

# ASVAB and AFCT Waiver Request Procedures Process Guide



Coast Guard Force Readiness Command  
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## Section 1 Overview

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<b>Purpose</b>	<p>This Process Guide (PG) establishes clear processes, procedures and guidelines for processing Armed Services Vocational Aptitude Battery (ASVAB) and Armed Forces Classification Test (AFCT) requests processed by the Coast Guard Training System. This SOP establishes clear processes, defines terminology, and provides guidance to personnel who are requesting, vetting and approving ASVAB and AFCT waivers.</p>
<b>Background</b>	<p>The policy concerning application of ASVAB and AFCT scores and waiver process are contained in <a href="#">The Performance, Education, and Training Manual COMDTINST M1510.10 (series)</a>.</p> <p>The AFCT and ASVAB tests are different versions of the same battery of tests. Service members must attain specific scores on two or more of the ten tests that make up the ASVAB or AFCT to qualify for various training and education programs within the Coast Guard. These individual test scores, in various combinations, are called composite scores and each rating's requirement is listed in Enclosure 3 of <a href="#">The Performance, Education, and Training Manual COMDTINST M1510.10 (series)</a>.</p>
<b>ASVAB</b>	<p>The ASVAB is administered annually to more than one million military applicants, high school, and post-secondary students. The ASVAB is only administered to applicants through Military Entrance Processing Sites (MEPS) for entry into the Coast Guard. The AFCT is only given at authorized testing sites and must be taken in its entirety. (<a href="#">See ALCOAST 481/14 for further details</a>) The scores attained during retesting replace the member's current scores in Direct Access regardless if they are lower than the previous scores.</p>
<b>AFCT</b>	<p>The AFCT is a multiple choice test administered to personnel in the service who are trying to increase their Department of Defense Armed Services Vocational Aptitude Battery (ASVAB) scores. If a member's ASVAB composite scores are below the threshold to qualify them for a particular training or education program, they may take the AFCT or request a waiver in order to qualify for a particular education or training program. Waivers are not allowed for the Armed Forces Qualification Test (AFQT) score, a composite of four ASVAB subtests: Arithmetic Reasoning (AR), Mathematics Knowledge (MK), Paragraph Comprehension (PC), and Word Knowledge (WK) or to qualify for Officer Candidate School. Once a member is on active duty, there is no wait time before taking the initial AFCT.</p>

## **Section 1 Overview (continued)**

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### **Target Audience**

The target audience is FORCECOM (T) staff charged with processing and reviewing waivers. Commanding Officers/Officers in Charge (CO/OIC), Rating Force Master Chiefs (RFMC), Educational Services Officers (ESO) and members seeking a better understanding of the waiver process will also benefit by understanding and following the procedures contained within.

### **Responsibility**

Force Readiness Command, Training Division (FC-T) is responsible for technical control and oversight of this Process Guide. FC-T has delegated responsibility for maintaining this Process Guide to the Mission Support Branch (FC-Tms).

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## Section 2: Waiver Request Procedures

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### **Basis for Granting Waivers**

The Coast Guard desires people to be satisfied with their career field and allows all its enlisted members to select their rating. But it also recognizes a member's aptitude plays an important role in member success, therefore it sets limits on what schools a member may chose based on their ASVAB scores. These measures are in place to ensure success of the member and to be fiscally responsible with limited training resources. The ASVAB scores are used as an indicator of academic success in "A" School as well as an indicator of ability to succeed within a chosen rating. Members who don't have the necessary scores for entry into a rating are likely at a disadvantage. Personnel charged with reviewing and granting waivers should carefully consider both service need and individual merit before requesting or exercising their waiver authority.

### **Service Need**

It is highly recommended that you consult with the RFMC before requesting or exercising CO/OIC waiver authority. The RFMC is the best person to give advice on service need, how rigorous the "A" School curriculum is, and provide a recommendation on whether a CO/OIC should grant a waiver or pursue an FC-T waiver. Service-Need is usually dictated on whether there is a shortage in a particular rating. Waivers are more likely to be granted for critical ratings than those with long waiting lists.

### **Individual Merit**

It is critical to evaluate an individual's merit before granting or requesting a waiver. Keep in mind if a member is requesting a waiver they are NOT qualified to enter the rating. Therefore you will need to identify things the member has done that mitigate the low ASVAB score. Things to consider when determining individual merit are if the member has:

- Documented civilian work experience, earned advanced degrees or certifications related to the chosen career field?
- Completed unit qualifications and/or certifications in timely manner?
- Demonstrated academic performance related to the deficient ASVAB subtest category and able to provide documentation in the form of grade reports or unofficial transcripts?
- Attempted to raise the ASVAB scores through study and taking the AFCT?
- Demonstrated exemplary on-the-job performance.
- Demonstrated an aptitude for work related to the Rating.

