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

AFR 33-6 (C1)
AR 601-222 (C1)
OPNAVINST 1230.1 CH-1
MCO 1130.52B CH-1
CG COMDTINST 1130.13 CH-1
10 October 1975

**Military Personnel Procurement
ARMED FORCES VOCATIONAL TESTING PROGRAM**

AFR 33-6, AR 601-222, OPNAVINST 1230.1, MCO 1130.52B, CG COMDTINST 1130.13, 28 Jun 1974, is changed as follows:

- 1. Page Changes. Insert new page 9.
- 2. Pen-and-Ink Changes:

Page	Reference	Line	Action
1	Contents, Attachment	4	✓ Add: "3. Armed Services Vocational Aptitude Battery Records (RCS: HAF-DPX(M) 7403) --- Page 9."
3	Para 7a	5	✓ Change "Recruiting District" to "District Office."

3. Paragraph Changes:

8b(2). Navy. ASVAB materials are listed in COMNAVCRUITCOMINST 5605.5 series. Materials may be ordered from Navy Forms and Publications Center, Bldg 26, Code 30362, 5801 Taber Avenue, Philadelphia PA 19120.

8b(5). Coast Guard. ASVAB materials may be ordered from Coast Guard Supply Center,

Brooklyn NY 11232 according to Commandant Instruction 1236.2.
Add:

8e. Armed Services Vocational Aptitude Battery Records (RCS: HAF-DPX(M)7403). ATC/ACD will prepare and distribute a monthly report as described in attachment 3.

★OPR: DPMYO
DISTRIBUTION: (see page ii).

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Air Force: F

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C: t(5)

D: None

E: None

F: k(5); remainder (1)

CM 2

DEPARTMENT OF THE AIR FORCE,
THE ARMY,
AND THE NAVY
Washington DC 20330 and HQ USCG
Washington DC 20590

Ch 1,

AFR 33-6
AR 601-222
OPNAVINST 1230.1
MCO 1130.52B
CG COMDTINST 1130.13
28 June 1974

Military Personnel Procurement

ARMED FORCES VOCATIONAL TESTING PROGRAM

This regulation sets forth procedures for using the Armed Services Vocational Aptitude Battery (ASVAB) by the military services (Army; Navy; Air Force; Marine Corps, and the US Coast Guard), and establishes policies for conducting testing activities in schools. Reserve components of the military services are encouraged to participate in this program. It applies to recruiting organizations of all military services. This regulation implements Department of Defense Directive 1304.12, 4 December 1972 (Armed Forces High School Recruiting and Testing Program).

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3. *Armed Services Vocational Aptitude Battery Records* 9
 RCS: HAF-DPX(M) 7403

1. **Program Purpose.** The purpose of the ASVAB is to help determine the suitability and eligibility of individuals for military service, and to assist in determining the military and civilian vocational fields best suited to the current aptitudes of the individual.

2. Military Service Responsibilities:

a. The Secretary of the Air Force is designated the executive agent with overall responsibility for the school testing program, consistent with general policies established by the Assistant Secretary of Defense (M&RA). This responsibility includes:

(1) Research and development of vocational test batteries (ASVAB), aptitude composites and test manuals. Specific R&D support requirements are identified in attachment 1.

(2) Preparation, publication, and distribution of test forms and related materials.

(3) Preparation and publication of materials for use of school counselors or other authorized officials using test results.

(4) Arranging for and administering the tests in coordination and cooperation with all military services.

(5) Scoring of tests and distribution of test scores.

(6) Programming, budgeting, and financing all costs of the program except:

(a) Pay, allowances, and permanent change of station travel for military personnel detailed to the Air Force by other services as part of the joint staffing of a school testing organization. Civilian personnel assigned for this purpose are provided by the Executive Agent.

(b) Transportation and other travel costs of test administrators (these expenses are the responsibility of the parent service of the test administrator).

(7) Preparation and submission of reports on the program.

b. The Departments of the Army and Navy including the Commandant of the Marine Corps assist the Executive Agent as follows:

Supersedes AFR 33-6, AR 601-222, and MCO 1130.52A, 19 February 1970. (For summary of revised, deleted or added material, see signature page).

