

Step 1: Log into <https://myeducation.netc.navy.mil/> with your CAC or DOD ID information.

Account Management
[I forgot my CAC PIN](#)
[Download Security Certificate](#)

Support

Navy Tuition Assistance/Counseling
1. Visit NCP Website [Contact](#) page
2. Call the Navy College Virtual Education Center (NCVEC) - 1-833-330-MNCC (6622)

My Education/NCMIS Technical
Visit NCP Website [Contact](#) page

US Coast Guard Tuition Assistance
1. ETQC Customer Service Email: ETQC-SMB-TAG@USCG.MIL
2. ETQC Credentialing Assistance Customer Service Email: ETQC-SMB-CGCOOL@USCG.MIL
3. [ETQC SharePoint](#) for additional resources

USMAP Support
1-877-838-1659 Option 4

Command:
NAVAL EDUCATION AND TRAINING COMMAND
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509

Links:
[Please read our Privacy Policy notice](#)
[NETPDC Website](#)
[U.S. Navy Website](#)
[U.S. Navy Recruiting Website](#)
[Freedom of Information Website](#)
[No Fear Act](#)

Life is worth livin!

Step 2: Read Consent Notice then click **Accept**.

Consent Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

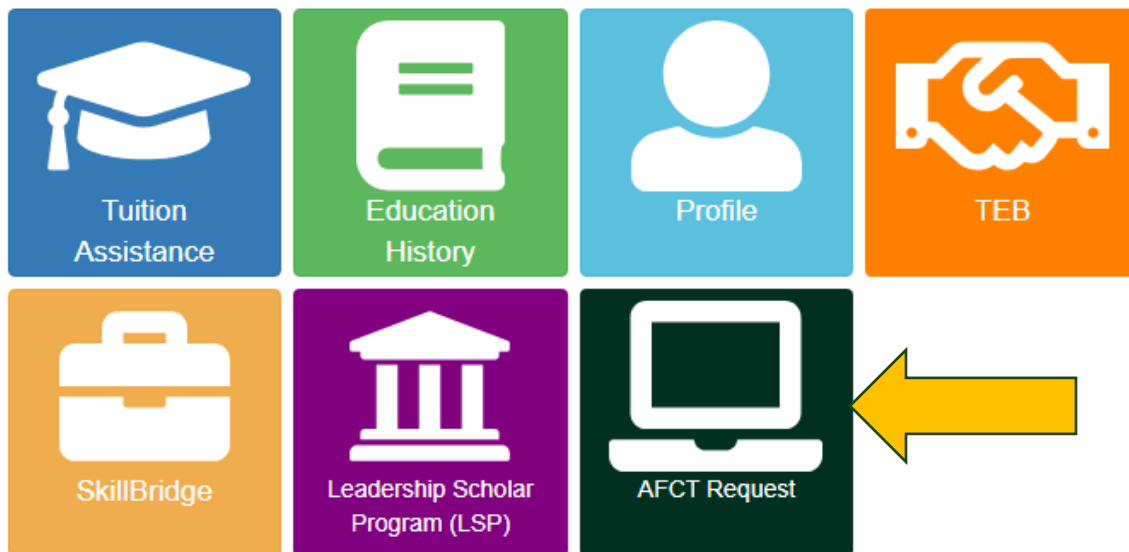
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Accept

Step 3: Select the **AFCT Request** icon.

Welcome to MyMarineCorps Education



Step 4: Read the **Reference links** noted below then select **Create New Application:**

***Note:** To review the status of current or previous applications: Click **Review Applications.**

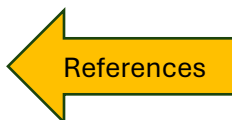
AFCT Request

The AFCT serves in place of the ASVAB for in-service retesting of all DoD enlisted personnel. It may also be taken by commissioned officers seeking ASVAB/AFCT requirements. The AFCT is structurally similar to the ASVAB and all scores are measured and interpreted in the same way. The web Corps Testing Facilities.

All waivers for early retest will be considered. However, in many cases, early retest waivers are denied without proof of academic progress to improve useful sites for academic preparedness toward the AFCT include: DANTES Academics (the complete course) and March2Success (College Reading Course, SAT Online Course). The certificates of completion from these courses should be uploaded to your NCMIC profile. Additionally, college course history are other valuable ways to potentially improve overall AFCT performance. All waivers for early retest will be routed to MPA Test Control via I

Please Note: Scores do not become official until published in MCTFS. This update can take up to one month from the test date to populate. Additionally, those who have not attained the basic requirement for an assignment or program requiring a minimum classification test score will not be allowed to retest for the sole

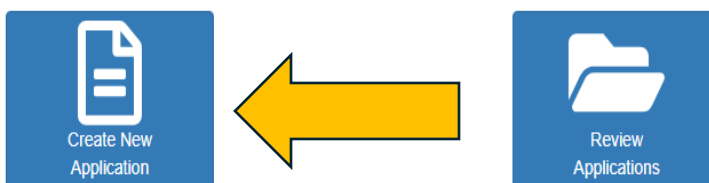
- [Link 1: AFCT Retest Policy](#)
- [Link 2: MCO 1230.5D](#)
- [Link 3: Authorized AFCT Test site locations](#)
- [Link 4: Recruiter Retest Policy](#)



IMPORTANT NOTES

- **You are not eligible to submit a waiver request until you have reached 90-days from the date of your last test.**
- **You are only authorized to retest twice in a 12-month period.**

Available Options



Step 5: Make sure your contact information is correct (update your profile if needed).

