

MILPERSMAN 1236-030

SAFEGUARDING ENLISTED CLASSIFICATION TEST MATERIAL

Responsible Office	CNO (N13)	Phone:	DSN	225-4449
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Governing Directives	BUPERSINST 1001.39D COMNAVRESFORINST 1001.5C COMNAVCRUITCOMINST 1130.8F COMNAVCRUITCOMINST 5400.2D
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1. **Policy**. Enlisted classification test materials, including examination questions and answers, are official information and warrant protection under statutory requirements or in the public interest. This article sets forth minimum protection and control and applies specifically to all enlisted classification test materials such as the following:

a.	Armed Forces Classification Test (AFCT)
b.	Armed Services Vocational Aptitude Battery (ASVAB)
c.	Defense Language Aptitude Battery (DLAB)
d.	Navy Advanced Programs Test (NAPT)
e.	Radio Code Aptitude Battery (RCAT)

2. **Labeling and Handling**

a. All tests (including examiner's copy) and scoring keys are designated "For Official Use Only" and must be so labeled.

b. Test answer sheets must be handled as "For Official Use Only."

c. Handling of unwrapped tests, scoring keys, copies of tests, and completed answer sheets after test administration must be limited as follows:

ACTIVITY (authorized by Chief of Naval Operations (CNO) (N13) to hold enlisted classification tests)	TEST CONTROL OFFICER (TCO) (by written order of the commanding officer or readiness commander)	TEST ADMINISTRATOR (testing and grading)	ENLISTED CLASSIFICATION TESTS	
Personnel Support Activity Detachments	Officer in Charge	Assigned Enlisted Classifier (PN-2612) (exception - designated in writing by TCO) NOTE: Also determines retesting eligibility	AFCT ASVAB DLAB RCAT	
Navy Recruiting Districts (NRD)	A commissioned officer	Any E-7 or above designated in writing by the NRD Commanding Officer	NAPT	
Naval Reserve Readiness Command (NAVRESREDCOM)		The assigned Enlisted Classifier (PN-2612) NOTE: Also oversees activity Enlisted Classifiers	ASVAB DLAB RCAT	
Naval Air Station (NAS)		Classification Coordinator Reserve Activity assets who meet the requirements of BUPERSINST 1001.39D or COMNAVRESFORINST 1001.5C		
Naval Air Facility (NAF)				
Naval Air Reserve (NAVAIRES)				
Naval Reserve Center (NAVRESCEN)				
Naval and Marine Corps Reserve Center (NMCRC)				
Naval Air Reserve Center (NAVAIRESCEN)				

3. **Accounting for Materials**. Enlisted classification test materials must be carefully accounted for and stored as specified in this article when not in use.

a. A log must be kept on access to classification test materials with the below minimum information entered:

(1)	Time and date safe opened and closed.
(2)	Who had access.
(3)	Test materials removed and returned.
(4)	Reason removed and returned.
(5)	A positive indication that all materials are accounted for.
(6)	Daily entries as to whether or not the safe was opened.

b. Inventory shall be by

(1)	serial number.
(2)	number of each item on board.

c. Other inventories will be according to COMNAVCRUITCOMINSTS 1130.8F and 5400.2D.

d. After testing, but prior to the departure of the examinee(s), all test materials will be collected (i.e., test booklet, answer sheet, scratch paper, pencils, etc.) and handled as follows:

(1)	The test booklet will be given a page-by-page check.
(2)	All pencil marks will be erased from the test booklet before it is used again.
(3)	Copies that are too marked-up or deteriorated beyond use will be destroyed as prescribed in this article and reported as destroyed on the next semi-annual Classification Report. (Exception: NAPT test materials held by Navy Recruiting Districts shall be returned to CNO (N133D)).