OPR: DPXOS

DISTRIBUTION: (See page 6).

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(1) Providing technical and other assistance in discharge of functions described in paras 2a(1) and (2).

(2) Arranging for and administering tests in schools and/or areas assigned to them by the Air Force, based on interservice consultations.

(3) Detailing military personnel to the Air Force necessary for joint staffing of the Armed Forces Vocational Testing Group (AFVTG) organized under the Department of the Air Force, USAF Recruiting Service, ATC.

NOTE: The performance of personnel detailed to the AFVTG will be evaluated by the Commander AFVTG, or designee, in accordance with normal fitness/efficiency report practices of the parent service.

(4) Support of the vocational testing program by the Commandant, US Coast Guard, will be as mutually agreed between the Executive Agent and the USCG.

c. Individual Service Responsibility for Test Security. Each military service maintains proper security of ASVAB test booklets and scoring keys in its possession. In case of compromise or loss of test materials, the responsible service investigates in accordance with its directives. Immediate initial notification of a potential compromise is made by message to AFVTG by the cognizant detachment, Recruiting Main Station, Recruiting Station or Recruiting District with an informational copy to the parent service recruiting headquarters. A summary of the incident or a copy of the completed investigation is forwarded through the Armed Forces Vocational Testing Group (DO), Randolph AFB TX 78148 to HQ USAF/DPXOS. For Navy activities reporting under this paragraph, report symbol OPNAV 1230-1 is assigned this message report.

d. AFVTG staffing is reviewed annually by the Executive Agent in conjunction with the services and a coordinated report submitted to ASD (M&RA).

3. HQ USAF Responsibilities:

a. The Director of Personnel Plans (DPX) functions as HQ USAF Office of Primary Responsibility for the Armed Forces Vocational Testing Program.

b. The Director of Administration (DA) budgets for and processes departmental printing and distributes ASVAB publications and forms as described in para 7a.

c. The Deputy Chief of Staff/Research and Development (AF/RD) provides research and development support as detailed in attachment 1. Lead laboratory for performing ASVAB research and development is the Air Force Human Resources Laboratory which budgets for ASVAB R&D (through Air Force Systems Command) based on AFVTG detailed requirements.

4. AFVTG Functions and Authority:

a. Develop plans, policies, and procedures to implement, coordinate, and manage the Armed Forces

Vocational Testing Program within the provisions of this regulation.

b. Furnish coordinated and detailed requirements for operation of the research for AFVTG programs to HQ ATC and higher headquarters.

c. Provide annual after-issuance review of testing materials for currency, essentiality, and replenishment quantities, and from this submit financial planning and budget estimates to the Director of Administration, HQ USAF.

d. Operate the Armed Services Vocational Testing Program, to include functions listed under paras 2a(2) and (7). Monitor and coordinate functions specified in para 2a(1).

e. Establish and promulgate procedural guidance to implement the Armed Forces High School Testing Program consistent with this directive.

5. Headquarters Command. Headquarters Command (USAF) budgets for civilian personnel (and related costs) provided by the Executive Agent. ATC provides planning data to Headquarters Command as required.

6. Defense Policy on Recruiting:

a. Students enrolled in high schools, vocational schools, Job Corps schools, junior colleges, and similar institutions or programs may be voluntarily tested on the ASVAB.

b. Recruiters encourage high school students to stay in school and graduate. They will not be accepted for active duty enlistment without advance notice to the school and without their parent's consent, unless the student is of legal age.

c. The ASVAB is used for vocational guidance and as a recruiting tool. Recruiters and test administrators provide school authorities with maximum available information on the value of the ASVAB for assessing vocational aptitudes for civilian as well as military jobs.

d. To the maximum extent practicable, "career-day" and other military presentations are planned and executed jointly by recruiting elements of all military services. Recruiters cooperate in selecting a single service representative to make all necessary arrangements for military service presentations pertaining to the ASVAB in each school. Include National Guard and Reserve representatives in these presentations, if they desire to participate.