Step 6: Select **Add Approver**

The screenshot shows the 'AFCT Request' form. At the top, there is a navigation bar with a '< Back' button and a 'Help' button. Below this is a 'Service Member' section with fields for Name, Work Phone, DSN Phone (with an 'Add Number' link), and Personal Phone. The next section is for 'EDIDOD ID', Work Email, Personal Email, and EAOS. This is followed by 'Command Name', UIC, Sub UIC, Rank, and MOS. A 'Current ASVAB Scores' table is shown below:

Test Date	GTECH	CLER	ELECT	MECH	AFQT
	114	104	109	111	59

The 'Approver Information' section has a green '+ Add Approver' button, which is highlighted by a yellow arrow pointing from the right with the text 'Select Add Approver'. Below this is a red warning message: 'An Approver is required.' The 'Application' section contains fields for Testing Location Name (with a search icon), Testing Location ID, Testing City, Testing State, Testing Country, and Program Category. There is a checkbox labeled 'Check if you are serving on Recruiting Duty' with a red arrow pointing to it and the text: 'If you are currently on recruiting duty, then you are required to select this box.' At the bottom right are 'Save' and 'Submit' buttons.

Step 6: Manually add Command Approver’s (O5 and higher) information. You **must** complete all the fields. ***If the approving official is signing on behalf of the O5 or higher, they will be required to upload a **By Direction Letter**.* When finished click **Select**.

The screenshot shows the 'Approver Manual Entry' form. At the top, a yellow banner contains the requirement: 'Requirement: Approver must be the Commanding Officer (CO) of Officer in Charge OIC of your command. Official Email required.' Below this is the form itself, which includes fields for Name (Last Name, First Name), PayGrade (a dropdown menu currently showing 'SSGT'), Email, Work Telephone (with sub-fields for Locale, Country, City, Area, Number, and Extension), and DSN Telephone (with sub-fields for Number and Extension). At the bottom right are 'Close' and 'Select' buttons.

Step 7: Select the **magnifying** glass in the **Testing Location Name** section and search for MCAS Yuma and then **Select** it.

The screenshot shows the 'AFCT Request' form. The 'Testing Location Name' field is highlighted with a yellow arrow pointing to a magnifying glass icon. Other fields include 'Testing Location ID', 'Testing City', 'Testing State', and 'Testing Country'. A red error message 'An Approver is required.' is visible above the 'Application' section. Buttons for 'Save' and 'Submit' are at the bottom right.

Step 8: Select **Program Category** (reason you want to take the AFCT)

The screenshot shows the 'Program Category' dropdown menu open. The list of options includes: Enlisted Commissioning Program, Marine Enlisted Commissioning Education Program, Reserve Enlisted Commissioning Program, Meritorious Commissioning Program - Reserve, Warrant Officer Program, Lateral Move, and Marine Corps Forces Special Operations Command (MARSOC). A yellow arrow points to the list of options. The 'Testing State' is set to 'AZ' and 'Testing Country' is set to 'US'.

Step 9: Select **Save** and then select **Submit** for application to be emailed to the Command Approver

< Back AFCT Request Help

Service Member					
Name	Work Phone	DSN Phone	Personal Phone		
EDID/DOB ID	Work Email	Personal Email	EAOS		
Command Name	UIC	Sub UIC	Rank	MOS	

Current ASVAB Scores					
Test Date	GTECH	CLER	ELECT	MECH	AFQT
	114	104	109	111	59

Approver Information Clear Edit			
Name	Work Email	Work Phone	DSN Phone

Application		
Testing Location Name	Testing Location ID	Testing City
Testing State	Testing Country	Program Category
<input type="checkbox"/> Check if you are serving on Recruiting Duty		

Save
Submit



Step 10 : The Command Approver will get an email requesting to approve your application. To approve, they will click on the link provided in the email.

Application ID:1141

An AFCT request has been submitted to you for approval by a Marine in your command. If you provide Command Approval for this AFCT request, this Marine will be eligible to retest to qualify for the following opportunities provided by the Marine Corps:

1. Enlisted to Officer Commissioning Programs
2. Enlisted to Warrant Officer Program
3. Lateral Move Program.

Please click on the following link, review the AFCT request, and indicate your approval or disapproval for this member to take the AFCT

https://qa-myeducation.ncdc.navy.mil/webta/approval/approver_index.html?tAid=ac632c1631f6722fd71c62049923c06



##The member will be notified of your approval or disapproval by an automatically generated email.

