



DEPARTMENT OF THE NAVY
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SECNAVINST 1532.1 CH-1
ASN (M&RA)
2 Nov 16

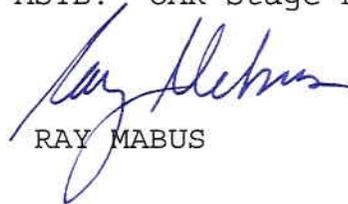
SECNAV INSTRUCTION 1532.1 CHANGE TRANSMITTAL 1

From: Secretary of the Navy

Subj: U.S. NAVY AND MARINE CORPS AVIATION SELECTION TEST
BATTERY

Encl: (1) Revised pages 2 through 6 of SECNAVINST 1532.1
enclosure (4)

1. Purpose. Change the retest interval for the Aviation Selection Test Battery from 90 full calendar days to 30 full calendar days between the date of completion of a test attempt and the start date of a subsequent retest.
2. Actions. Remove pages 2 through 6 of enclosure (4) in the basic instruction and replace with enclosure (1) of this change transmittal.
3. Records Management. Records created as a result of this change transmittal, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.
4. Forms. The below forms are controlled access and are releasable only by NMOTC.
 - a. NMOTC 1532/1 (7-2016), U.S. Navy and Marine Corps Aviation Selection Test Data.
 - b. NMOTC 1532/2 (3-2016), ASTB: OAR Stage Booklet 6.
 - c. NMOTC 1532/3 (3-2016), ASTB: OAR Stage Booklet 7.
 - d. NMOTC 1532/4 (3-2016), ASTB: OAR Stage Booklet 8.


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OCT 31 2013

SECNAVINST 1532.1
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SECNAV INSTRUCTION 1532.1

From: Secretary of the Navy

Subj: U.S. NAVY AND MARINE CORPS AVIATION SELECTION TEST
BATTERY

Ref: (a) NMOTC P-5098C (2012), Examiner's Manual for the U.S. Navy and Marine Corps Aviation Selection Test Battery, Parts I and II.
(b) OPNAV N13 Program Authorization (PA) 106
(c) OPNAV N13 Program Authorization (PA) 107
(d) OPNAV N13 Program Authorization (PA) 150D
(e) OPNAV N13 Program Authorization (PA) 150E
(f) MCO 1542.1H
(g) MCO P1100.73B
(h) COMDTINST M1500.10B, Coast Guard Education and Training Manual
(i) COMDTINST M1000.6A, Coast Guard Personnel Manual
(j) SECNAVINST 5239.3B

Encl: (1) Background
(2) Responsibilities
(3) Test Materials and Access to and Custody of Test Materials
(4) Test Administration
(5) Test Processing and Scoring
(6) Qualifying Scores
(7) Disclosure of Test Data and Test Security

1. Purpose. To define responsibilities for the management and use of the Aviation Selection Test Battery (ASTB). This instruction applies to the control and administration of all materials pertaining to the subject test battery (see reference (a)), the verification and management of test scores, and the definition of minimum qualifying scores for acceptance to aviation training. This is a complete revision and must be read in its entirety.

2. Cancellation. OPNAVINST 1532.1 and MCO 1532.1.

3. Applicability. ASTB shall be employed for all aviation officer candidates and shall apply to all entities engaged in

the recruitment and selection of candidates for aviation officer training.

4. Background. See enclosure (1).

5. Policy

a. All Navy and Marine Corps aviation officer candidates shall generate a complete set of ASTB scores by completing the exam per this instruction and must meet minimum score requirements (Navy minimums defined in references (b) through (e); Marine Corps minimums defined in references (f) and (g)).

b. All Navy officer candidates applying to a program requiring Officer Aptitude Rating (OAR) scores shall generate a complete set of OAR scores by completing the exam per this instruction.

c. All United States Coast Guard aviation officer candidates who take the ASTB must meet minimum score requirements defined in references (h) and (i).

d. All activities shall comply with reference (j) concerning Information Assurance.

