

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer MSGT DAMIAN M. ARMIJO				Office Symbol RSOPA		Series Number 206		Signature of Action Officer			Review Date
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
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FROM: HQ AFRS/RSO

SUBJECT: Shortened Student ASVAB (SS ASVAB) FAQ

TO: All Recruiting Personnel

- 1. What is the Shortened Student ASVAB (SS ASVAB)?** It is a condensed version of the current student ASVAB. The SS ASVAB consists of only five subtests –General Science (GS), Arithmetic Reasoning (AR), Word Knowledge (WK), Paragraph Comprehension (PC), and Mathematics Knowledge (MK).
- 2. Is it mandatory to market and administer the SS ASVAB?** It is not mandatory that MEPS use the SS ASVAB. However, Western Sector and HQ USMEPCOM will monitor its use. MEPS commanders are advised that the SS ASVAB is a tool in their toolbox. Use it when you need it, but remember it is not designed to replace the current tool in place, only to augment it.
- 3. What is the purpose of the SS ASVAB?** The primary intent of this pilot test is to increase student and school participation in the Student Testing Program.
- 4. Who will administer the SS ASVAB?** Beginning with school year 2001-2002, the Office of Personnel Management (OPM) will assume the responsibility, but the MEPS will retain the ability to administer the SS ASVAB when necessary.
- 5. What results will the SS ASVAB provide?** It will provide Academic Ability (AA), Verbal Ability (VA), and Math Ability (MA) scores. It will also produce an AFQT score that may be used for enlistment.
- 6. How will interpretation of the results be affected with only scoring five subtests?** Students will be able to benefit from the comprehensive CEP, completing the Interest Finder and Occu-Find chart, and linking their aptitude, interests and work values to identify potential careers to explore further. The Student Results Sheet will include line scores only for the five subtests taken; the remaining line scores will be blank. It will indicate same sex/opposite sex information as well as percentile score bands. Interpretations for the SS ASVAB are essentially the same as those for the standard test, with the exception of the technical subtest line scores and the Military Careers Score. The Military Careers Score requires Electronics Information and Mechanical Comprehension to compute, so that line on the Student Results Sheet will be blank. The Military Careers Score is typically used in conjunction with the graphs in the Military Careers Book to predict success in various military occupations.
- 7. What tools are being used to help market the SS ASVAB?** 100 brochures were sent to each MEPS to aid in the marketing process. MEPS were asked to market to those schools who 1) allowed the ASVAB in their school in the past, but not now due to time constraints; 2) never allowed the ASVAB in their school due to time constraints; and 3) schools that already allowed the test this school year. The standard student ASVAB remains our primary test – the SS ASVAB is not intended to be a replacement.
- 8. Is this going to count as one of their official tests?** Yes. Student Tests, full-length or the SS ASVAB, count as testing events and students must wait at least one month before testing again.
- 9. If a student who was administered the SS ASVAB becomes an applicant for the armed forces, what is the**

correct course of action? The SS ASVAB will be considered the initial test. Per the current retest policy, the applicant must wait at least 1 month (but not more than 2 years) from the date of the SS ASVAB and retake the ASVAB in its entirety to obtain the missing line scores. There are three methods to obtain those missing line scores (the applicant will declare which method to use):

**** Note – in all cases, the applicant must present the Test Administrator (TA) with a completed 714-A-E with the applicant's declaration and signature in block 24 prior to being administered the ASVAB. MEPCOM highly recommends that the declaration be made in front the applicant's recruiter or Service Liaison – this should prevent/reduce after-test conflict between the Service, applicant, and TCO/Test Administrator.**

Method #1. If the applicant wishes to retain the AFQT achieved on the SS ASVAB, then the applicant must come to the MEPS to be administered the CAT-ASVAB. Prior to being seated, the applicant must declare to the TA the intent to keep the AFQT achieved on the SS ASVAB. The applicant will be administered the complete CAT-ASVAB. Only those missing subtests will be merged into MIRS. The applicant will not be shown the AFQT achieved on the CAT-ASVAB nor will the applicant be shown the line scores not being merged from CAT-ASVAB.

Method #2. If the applicant wishes to forfeit the SS ASVAB AFQT and use all scores (to include the new AFQT) achieved on the retest ASVAB, then the applicant may test at either a MET Site or the MEPS.

***Note:** The SS ASVAB test scores will still be in MIRS and will still be considered the initial test.

a. If the retest is taken at the MEPS – Prior to being seated, the applicant must declare to the TA the intent to obtain a new AFQT. This is a final declaration – no exceptions. The applicant will then be administered the CAT-ASVAB and all results, including the AFQT, will be merged into MIRS. These new scores will become the score of record.

b. If the retest is taken at a MET Site – No declaration to the TA is necessary nor will it be documented. Regardless of the applicant's wishes or intent, the new AFQT and all line scores achieved at a MET Site become the score of record - no exceptions.

Method #3. If an applicant fails to declare an intention at the MEPS prior to being administered the CAT-ASVAB, then the new AFQT and all new line scores become the score of record – no exceptions.