e. Recruiters provide school principals and/or 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.

f. Services make full use of ASVAB scores. Persons to whom ASVAB has been administered and who have a current ASVAB score should not be required to take additional tests, except where the ASVAB lacks the

test component for determining eligibility for training or assignment, such as for ground combat, advanced electronics programs, or language training.

g. Separate forms of the ASVAB with supporting instructions, manuals, score keys, and statistical details are made available to the services for administration to applicants for enlistment in addition to forms provided for institutional testing. Use of these forms for recruiting production testing is coordinated with the AFVTG to aid in achieving consistency in operational policies. However, testing policies and procedures governing these forms of ASVAB will be prescribed by the services. Individual services are responsible for printing and distribution of these forms to meet their own requirements.

7. Interservice Recruiting Committees (IRC):

a. Establishing Committees. IRCs are composed of the commanders, or authorized representatives, of the Army Recruiting Main Station, Navy ~~Recruiting District~~, Marine Corps Recruiting Station, Coast Guard Recruiting District, and Air Force Recruiting Detachment. These committees are convened on at least a quarterly basis.

b. Committee Responsibilities. IRCs plan, coordinate, and maintain the relationship between local recruiting organizations and school for testing purposes. This achieves maximum cooperation from school authorities in implementing and expanding the ASVAB testing program and, when practicable, in carrying out other related joint recruiting activities. Each IRC will prepare a quarterly report as described in attachment 2.

c. How the Committee Operates. Through established military custom, the senior commander serves as chairman for the first school year after the committee is formed. Thereafter, the chairmanship should be rotated on an annual basis. Committee representatives of any military service can call a meeting of the committee at anytime, consistent with prudent judgment and the availability of the service representatives.

d. Representatives and Votes. When practicable, the senior local officer from each service should attend IRC meetings. Committee representatives, however, may be appointed by each military service without regard to military grade, since each service has one vote on matters before the committee. The committee is ruled by majority vote. Decisions of the committee are binding on all recruiting activities within its jurisdiction, unless the dissenting service(s) requests the issue to be forwarded to AFVTG in accordance with para 6f.

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

(1) Through interservice cooperation, the committee provides for the maximum use of testing personnel and resources to administer the ASVAB to

as many students as possible.

(a) Extreme care is exercised to insure 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 service finds acceptable must be explicit.

(b) Services will not refuse to test at a particular school because the school officials insist that names and addresses of persons tested must not be used for mail-out and similar purposes.

(2) The assignment of schools and/or areas for test administration to individual services shall be of the same proportion as each service's annual nonprior service enlistment goal is to the total nonprior service enlistment for all services (nonprior service enlistees are all persons who have not previously served in any component of the US Armed Forces, active or reserve). When practicable, the military service that previously administered the high school testing program in a given school retains the responsibility of testing in that school. The IRC may designate a different service to assume testing responsibility when:

(a) Another military service is in a better position to administer the test.

(b) The service presently responsible has requested to be relieved of testing responsibility.

(c) The school officials have requested, orally or by letter, that testing responsibility be transferred to another military service.

(3) If a school has not previously been included in the vocational testing program, the committee designates the service to administer the ASVAB in that school based on the following considerations:

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

(b) The military service preference indicated by school officials.

(4) The ASVAB is of maximum use and effectiveness when administered to high school seniors.

(a) Make efforts to restrict the testing program to seniors. However, if a particular school insists on testing freshmen, sophomores, or juniors, such testing may be done, but only if the seniors also are tested that same school year. In this event, the freshmen, sophomores, or juniors should again be tested as seniors.

(b) Test results and names and addresses of freshmen, sophomores, and juniors may 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 para 5b. Counselors should be advised that the technical material included in the "Counselor's Manual" relates to the testing of seniors, and that average scores may increase by the senior year because of the additional education and

experience.

f. *Agreement in the IRC.* If agreement cannot be reached in the IRC, the military service that introduced an issue, documents the committee action and forwards papers to AFVTG with information copies to the recruiting services' headquarters for resolution. AFVTG must attempt to resolve the issue at the recruiting service level. If this is unsuccessful, the question must be forwarded with appropriate documentation to HQ USAF/DPXOS for further action.

