

IMMEDIATE ACTION

AFR 33-6  
AR 601-222  
BUPERSINST 1230.1A  
MCO 1130.52

S/S Feb 70

AIR FORCE REGULATION  
NO. 33-6  
ARMY REGULATION  
NO. 601-222  
BUPERSINSTRUCTION  
NO. 1230.1A  
MARINE CORPS  
NO. 1130.52

DEPARTMENTS OF THE AIR FORCE,  
THE ARMY, AND THE NAVY  
Washington, 9 August 1968

ARMED FORCES HIGH SCHOOL RECRUITING  
AND TESTING PROGRAM

*This regulation implements Department of Defense Instruction 1304.12, 17 April 1967. It states the procedures for use of 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.*

	Paragraph
Military Service Responsibilities .....	1
Defense Policy on Recruiting .....	2
Interservice Recruitment Committees .....	3
Test Control and Administration .....	4
Budgeting and Accounting .....	5
Reporting Requirement .....	6
Related Directives .....	7

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 test assembly, printing, and distribution to the other military services of the ASVAB, test answer sheets, and associated test materials. The Army will also provide the Department of the Air Force with necessary scoring keys.

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 mate-

✓ This regulation supersedes AR 601-222, 21 July 1967.

OPR: AFPDPCE

DISTRIBUTION: (See page 5)

RETURN TO ARMY LIBRARY  
ROOM 1 A 518 PENTAGON

rials, 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.

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 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 encourage the use of this Guide when counseling students on vocational-career opportunities.

## 3. Interservice Recruitment Committees:

a. *Establishment.* Within 60 days of the date of this regulation, 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. *Responsibility.* Committees will plan, coordinate, and maintain the relationship between the recruiting organizations and the high schools to achieve maximum cooperation from school authorities in implementing and expanding the ASVAB testing program and in carrying out other related joint recruiting activities.

c. *Operation.* Through established mili-

tary 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.

(2) If only a single military service has been administering a high school testing program in a given school, that service will continue to administer the ASVAB in that school with the cooperation of the other services.

(3) If two or more military services have been administering a high school testing program in a given school, the committee will determine which service will retain the responsibility of testing based on the following considerations:

(a) The military service that has been testing in the school the longest.

(b) Military service preference by the school officials.

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

(4) 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.

f. *Interservice Recruiter Working Groups.* Working groups will be established at re-

cruiter 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. 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. This supply depot will maintain careful control of test materials and distribute them to test administrators in its 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 and 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. Scoring keys are for the exclusive use of qualified testing personnel and will not be released or made available to recruiters.

(2) *Military Test Administrators.* Test administrators will be military personnel. Canvasser recruiters will not be designated as test administrators. *Exception:* A canvasser recruiter may be used to administer the ASVAB if approved by the committee concerned: (a) in specially authorized instances, (b) in the absence of an authorized test administrator, and (c) if in the best interests of the high school testing program.

(3) *Proctoring.* Recruiting personnel and school teachers may be used by the test administrators to assist in proctoring the ASVAB.

(4) *Retesting.* 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.

##### d. *Scoring and Distribution of Answer Sheets:*

(1) *Centralized Scoring.* The Department of the Air Force Armed Forces Cen-

tralized Test Scoring Unit, USAF Recruiting Service, 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, 6570th Personnel Research Laboratory, Lackland AFB, TX 78236, will

maintain complete computer magnetic tape files of all ASVAB answer sheets and other statistical data necessary for test revision and will provide this data 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 be in conformity with the spirit and intent of this regulation.



0001070397

AFR 33-6  
AR 601-222  
BUPERSINST 1230.1A  
MCO 1130.52

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

OFFICIAL

J. P. McCONNELL, *General, USAF*  
*Chief of Staff*

JOHN F. RASH, *Colonel, USAF*  
*Director of Administrative Services*

OFFICIAL

W. C. WESTMORELAND  
*General, United States Army*  
*Chief of Staff*

KENNETH G. WICKHAM  
*Major General, United States Army*  
*The Adjutant General*

CHARLES K. DUNCAN  
*Vice Admiral, United States Navy*  
*Chief of Naval Personnel*

R. K. ROTTET  
*Lt General, U.S. Marine Corps*  
*Deputy Chief of Staff*  
*(Plans and Programs)*

DISTRIBUTION:

<i>Air Force: M;X: PDO 4068 (ATPSP-AG)</i> .....	1200
<i>Active Army, NG, and USAR: To be distributed in accordance with DA Form 12-9 (QUAN RQR BLOCK #443) REQUIREMENTS FOR AR, PERSONNEL PROCUREMENT—D</i>	
<i>Navy: Chief of Naval Personnel (Pers-114), Room 1723, Arlington Annex, Wash, DC 20370</i> .....	20
<i>Marine Corps:</i>	
MARCORPS LIST: 7000-124 (25)	
7352/7400/7800-11 (10)	
3550-01/8145 (2)	

PENTAGON LIBRARY



0001070397