6. Responsibilities. See enclosure (2).

7. Test Materials. Test materials refer to the manuals, test books, answer sheets, and peripherals required for administration of the ASTB. Additional information on test materials is provided in enclosure (3) and reference (a).

8. Access to and Custody of Test Materials. This section explains the process to follow for requesting and receiving access to the Automated Pilot Examination system and custody of ASTB test materials (see enclosure (3) and reference (a)). Address inquiries and requests for test materials to: Commanding Officer, Navy Medicine Operational Training Center (NMOTC), Naval Aerospace Medical Institute Detachment (Code 341), 340 Hulse Road, Pensacola, FL 32508-1092.

9. Test Administration. This section provides detailed guidance on ASTB test administration procedures (see enclosure (4) and reference (a)).

10. Test Processing and Scoring. NMOTC is responsible for processing tests and determining official scores. Additional detail is provided in enclosure (5).
11. Qualifying Scores. Minimum qualifying scores of Student Naval Aviators are determined by the Surgeon General of the Navy (CNO (N093)). The Navy, Marine Corps, and Coast Guard may establish higher scores to meet the needs of their individual Services. See enclosure (6) for additional information.
12. Disclosure of Test Data. This section explains who may request access to test data and the process to follow to request such access (see enclosure (7)).
13. Test Security. Test materials are designated "For Official Use Only." Security procedures must follow reference (a). Additional information is provided in enclosure (7).
14. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.
15. Forms. The forms listed below are required for administration of the ASTB. Due to the nature of their content, they are released by NMOTC only to users with a legitimate need for access to them.
 - a. NMOTC 1532/1 (7-2011), U.S. Navy and Marine Corps Aviation Selection Test Data.
 - b. NMOTC 1532/2 (3-2012), ASTB: OAR Stage Booklet 6.
 - c. NMOTC 1532/3 (3-2012), ASTB: OAR Stage Booklet 7.
 - d. NMOTC 1532/4 (3-2012), ASTB: OAR Stage Booklet 8.


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BACKGROUND

1. The U.S. Navy and Marine Corps Aviation Selection Test Battery (ASTB) consists of seven sections: the Math Skills Test (MST), Reading Comprehension Test (RCT), Mechanical Comprehension Test (MCT), Aviation and Nautical Information Test (ANIT), the Naval Aviation Trait Facet Inventory (NATFI), the Performance-Based Measures (PBM) battery, and the Biographical Inventory with Response Verification (BI-RV).

2. Six score components are derived from weighted combinations of these sections: the Academic Qualifications Rating (AQR), Pilot Flight Aptitude Rating (PFAR), Flight Officer Flight Aptitude Rating (FOFAR), Pilot Aviation Fit (PAF) Score, Flight Officer Aviation Fit (FOAF) Score, and Officer Aptitude Rating (OAR).

3. The ASTB was developed using industry standard scientific methods to predict the success of students in aviation officer training programs. The complete test battery is used as a primary selection instrument for aviation programs by the Navy, Marine Corps, and Coast Guard. The OAR score, derived from the MST, RCT, and MCT only, is used for selecting non-aviation officer candidates.

4. The ASTB is available online through the Automated Pilot Examination (APEX) secure Web-based testing platform.

a. Portions of the ASTB are also available in paper-and-pencil format. These include the MST, RCT, and MCT. It is possible to generate an OAR, which is based only on the MST, RCT, and MCT, without use of the APEX system or access to a computer.

b. The ANIT, NATFI, PBM and BI-RV, must be taken online.

(1) The ANIT, NATFI, and PBM must be taken online using the APEX platform at an authorized ASTB examination site.

(2) The BI-RV may be taken on any Web-enabled computer by an examinee using a username and password provided by his or her examiner. This may, but is not required to be, an APEX-equipped workstation.

5. The ASTB subtests available in both paper-and-pencil format and Web-based format are psychometrically equivalent. There is no difference in pass rates or difficulty between Web-based and paper-based subtest content, or between different paper ASTB form numbers.