8. Test Control and Administration:

a. *Distribution of Test Materials.* The Director of Administration, HQ USAF, procures and distributes the ASVAB and associated test materials to designated central supply sources for each military service.

(1) The AFVTG coordinates quantitative requirements for ASVAB materials and delivery arrangements with recruiting elements of each service, forwards manuscripts according to established deadlines to HQ USAF/DAPQP, and maintains liaison with printing and publications distribution officials of the services concerning distribution of materials to the field. A designated officer maintains careful control of test materials in accordance with applicable service directives and distributes them to test administrators in that service.

b. Procurement and Control:

(1) *Army.* ASVAB materials are listed in DA/PAM 310-8 and are requisitioned by Recruiting Main Station Test Control Officers from the US Army Publications Center, 2800 Eastern Boulevard, Baltimore MD 21220, in accordance with AR 611-5.

(2) *Navy.* ASVAB materials are listed in COMNAVCRUITCOM Inst 560.5J, from Commander, Navy Recruiting Command (Code 4C), Wash DC 20374.

(3) *Air Force.* The ASVAB is described in AFM 35-8, and is indexed in AFR 0-7. ASVAB materials are requisitioned by Recruiting Detachment Test Control Officers from the USAF Publications Distribution Center, Baltimore MD 21220, in accordance with AFR 205-13.

(4) *Marine Corps.* ASVAB materials are listed in SL-1-3 and are requisitioned by Recruiting Station Test Control Officers from the Marine Corps Supply Center, Albany GA 31704, in accordance with Marine Corps directives.

(5) *Coast Guard.* ASVAB materials may be ordered from US Coast Guard Headquarters, 400 7th Street NW, Wash DC 20590.

c. ASVAB Administration:

(1) *Security of Tests.* Test control officers/administrators of recruiting detachments, main stations, and other organizations are designated in writing by each military service and maintain the security of the ASVAB and associated testing materials at the local

level. They 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, including use of signed receipts for all controlled test material.

(2) *Test Administrators.* Test administrators are civilian DOD/USCG employees or military personnel. However, no individual having a responsibility for recruiting (canvassing) is designated as a test administrator. 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 (military or civilian DOD/USCG employee) must be present for proctoring and maintaining test security.

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

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

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

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

(d) Continuously observing their assigned section of the testing room to insure that each examinee is doing his or her own work and resolves problems in a timely manner.

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

(4) *Retesting Restrictions.* Under this regulation, normally students are not retested with the ASVAB in the same school year. Retesting may be authorized by the test control officer of the military service administering the original test for good and sufficient reasons. Only one retest per year may be authorized.

(5) *Use of ASVAB Scores for Enlistment.* Qualifying scores obtained remain valid for periods designated by each military service, and may be used for enlisting personnel in accordance with individual service instructions.

(6) *Each student must sign the following agreement before taking the test:*

"I agree to allow the results of the Armed Services Vocational Aptitude Battery to be released to the Armed Services and to _____ School." (The school attended by the student at the time he takes the test). I understand that the test results will not be released to anyone else at any time without my advance written permission (the parent or guardian's permission is necessary if the student is still

a minor under local applicable law at the time a subsequent release is requested).

Signed: _____ (Student) _____ Date”

(7) Release of ASVAB scores, student names, addresses, telephone numbers, or any other data collected as a consequence of ASVAB testing, except as expressly provided in this directive, is prohibited. Recruiters or any other Armed Forces personnel including DOD/USCG civilian personnel with access to this information will not release these data to commercial interests, employers, or other civilian organizations or persons (except school officials) unless a release is first obtained from the student and, when applicable, the student's parent or guardian. Personnel subject to the Uniform Code of Military Justice may be prosecuted for failure to comply with the release provisions of this directive and civilian DOD/USCG personnel may be subject to causes of action under applicable civil service and departmental regulations. Both military and civilian personnel may also be subject to civil court proceedings for unauthorized release.

d. Scoring and Distribution of Answer Cards:

(1) Scoring. All scoring is accomplished by the AFVTG for tests administered in schools. Answer sheets are forwarded to Armed Forces Vocational Testing Group, ATTN: ASVAB Test Scoring Branch (DOS), Randolph AFB TX 78148.