4. **Travel**

a. Enlisted classification test materials must not be taken to geographical locations other than the one designated an enlisted classification site by CNO or Commander, Naval Reserve Force (COMNAVRESFOR) (i.e., enlisted classification test materials shall not be taken on road trips without proper authorization).

b. Requests to perform travel with enlisted classification test materials must be forwarded to CNO (N13) via the chain of command and must state

(1)	the specific reason and justification for travel;
(2)	that test materials will remain in personal custody of those persons authorized to handle such materials;
(3)	that the travel can be completed in less than 1 day;
(4)	that a safe is available at the testing site to which travel is desired;
(5)	that no one except the TCO, Enlisted Classifier, or Enlisted Coordinator (for Naval Reserve activities) has access to the safe;
(6)	that local funding of the travel is available; and
(7)	that no other reasonable means exists to accomplish the desired testing.

5. **Transfer**

a. Enlisted classification test materials must not be transferred between activities unless specifically authorized by CNO (N13).

b. For Naval Reserve activities, enlisted classification test material custody must not be transferred between activities unless specifically authorized by

(1)	COMNAVRESFOR (Code 22A6) for air activities.
(2)	COMNAVRESREDCOM for surface activities, with a copy to COMNAVRESFOR (Code 22A6).

6. Replacement

a. Replacement test materials must be requested by letter stating the reason for the test materials requested.

(1)	For Navy Recruiting Districts a letter of request must go to CNO (N13) via Commander, Navy Recruiting Command, Millington, TN.
(2)	For Naval Reserve activities a letter of request must go to COMNAVRESFOR (Code 22A6) via the proper chain of command (i.e., NAVRESREDCOM/NAS/NAF/NAVAIRES).

b. Old test materials must be destroyed per this article upon receipt of replacements (except NAPT test materials held by Navy Recruiting Districts).

7. Transmittal

a. Transmittal of test materials (except blank answer sheets) must be as follows:

(1)	By registered mail.
(2)	Packages of classification test materials must be <ul style="list-style-type: none">• double wrapped,• tape sealed, and• accompanied by a delivery receipt for all test materials.
(3)	The inner and outer envelopes must reflect the address of both the sending and receiving commands.
(4)	The inner wrapper must be plainly marked <ul style="list-style-type: none">• on the tape seal, and• on both sides at the top and bottom, and• at both ends, "TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO HANDLE NAVAL MILITARY PERSONNEL TEST MATERIAL."

b. Upon receipt and determination by the receiving activity that the package contains test materials and prior to removal of the marked wrapping, it must be delivered only to the designated Enlisted Classification Test Control Officer to preclude the possibility of compromise.

8. **Storage**. Minimum storage requirements for test materials are as follows:

a.	Metal file cabinets with locking bar or safes that have a 3-tumbler combination security lock must be used (portable cabinets and safes are not acceptable).
b.	The lock combination shall be periodically changed as prescribed for classified material containers.

9. **Destruction**

a. Destruction of test materials must be by burning or shredding and must be accomplished under the supervision of personnel designated to handle test materials, who must certify

(1)	date of destruction,
(2)	title of material,
(3)	NAVPERS number,
(4)	serial number, and
(5)	number of copies destroyed.

b. The certification shall be retained by the responsible custodian of test materials until 2 years after the test series is canceled.

c. For Naval Reserve activities, test material destruction must be reported to NAVRESREDCOM (for surface) and COMNAVRESFOR (Code 22A6) (for air) on the next semi-annual Classification Report.

10. Compromise or Loss

a. Compromise or loss of any enlisted classification test material must be reported by both message and letter as follows:

(1)	Brief message to CNO (N13) (with information addressee as appropriate) within 24 hours of discovery.
(2)	Letter to CNO (N13) reporting missing, lost, or stolen Government property (via the appropriate chain of command) providing <ul style="list-style-type: none">• pertinent information about the loss or compromise,• specific corrective action taken to preclude recurrence,• findings of fact, and• recommendations of the investigator.

b. An investigation is required in all cases of compromise, probable compromise, or loss of enlisted classification material.