6. Continued success of the ASTB program depends upon security of testing materials, strict adherence to standardized testing procedures, and timely processing of completed tests.

7. Applicants to aviation or non-aviation officer programs must have attained appropriate qualifying score(s) on the ASTB before reporting for training.

RESPONSIBILITIES

1. Surgeon General of the Navy (CNO (N093)) determines the minimum qualifying scores for Student Naval Aviators (SNAs) and Student Naval Flight Officers (SNFOs) and will review all appeals resulting from Navy Medicine Operational Training Center (NMOTC) decisions regarding matters relating to ASTB testing and test procedures. Minimum scores can be set higher than these by Navy, Marine Corps, or Coast Guard Program Authorizations to accommodate the needs of each entity.
2. Navy Medicine Education and Training Command (NMETC) as the immediate superior in command (ISIC) for NMOTC, will provide appropriate review of the ASTB instruction.
3. Navy Medicine Operational Training Center (NMOTC) is responsible for procuring, distributing, processing tests, determining official scores, and controlling all test materials pertaining to the U.S. Navy and Marine Corps ASTB, subject to the limitations discussed in enclosure (3). NMOTC is responsible for maintaining a continuing assessment of validity indices of the ASTB program for selection and prediction of success in aviation programs. NMOTC is responsible for development, identification, fielding, and validation of new test procedures and items to include data collection and analyses to ensure the highest possible level of predictive validity is maintained.
4. Commander, Navy Recruiting Command (CNRC) determines the minimum qualifying scores for non-aviation officer programs for the Navy. CNRC may raise the minimum scores for SNAs and SNFOs for the Navy following references (b) through (e), respectively.
5. Headquarters, Marine Corps (HQMC) determines the minimum qualifying scores for non-aviation officer programs for the Marine Corps. HQMC may raise the minimum scores for SNAs and SNFOs for the Marine Corps per references (f) and (g).
6. Commander, Coast Guard Personnel Command (CGPC) is responsible for establishing minimum scores for SNAs for the Coast Guard per references (h) and (i).
7. Commanding Officers of activities receiving test materials are accountable for maintaining inventory and security of test

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materials and for assuring standardized test administration. As discussed in enclosure (3), Commanding Officers may, under some circumstances, be asked to procure non-paper test materials for their facilities.

TEST MATERIALS AND ACCESS TO AND CUSTODY OF TEST MATERIALS

1. Test Materials. For purposes of this instruction, the term "test materials" refers to the following:

a. NMOTC P-5098C (2012) Part I, Examiner's Manual for the U.S. Navy and Marine Corps Aviation Selection Test Battery, APEX Platform Version 4.0.

b. NMOTC P-5098C (2012) Part II, Examiner's Manual for the U.S. Navy and Marine Corps Aviation Selection Test Battery, Paper Version.

c. Test Books. The first three subtests of the Aviation Selection Test Battery (ASTB) (Math Skills Test (MST), Reading Comprehension Test (RCT), and Mechanical Comprehension Test (MCT)) used to generate Officer Aptitude Rating (OAR) scores are presented in the ASTB: OAR Stage Booklet, of which three forms are currently in use:

(1) NMOTC 1532/2, ASTB: OAR Stage Booklet 6.

(2) NMOTC 1532/3, ASTB: OAR Stage Booklet 7.

(3) NMOTC 1532/4, ASTB: OAR Stage Booklet 8.

d. Test Answer Sheets. NMOTC 1532/1, U.S. Navy and Marine Corps Aviation Selection Test Data.

e. Hands On Throttle and Stick (HOTAS). Each APEX terminal to be used to administer the full ASTB must be equipped with a Commercial Off-the-Shelf (COTS) USB-capable HOTAS. Navy Medicine Operational Training Center (NMOTC) maintains a list of USB-capable HOTAS sets that have been determined to yield psychometrically equivalent scores and are authorized for use in administration of the ASTB.

f. Headphones. Each terminal must also be equipped with earmuff-equipped headphones with left- and right-labeled earpieces. No specific list of authorized models is maintained.