(2) Test Results. ASVAB results are distributed by the AFVTG within 30 calendar days following administration of the test. Student scores listed by

school, are sent to designated Army Recruiting Main Stations, Navy Recruiting Districts, Marine Corps Recruiting Stations, Coast Guard Recruiting offices and Air Force Recruiting Detachments. ASVAB scores also are sent to the Armed Forces Entrance and Examining Station servicing the area in which a school is located. Scores are made available at those locations to local Reserve and National Guard recruiting representatives. The military service that administered and coordinated the testing delivers the test results to the school officials. Results of the ASVAB are not made available to any individual or agency before release to the foregoing activities.

(3) Rescoring. The AFVTG will rescore individual or group answer cards when requested within 60 calendar days of original scoring on receipt of a properly justified request.

(4) Retention of Answer Card Files. ASVAB answer cards are retained by the AFVTG and are destroyed 4 months after scoring. The Air Force Human Resources Laboratory, Personnel Division, Lackland AFB TX 78236 maintains computer magnetic tape files of ASVAB answer sheets and other statistical data in support of R&D detailed in attachment 1. Requests for access to research data or tape files must be made to HQ USAF/DPXOS.

9. Related Directives. 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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Deputy Chief of Staff for Manpower

C. R. BENDER, Admiral, US Coast Guard
Commandant

SUMMARY OF REVISED, DELETED, OR ADDED MATERIALS

This revision designates: the Air Force as the Executive Agent for the Armed Services Vocational Aptitude Battery (ASVAB) (para 2); and Armed Forces Vocational Testing Group (AFVTG), Randolph AFB TX as the operating activity (para 4); AF/RD as responsible for accomplishing of research and development in support of the program (para 3); it eliminates the Interservice Recruiter Working Groups (para 6); outlines other service requirements for support of the ASVAB (para 2); and provides for use of this testing program in vocational and job corps schools, high schools and junior colleges (para 5).

DISTRIBUTION:

Air Force: F

Army: Active Army. ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Procurement - (Qty rqr block No. 390).

Navy: SNDL A5 (Bureaus) (CHNAVPERS only) (5)
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Philadelphia PA 19120

Marine Corps:
(MARCORPS LIST): 7000124 (25)
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**ARMED SERVICES VOCATIONAL APTITUDE TESTING
RESEARCH AND DEVELOPMENT SUPPORT REQUIREMENTS**

1. Develop aptitude test batteries which simulate specific skills important to training or vocational objectives.
 - a. Develop ASVAB to be fully consonant with common elements of existing service aptitude batteries (ACB, BTB, ACT, etc.) and provide for conversion.
 - b. Design tests to be suitable for administration to the US high school population, focused primarily on the 12th grade, but which will also meet the school's fundamental guidance needs for the lower grades.
 - c. Provide separate forms for use in institutional as well as individual or group recruiting testing situations.
 - d. Revise entire tests on at least a 3-year cycle.
 - e. Continuously modernize, improve, and where desirable, expand the batteries.
 2. R&D to support test development/construction, including:
 - a. Exploration of strategies for use of test data under varying selection ratios.
 - b. Exploration with the individual services of optimal selection and classification composites by occupational area.
 - c. Development of adequate and relevant test validation criteria in coordination with the individual services and civilian school authorities.
 - d. Search for alternate measures which optimally predict these criteria, with particular emphasis on those developed by the Services.
 - e. On a cooperative basis with research activities of the services, determine testing changes which should attend changes in manpower availability, service attrition rates and change in training content or duration.
 - f. Examine for the presence of test bias and discriminatory effects arising from use of selection and classification tests and exploration of methods to eliminate from the system any bias found.
 - g. In conjunction with the services, investigate assessment of "new" aptitudes, perceptual learning skills, and psychomotor performance as supplements to paper and pencil tests which provide multiple dimension classification methods.
 3. R&D to support development and updating of the High School Counselor's manual.
 4. Develop and update the data base for the Counselor's handbook.
 5. Develop and maintain an appropriate normative base for high school and service use (including estimates of distributions and standards for women, minorities, etc.).
 6. Investigate strategies for using latest innovations in testing methods, such as automated and computerized testing.
 7. Perform mobilization base studies in cooperation with the services and other agencies, such as Labor, HEW, etc., including investigation of distribution of skills, background and attitudes.
 8. Conduct research on tests strategies associated with engineering or adapting training, job, and military experience to the specific readiness of enlistees, with particular reference to cultural and racial minorities and based on diagnostic/differential test assessment.
- h. Investigate methods for assessment of environmentally introduced differences between subpopulations in the manpower pool and identify these in terms of their respective remedial implications, on a cooperative basis with research activities of the services.
 - i. Investigate differences among subcultures in the US population, on a cooperative basis with research activities of the services.
 - j. Examine continuously on-going research of the military services, universities, industry and other government agencies on the foregoing problems.