**Note: Attach documentation to any waiver request!**

## Section 2: Waiver Request Procedures (continued)

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### CO/OIC Waiver Authority

If an applicant is recommended for Class “A” School training, but does not have the minimum qualifying ASVAB test scores, a CO/OIC may waive up to five points of the total of two or more ASVAB subtest scores, including the AR subtest score, to qualify an applicant to attend a Class “A” School or enroll in a Striker Program (if active). CO/OIC cannot waive:

- ASVAB scores to attend Class “C” Schools.
- A minimum AFQT score.
- A minimum subtest score if required in Enclosure (3) of [The Performance, Education, and Training Manual COMDTINST M1510.10 \(series\)](#).
- More than 5-points of a combined subtest score.

### Example of CO/OIC Waiver

SN A. B. Sea requests an ASVAB waiver to attend BM A-school.

- BM A-school ASVAB requirements are  $AR+VE = 100$ .
- There is no minimum subtest score for BM A-School.
- SN Smith’s AR is 47 and VE is 48 for a combined score of 95.
- CO/OIC may grant 5-points to the total (AR+VE).
- $AR\ 47 + VE\ 48 = 95 + 5\ \text{point CO/OIC waiver} = \text{BM A-school}$

The CO/OIC waiver is noted on the Active Duty “A” School Request Form. It may be sent directly to PSC-EPM-2 and does not require FORCECOM-T (formerly known as FC-51) endorsement or accompanying e-mail for processing.

### Requires FC-T approval

SN D. E. Eff requests a waiver for SK A-school.

- SK A-school ASVAB requirements are  $VE+AR = 105$  with a minimum VE of 51.
- SN Jones VE is 50 and AR is 55 = 105.
- Even though SN Eff’s score meets the combined total it, does not meet the minimum VE of 51 required to attend A-school.
- CO/OIC cannot waive the 1 point in the minimum VE requirement to qualify SN Jones to attend school.
- The CO/OIC would need to submit a waiver request via memorandum to FORCECOM (FC-T).

## Section 2 Waiver Request Procedures (continued)

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### FC-T ASVAB Waiver Steps

The table outlines the steps to take for members who need waivers to attend “A” School.

Step	Action
1	Obtain Member’s ASVAB Scores from Direct Access.
2	Verify rating requirements listed in Enclosure (3) of <a href="#">The Performance, Education, and Training Manual COMDTINST M1510.10 (series)</a> .
3	Verify member has completed career counseling.
4	Discuss member performance with supervisor.
5	Discuss mitigating factors with member as outlined on page 1-5 Individual Merit.
6	Evaluate whether member is deserving of a waiver.
7	Consult with RFMC.
8	Draft a memorandum to FC-T with supporting documentation.
9	Save file as a ADOBE PDF document. <ul style="list-style-type: none"> <li>a. File – Save As</li> <li>b. From the drop down menu below the file name select PDF.</li> </ul>
10	Digitally sign the PDF. <ul style="list-style-type: none"> <li>a. Open the PDF file in Adobe Acrobat.</li> <li>b. Select Fill &amp; Sign tab</li> <li>c. Select Sign with Certificate</li> <li>d. Draw signature box in the location where you would normally sign the memorandum in pen.</li> <li>e. Save the file.</li> </ul>
11	Email to: HQS-SMB-ASVAB-WAIVER-REQUESTS@uscg.mil

## Section 2 Waiver Request Procedures (continued)

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### **Waiver Timeline**

Waivers normally take 14 days to process and return a determination. It may take longer if decision authorities are unavailable due to leave or TDY or if additional information is required from the unit or member. If requests take longer than 14 days you will be notified via email and provided a cause of the delay. All requests receive a memo determination response from FC-T. Waivers are processed as follows:

1. The HQS-SMB-ASVAB-WAIVER-REQUESTS mailbox is normally checked daily during working hours unless the coordinator is on leave or National Capital Region is under a Severe Weather Advisory or other contingency.
  2. You will receive email confirmation that your request is being processed within 48 hours of receipt.
  3. The coordinator forwards the ASVAB request to the RFMC for review and recommendation.
  4. The RFMC may consult with the unit to obtain additional information or make a determination from the information provided in the email.
  5. The RFMC forwards the recommendation via email to the Chief Rating Knowledge Manager (CRKM) of the Mission Support Training Branch (FC-Tms).
  6. The CRKM reviews the request and RFMC recommendation for compliance with policy and procedure.
  7. CRKM prepares appropriate response memorandum for signature by the FC-T delegate.
  8. FC-T delegate reviews original request, RFMC recommendation and CRKM input.
  9. FC-T delegate makes final determination.
  10. CRKM issues response memorandum to request originator.
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## Section 3 Sample Waiver Request