2. Access to and Custody of Test Materials

a. Distribution and Control. NMOTC is primarily responsible for procuring, distributing, and controlling test materials pertaining to the ASTB.

(1) NMOTC retains exclusive responsibility for procurement, distribution, and control of all paper test materials pertaining to the ASTB including Examiner's manuals, test books, and test answer sheets.

(2) NMOTC retains primary responsibility for distribution, procurement, and control of HOTAS and headphone sets, subject to the following limitations:

(a) In instances where the rate of consumption of HOTAS or headphone sets is determined by NMOTC to be excessive, or where NMOTC funding is unavailable, NMOTC may decline to furnish immediate replacements for damaged materials.

(b) In such cases, Commanding Officers of test activities may be asked to procure their own HOTAS or headphone sets replacements.

b. Activities receiving test materials are accountable for maintaining inventory and security of test materials and for assuring standardized test administration per reference (a).

c. Permanent Custody and APEX Access. Permanent custody of test materials and or access to the Web-based APEX platform for test delivery may be assigned to activities whose mission requires frequent ASTB administrations. The process for requesting permanent custody of test materials and or access to the APEX testing platform is explained in more detail in reference (a). Each permanent custody request must include the following with respect to administering the ASTB/OAR:

(1) Adequate security for test materials.

(2) Adequate testing facilities.

(3) Qualified test administrators:

(a) Command Career Counselor

(b) Education Services Officer.

(4) Compliance with standardized testing procedures per reference (a).

d. Temporary Custody and APEX Access. Where it is impractical for applicants to travel to an activity having permanent custody of test materials or access to the APEX platform, temporary custody of paper materials or APEX access may be requested for periods of 30 to 90 days as authorized by NMOTC (Code 341). Temporary custody requests are typically only granted for administration of OAR exams since complete ASTBs require access to APEX. Requests for temporary custody must be made in writing from the applicant's Commanding Officer. Requests for custody extension must be in writing to the address provided under paragraph 7f below and provide suitable justification. Reference (a) provides an example for use in preparing such requests.

(1) Each temporary custody request must address the following with respect to administering the ASTB/OAR:

(a) Adequate security for test materials.

(b) Adequate testing facilities.

(c) Qualified test administrators such as Command Career Counselors and Education Services Officer.

(d) Compliance with standardized testing procedures per reference (a).

(2) The request for temporary custody must include the following information about each applicant:

(a) Name.

(b) Social Security Number (SSN). Full SSN is required for purposes of test fairness and validity evaluations as well as to verify examinee identity, as the majority of ASTB examinees are non-DoD personnel.

(c) Program to which the individual is applying.

e. Personnel to be authorized by NMOTC to administer the ASTB on either a temporary or permanent basis are required to

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have current training and must sign a statement acknowledging their responsibility for maintaining security of the test materials. This statement is provided in the Appendix of reference (a).

f. Address inquiries and requests for test materials to:
Commanding Officer, NMOTC, Naval Aerospace Medical Institute
Detachment (Code 341), 340 Hulse Road, Pensacola, FL 32508-1092.

TEST ADMINISTRATION

1. Test Administration. All reasonable efforts must be made to provide Aviation Selection Test Battery (ASTB) administration opportunities to all properly qualified applicants from the civilian community as well as active duty and reserve military personnel, whether inside the Continental United States (CONUS), outside the Continental United States (OCONUS), ashore, or at sea. Positive identification of the applicant and verification of his or her social security number (SSN) must be made before administering the ASTB.

