all instructions given by the test administrators.

(b) Seeing that each examinee has the necessary material for taking the ASVAB.

(c) Detecting and rectifying incorrect procedures such as improper marking of answers, or work on an incorrect portion of the test.

(d) Continuously observing his assigned section of the testing room to insure that each examinee is doing his own work.

(e) Assisting the test administrators in collecting ASVAB materials to insure recovery of all items prior to dismissal of examinees.

(4) *Retesting Restriction:* Normally, high school students will not be retested with the ASVAB under this regulation. Retesting may be authorized by the test control officer of the military service administering the original test upon receipt of a formal request from a school official.

(5) *Use of ASVAB Scores for Enlistment:* Qualifying scores obtained in the high school senior ASVAB testing program remain valid and may be used for enlisting personnel in accordance with individual service instructions.

d. Scoring and Distribution of Answer Sheets:

(1) *Centralized Scoring.* The Department of the Air Force Armed Forces Centralized Test Scoring Unit, USAF Recruiting Service, Air Training Command, Randolph AFB, TX 78148, will score all ASVABs administered by the military services in the Armed Forces High School Testing Program. The USAF Recruiting Service will also provide the recruiting activities of each military service with instructions on forwarding and processing the ASVAB for centralized scoring.

(2) *Test Results.* ASVAB results will be distributed by the Armed Forces Centralized Test Scoring Unit within 30 days after administration of the test. Student scores, listed by high school, will be sent to designated Army Recruiting Main Stations, Navy Recruiting Main Stations, Marine Corps Recruiting Stations, and Air Force Recruiting

Detachments. ASVAB scores will also be sent to the Armed Forces Entrance and Examining Station servicing the area in which a school is located. The military service that coordinated the testing will deliver the test results to the school officials. Results of the ASVAB will not be made available to any individual or agency before release to the foregoing activities.

(3) *Rescoring.* The Armed Forces Centralized Test Scoring Unit will rescore individual or group answer sheets within 60 days of the test date upon receipt of adequate justification.

(4) *Retention of Answer Sheet Files.* ASVAB answer sheets will be retained by the Air Force and may be destroyed four months after scoring. The Department of the Air Force, Personnel Research Division (HRL), Lackland AFB, TX 78236, will maintain complete computer magnetic tape files of all ASVAB answer sheets and other statistical data necessary for test revision. This data is provided to personnel research activities of the military services as requested.

5. Budgeting and Accounting:

a. Monetary costs involved in preparing and printing the ASVAB, in administering and scoring the test, and in preparing and printing the ASVAB Counselor's Manual will be shared equally by the military departments.

b. Manpower costs required for test administration and scoring of the High School Testing Program will be borne equally by the military departments.

6. *Reporting Requirement.* The Air Force will provide such reports as may be compiled from the ASVAB scoring data on the progress of the testing program as the Assistant Secretary of Defense (Manpower) may require. Instructions on individual reporting requirements will be issued by the Department of the Air Force as they are received. Copies of these reports will be forwarded to each military service.

7. *Related Directives.* This regulation is binding on all military services. Any military service publication that supplements or augments the above procedures must conform with the spirit and intent of this regulation.

BY ORDER OF THE SECRETARIES OF THE AIR FORCE, THE ARMY, AND THE NAVY

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Summary of Revised, Deleted, or Added Material

This revision clarifies responsibilities assigned to the Department of the Army (para 1); requires testing of high school classes even if school officials will not allow mail-out of recruiting literature (para 3); permits testing of high school juniors and sophomores (para 3); allows tests to be administered by school counselors, and defines responsibilities of proctors (para 4).

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