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U.S. Department of  
Homeland Security

United States  
Coast Guard



Address  
Staff Symbol  
Phone:  
Email:

1514  
DD Mmm YYYY

### MEMORANDUM

From: Signer's Name  
ABREVIATED TITLE

Reply to Name  
Attn of: Phone

To: FORCECOM (FC-T)

Subj: FN J. DOE, EMPLID XXXXXXXX, ASVAB WAIVER REQUEST

Ref: A. Performance, Training and Education Manual, COMDTINST M1500.10C (series)

1. I request a waiver to FN Doe's ASVAB/AFCT scores to attend XX Class "A" School.
2. The member's ASVAB subtests scores are:

GS	AR	WK	PC	MK	EI	AI	SI	MC	AO

3. The member has/has not attempted to raise scores by taking the AFCT.
4. Place strong justification to support a waiver here and attach documentation as necessary. ASVAB waivers are considered on a case by case basis. Some examples of strong justification are given on page 1-5 Individual Merit:
5. Email completed memorandum in PDF format to HQS-SMB-ASVAB-WAIVER-REQUESTS.

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Copy: Member

## Forcecom Training (FC-T) Review Process

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### ASVAB Mailbox

A mailbox has been established for the receipt and management of ASVAB waiver requests and determinations at

[HQS-SMB-ASVAB-WAIVER-REQUESTS@uscg.mil](mailto:HQS-SMB-ASVAB-WAIVER-REQUESTS@uscg.mil)

### Routing Procedure

The following routing procedure will be followed for each ASVAB Waiver Request received.

Step	Action
1	Upon receipt of a new request, the coordinator verifies the ASVAB Waiver Request contains name, EMPLID, and ASVAB scores.
2	The coordinator logs receipt into the ASVAB Tracker Spreadsheet.
3	The coordinator forwards the waiver request to the RFMC for review.
4	RFMC makes recommendation to approve or deny waiver request via email back to the coordinator.
5	The coordinator forwards the request to the Chief Rating Knowledge Manager.
6	CRKM prepares Waiver Determination memorandums for FC-T delegate's signature.
7	FC-T delegate makes final decision and signs appropriate response memorandum.
8	The coordinator emails Waiver Determination to ASVAB Waiver Request originator.
9	ASVAB Waiver Request and Waiver Determination are filed electronically.

## **Forcecom Training (FC-T) Review Process (continued)**

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### **Predicting Success**

Extensive peer reviewed research has determined the ASVAB is a valid predictor of successful performance in educational programs and military occupations. It has also shown to have some validity within the civilian sector as well. The Coast Guard uses ASVAB scores as a predictor of student success in “A” School and future success within a chosen rating. It is an accepted and reliable method for determining whether someone has an aptitude for a particular rating. A rating’s ASVAB scores are determined by completing a correlation and regression analysis on “A” School participants and members of the rating. The analysis determines which subtest scores have relevance to a rating and then predicts the success rate for those particular scores. As relevant scores are lowered, the likelihood of academic failure increases exponentially.

### **Service Need**

The only way to determine if someone can pass “A” School and succeed in a rating is to give them orders to “A” School. ASVAB scores can be adjusted based on service need. It may be advantageous to lower ASVAB scores or reduce the threshold for waiver approvals for critical ratings to expand the pool of candidates. This may increase the number of academic failures over the status quo, but it will increase the overall health of the rating.

### **Service Factors**

The Coast Guard’s training budget is finite and must be expended to maximize return-on-investment. There is also a desire for our members to be satisfied with their careers which is why members are allowed to select their rating. The ASVAB waiver process enables the Coast Guard to evaluate extenuating circumstances and factors that mitigate the risk of academic failure on an individual level.

### **Delegated Authority**

RFMC recommendation weighs heavily into the approval or denial of ASVAB waivers. FC-T’s Mission Support Branch Chief (FC-Tms) has been delegated the authority to sign ASVAB determinations that align with an RFMC’s positive recommendation. FC-T’s Deputy (FC-Td), or delegate, will make the final determination in case where the RFMC denies a waiver or when FC-Tms and the RFMC disagree on the ASVAB waiver determination.

### **Appeals**

In the event an ASVAB waiver request is denied, members and commands can submit additional information in mitigation or extenuation to support an appeal. FC-T’s Division Chief serves as the signatory appeal authority for ASVAB waivers.