**QUARTERLY INTERSERVICE RECRUITING COMMITTEE REPORT
(RCS: DD-M(Q)904)**

Preparing Agencies: All Interservice Recruiting Committee

Recipient of Report: Armed Forces Vocational Testing Group (DO)
Randolph AFB TX 78148

Period of Report:	1 Jul - 30 Sep	Due Date: 5 days after quarterly meeting but no later than:
	1 Oct - 31 Dec	5 Oct
	1 Jan - 31 Mar	5 Jan
	1 Apr - 30 Jun	5 Apr
		5 Jul

Method of Transmission: Mail

Copies and Distribution: One Copy AFVTG
One Copy organization file

Classification: Unclassified

Data To Report (all reports):

1. Information as required by AFVTG on the Interservice Recruitment Committee Quarterly Report format.
2. Any changes to IRC boundaries, reported by Zip Code of recipients in para 7d(2) of basic regulation. When an IRC boundary is changed to include other schools, Zip Codes of the recipients of results must be reported.
3. Changes to IRC boundaries reported by Zip Code Area.
4. Problem areas (comments, exceptions, etc.), to include unassigned schools and proposal for service assignment.
5. Copy of minutes of the IRC quarterly meeting.

Additional Data For Fourth Quarter (1 Apr - 30 Jun) Report:

1. Number of schools (public and private) in the IRC area by senior high school, vocational/technical, junior college and college or university offering associate degrees.
2. IRC boundary map indicating changes in committee operating areas, since last fourth quarter report.



**ARMED SERVICES VOCATIONAL APTITUDE BATTERY RECORDS
(RCS: HAF-DPX(M) 7403)**

Preparing Agency: ATC/ACD

Recipients of Report: Commander US Army Recruiting Command/USARCASP
Ft Sheridan IL 60037
Commandant Marine Corps/Code MMRE-7
Wash DC 20380
Commander Navy Recruiting Command/Code 24
4015 Wilson Blvd
Arlington VA 22203
Commandant US Coast Guard/G-PMR/73
400 Seventh Street SW
Wash DC 20590
USAF Recruiting Service/RSO
Randolph AFB TX 78148

Period of Report: Monthly Due date, 10th of each month

Method of Transmission: Mail

Copies and Distribution: Magnetic tape file(s) 1/2", 1 copy to be distributed to each addressee listed above.

Classification: Unclassified

Data for each Report:

1. ASVAB computer tape data record created by ATC Data Automation (data elements--AF Form 130--Atch 1).
2. The ASVAB data is currently processed in batch code. Therefore a daily tape will be created with those elements in Atch 1 and stored for end-of-month processing. At the end of each month, all daily tapes will be merged to one master file. The master file will be copied for each service.
3. Exact tape specification for each service:
 - a. Army/Coast Guard--7 track 556 BPI, BCD mode, non-labeled.
 - b. AF/Navy/Marines--9 track 1600 BPI, EBCDIC mode, non-labeled.
4. ATC will retain daily data tapes and merged master file for one month after filing.