This is an automated message. Please do not reply.

Step 11 : Once the Command Approver clicks the link, and they check they have By Direction Authority, they will need to upload their By Direction Letter and then approve or reject the request. **Note: If a “By Direction” letter is not uploaded, HQMC will reject your application.*

Application

Location Name	Test Location ID	Test Location City
MCAS Miramar	M1790	Miramar
Re Test Category	Test Location State	Test Location Country
Enlisted Commissioning Program	CA	US

(SSGT) Knox, Christian A, a Marine recruiter, has been informed of the ethical guidelines regarding the access to testing materials. (SSGT) Knox, Christian A understands that using such materials in any unfair way would be unethical. (SSGT) Knox, Christian A confirms that they have not, and will not, use these materials improperly. Should (SSGT) Knox, Christian A compromise the integrity of the testing process, (SSGT) Knox, Christian A would be subject to command disciplinary action as well as the invalidation of any test scores.

Check if you have By Direction Authority.

You have indicated that you have By Direction authority. You must upload your By Direction letter.

***Note:** If a wavier is required, HQMC will need to also approve.

Step 12 : Marine will receive an email to **contact their Education Center** to schedule their test. Marine will have 90 days from the approval date of the authorization letter to schedule and take the AFCT.

Step 13: Marines can view their authorization letter by clicking on the **AFCT Request** icon. selecting **Review Application**, selecting the **APP ID number** and the selecting **Print document**.

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AFCT Request

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All waivers for early retest will be considered. However, in many cases, early retest waivers are denied without proof of academic progress to improve the score between tests. Some useful sites for academic preparedness toward the AFCT include: DANTES Academics (the complete course) and March2Success (College Readiness Online Course, ACT Online Course, SAT Online Course). The certificates of completion from these courses should be uploaded to your NCMIC profile. Additionally, college courses in English, math, science, or history are other valuable ways to potentially improve overall AFCT performance. All waivers for early retest will be routed to MPA Test Control via NCMIS for final approval.

Please Note: Scores do not become official until published in MCTFS. This update can take up to one month from the test date to populate. Additionally, a Marine that has already attained the basic requirement for an assignment or program requiring a minimum classification test score will not be allowed to retest for the sole purpose of increasing their score.

- [Link 1: AFCT Retest Policy](#)
- [Link 2: MCO 1230.5D](#)
- [Link 3: Authorized AFCT Test site locations](#)
- [Link 4: Recruiter Retest Policy](#)

Available Options



Eligibility

- Your last AFCT date was less than 90 days ago, not eligible to request another AFCT test.

AFCT Applications

Click on the App ID to see the application status.

App ID	Created Date	Updated Date	Test Site	Application Status
1142	2025-04-17 1406	2025-04-17 1414	M1790 - MCAS Miramar	Authorized
1021	2024-12-14 0924	2025-04-17 1018	T2055 - Arizona ARNG	Authorized

AFCT TEST REQUEST PROCEDURES FOR MARINES EFFECTIVE JUNE 01, 2025

← Back AFCT Request (1142) Help

Service Member

Name	Work Phone	DSN Phone Add Number	Personal Phone
ED/DOD ID	Work Email	Personal Email	EAOS
Command Name	UIC	Sub UIC	Rank
			MOS

Current ASVAB Scores

No ASVAB test scores found.

Approver Information

Name	Work Email	Work Phone	DSN Phone

Application

Testing Location Name MCAS Miramar	Testing Location ID M1790	Testing City Miramar
Testing State ---	Testing Country US	Program Category Lateral Move

Check if you are serving on Recruiting Duty

[Print Document](#)

Application History(4 Events)



UNITED STATES MARINE CORPS
1STBN 6THMAR 2D MARDIV
CAMP LEJEUNE, NC, 285420098

IN REPLY REFER TO:
1230
CO
28 Mar 2025

From: Commanding Officer/Officer-In-Charge
To: Education Officer, Marine Corps Testing Center

Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFCT ICO LANCE
CORPORAL SLADE J ADAM 1259381815/0311 USMC

Ref: (a) MCO 1230.5C

Encl: Certified True Copy of MCTFS TEST screen

1. In accordance with the reference, Lance Corporal Slade J Adam meets the requirements for an in-service retest of the AFCT. Lance Corporal Slade J Adam is applying for the MERITORIOUS COMMISSIONING PROGRAM - RESERVE and needs to attain a AFQT SCORE OF 74. His/her current score is an 56 and he/she last tested on 09 Aug 2023. Attached is a certified true copy of his/her TEST screen from MCTFS verifying these scores.

2. Point of contact for this request is Lieutenant Colonel Farley, marcie, 1STBN 6THMAR 2D MARDIV, at comm: NA or at marcie.a.farley.civ@us.navy.mil.

*//Digitally signed by farley, marcie//
M. FARLEY