10. **How does the applicant make a declaration in block 24 of the 714-A-E?** The applicant must find empty space in block 24 to make one of two statements. Exact wording is not necessary but should contain something similar to one of the following:

"I desire to keep my AFQT of 51 and the AR, PC, WK, and MK line scores from the SS ASVAB."

"I desire to forfeit my AFQT of 35 from the SS ASVAB and obtain a new AFQT and new line scores for all subtests on a new ASVAB."

"A new 714-A-E is in the works which will contain a block designed for declaration. Its release date is currently unknown."

Note: There will be more information to follow when the current form is replaced.

11. **Can an applicant receive a physical at the MEPS based on the SS ASVAB prior to obtaining the missing line scores?** Yes, provided the AFQT is 40 or higher.

12. **Why must the CAT-ASVAB be taken in its entirety just to obtain the missing subtest line scores?** This has been a well-discussed issue. Two phases continue to get attention on this – "fatigue factor" and "order effect." Basically, would applicants receive advantage if they skipped the first five subtests and jumped right into subtest 6 when compared to applicants who have already sat in that chair for quite some time and are physically and mentally fatigued? Likewise, General Science (subtest 1) is a designed warm-up test. Would applicants who jumped right into subtest 6 miss out on this feature and not do as well on subtest 6 had they taken the subtests in the order they were intended? The SS ASVAB doesn't have this problem as only the first five subtests are being taken and in their intended order.

Also, the Manpower Accession Policy Working Group (MAPWG) will not approve letting an applicant skip the first five subtests on the retest. They have met twice on this and both times disapproved changing the current policy, mostly in part due to advice from the Office of the Secretary of Defense (OSD).

13. **We permit up to a 7-day break when administering split sessions for the Student ASVAB with no concern for the fatigue factor or order effect. Has this been addressed to the MAPWG?** The MAPWG and OSD are aware of split sessions on the Student ASVAB.
14. **Why must an applicant wait one month after taking the SS ASVAB before being permitted to take the Enlistment ASVAB to obtain a complete set of line scores?** There is no requirement for an applicant using the scores achieved from merging missing line scores or obtaining completely new ones. Here's a scenario we are preventing from happening:
- 1 May 2001:** Student "A" takes SS ASVAB and scores a 32 AFQT.
 - 5 May 2001:** Student "A" comes to the MEPS and becomes Applicant "A" and wishes to keep the SS ASVAB AFQT and associated line scores. (Or maybe the applicant wants to obtain completely new ones).
 - 5 May 2001:** Applicant "A" is administered the CAT-ASVAB and one of the missing line scores is not high enough to qualify for the desired job specialty so Applicant "A" decides not to enlist off those scores. (If the applicant declared to obtain new scores, perhaps the new AFQT was a 39.)
 - 5 June 2001:** Applicant "A" comes back to the MEPS (or METS Site) to retake the ASVAB and obtain completely new scores and achieves a 51 AFQT.

Good for the applicant but is 51 an indication of knowledge and abilities or is it a direct result of familiarity with the type of questions being asked? This could be bordering on an isolated incidence of Test Compromise. It is clearly possible for this applicant to increase significantly the AFQT in just over a month because of seeing the AR, PC, WK, and MK (line scores that make up the AFQT) three times over this short period of time. Keep in mind that while most applicants will enlist using the scores achieved upon merging the missing line scores from the CAT-ASVAB, the possibility exists that some will not. Since we don't know who those applicants will be, we must require all applicants to comply with the current retest policy.

15. **How many versions are there of the SS ASVAB?** There are two versions of the SS ASVAB (18s and 19r (23t, 23u, 24v, and 24w starting 01 Jul 2002)). TAs will ensure no adjacent students have the same test form, as always.
16. **What updates to MIRS, OMR, and the CAT-ASVAB are being produced and when will the MEPS receive them?** The OMR Scanners, both old and new, do not require a computer program update to scan and score the SS ASVAB answer sheets. The CAT-ASVAB does not require an update. MIRS has received the only update required to accommodate all scoring involving the SS ASVAB. A SS ASVAB Change Document was sent to all MEPS with the necessary instructions to merge the missing line scores from the CAT-ASVAB with the five subtests from the SS ASVAB.
17. **How will the new ASVAB test affect the SS ASVAB?** The Student Testing Program will convert to the new ASVAB on 01 Jul 2002. It will change from number-right to standard score derived directly from Theta scores. (The questions are weighted; question #1 may be worth more than question #2).

Note: At one time, students were told to answer all questions and take an educated guess if necessary. This is not beneficial under the new testing program.

The ASVAB interpretation will change slightly to include the interpretation products.

The ASVAB Summary Report (formerly the ASVAB Student Results Sheet) will contain the AFQT.

Please keep in mind that the SS ASVAB is the last ditch effort to keep a school, bring back a school or get a new school to test whose only objection is the time frame. When possible, encourage the use of the standard test. The SS ASVAB is a great opportunity to get more schools to test, but the trade off is you will have to wait a month from testing to process these folks.

////////// SIGNED //////////
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