

**PROCEDURAL GUIDANCE MESSAGE**

Name and Grade of Action Officer CMSgt David Gaertner				Office Symbol RSOU		Series Number 213		Signature of Action Officer			Effective Date 27 FEB 03
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP _____ CCU _____	5				9			
2	JA	Coord	JA _____	6				10			
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11			
4	RSOPA	X-MIT	_____	8				12			

**FROM:** HQ AFRS/RSO

**SUBJECT:** ASVAB Retesting Policy

**TO:** All AFRS Personnel

1. This PGM supersedes PGM 201 dated 12 Mar 2002 and supplements AETCI 36-2002 dated 18 Apr 2000 regarding ASVAB retesting. The PGM describes current MEPCOM ASVAB retesting policy and also explains AFRS policy allowing limited retesting of minimally test-qualified applicants.
2. The new MEPCOM ASVAB policy allows applicants an opportunity to take their first retest 30 days after the initial test. They can take a second retest 30 days after the first retest. They then must wait six months following the second retest to take a third retest. Recruiters must ensure applicants do not retest too early and invalidate the retest results.
3. You are authorized to DEP discharge and retest any member of the DEP who resides on the Qualified and Waiting (Q&W) list for insufficient or minimally qualifying line scores. You may also retest applicants who are not currently holding a reservation and are not in the DEP. This AFRS policy change is intended to benefit applicants with current aptitude scores (mechanical, administrative, general, and electronic) that limit our ability to match an available Air Force skill to their qualifications. The following ground rules apply:
  - a. If in the DEP, applicants must voluntarily elect to be discharged from the DEP for the purposes of seeking a higher AFQT, or better individual MAGE score (s). Ensure they are eligible for retest IAW paragraph 2 above. There is a mandatory 6-month wait for retesting when the previous test is invalidated. There will be no exceptions to policy for invalid retests when errors are made in calculating the applicant's eligibility for a retest.
  - b. Before any retest is administered, or the airman is DEP discharged, the flight chief must interview the individual and give approval for the retest. The FC must document this interview in the applicant's AFRISS record.
  - c. Applicants must be briefed prior to retesting that all previous ASVAB test scores will become invalid upon this voluntary retest. They must also be briefed that there is a possibility their scores will not improve or a confirmation test may be required. Furthermore, they must fully understand they will be disqualified for Air Force enlistment should their new score fall below minimum AF enlistment standards.
4. The intent of this change is to allow retesting of minimally qualified applicants who are unlikely to be booked with their current scores. It is not to allow retesting of qualified applicants so they may qualify for a job or jobs of their preference.
5. Refer any questions to AFRS/RSOPA (Standards) at 210-652-6188 (DSN: 487-6188).

FOR THE COMMANDER

//////////Signed//////////  
 DWAYNE L. HAFER, Colonel, USAF