2. Procedures. Custodians of test materials must ensure that personnel assigned to administer the ASTB have a thorough understanding of the provisions of reference (a) for ASTB administration. Procedures stated in reference (a) are to be followed explicitly. Any irregularities must be reported immediately to Navy Medicine Operation Training Center (NMOTC) (Code 341). Administration of the ASTB may be conceptualized as consisting of four stages:

a. Officer Aptitude Rating (OAR) Stage (Math Skills Test (MST), Reading Comprehension Test (RCT), and Mechanical Comprehension Test (MCT)). These first three subtests are available online via APEX in computer-adaptive format or in paper-and-pencil format in three forms, NMOTC 1532/2, NMOTC 1532/3, or NMOTC 1532/4.

b. ANIT and NATFI Stage. These two subtests are only available online via APEX in computer-adaptive format.

c. Performance-Based Measures (PBM) Stage. This portion of the battery is only available online through an APEX terminal equipped with approved HOTAS and headphones.

d. Biographical Inventory with Response Verification (BI-RV). This portion of the battery may be completed at any Web-enabled computer, and need not be completed under supervision. The BI-RV is accessible through a username and password-protected Web site. When registering an examinee for a complete ASTB in the APEX system, examiners will automatically generate a letter for the examinee containing the Web address and an examinee-specific username and password which will remain

valid for 30 days from the date of the generation of the BI-RV letter.

(1) Scores will not be generated for a full ASTB administration until all subtests, including the BI-RV, are completed.

(2) Failure to complete the BI-RV within 30 days will result in failure to complete the ASTB, will not generate AQR, PFAR, FOFAR, PAF, or FOAF score components, and will count as one of the examinee's three lifetime attempts at the ASTB.

3. Retests. A lifetime limit of three ASTB administrations is mandated for the ASTB. The portions of the battery available in paper-and-pencil format are available in three forms, NMOTC 1532/2, NMOTC 1532/3, or NMOTC 1532/4, none of which may be taken more than once. The ASTB administered online via APEX is delivered in computer-adaptive format, presenting a different combination of items to examinees on each administration. The adaptive ASTB may be used for any number of an examinee's permitted attempts (i.e., one, two, or all three). After three attempts at the ASTB, an examinee will be ineligible for further ASTB testing. Previous administrations of ASTB forms no longer in use do not count toward the lifetime three-administration limit. The following retest policies apply:

a. The retest shall occur only after 30 full calendar days have elapsed between the date of completion of the first full ASTB administration, and the start date of the retest. Do not retest before the 31st day.

b. Illegal Retests. In cases where an applicant is given a non-adaptive test form he or she has already taken, the illegal administration will fail to generate any valid scores, but is still to be counted as one of his or her retest opportunities. Before administering any portion of the ASTB to an applicant, the examiner shall verify the applicant's test history either by querying the APEX system or by contacting NMOTC (Code 341) directly.

c. Applicants who have taken the entire ASTB and are being retested must take the entire battery again even though they may be satisfied with their performance on parts of it.

d. An ASTB applicant who fails to complete the BI-RV within 30 days of the generation of his or her BI-RV password letter will fail to generate a complete set of ASTB scores for that attempt, and must wait until the 31st day following completion of the last subtest attempted to take the ASTB again. If the BI-RV-incomplete applicant does not have a retest opportunity remaining, he or she is ineligible to complete the ASTB.

4. Merged Tests. An applicant who has taken the OAR Stage (MST, RCT, and MCT) of the ASTB only, referred to hereafter as a merge-pending applicant, may subsequently complete the ANIT, NATFI, and PBM within 30 days of the OAR completion. The examinee will then have 30 days from the generation of the BI-RV letter to complete the BI-RV to obtain a complete set of ASTB scores. This is called a merged test.

a. A merge-pending applicant who desires to generate a complete set of ASTB scores when more than 30 days have elapsed since taking the OAR Stage must retake the entire ASTB. That applicant's existing OAR test data cannot be used to generate a merged test. If the merge-pending applicant does not have a retest opportunity remaining, he or she is ineligible to complete the ASTB.

b. An applicant who completes the OAR is not eligible to retake the OAR until 30 days have elapsed. An attempt to take the entire ASTB (which would include a reattempted OAR) when fewer than 30 days have elapsed since his or her OAR Stage completion will generate an illegal test, and not a successfully merged ASTB administration.

c. A successfully merged test is considered to be a single ASTB administration for purposes of lifetime test administration limits.

d. The next legal test date following a completed merged test is 31 days from the completion of the last section of the full ASTB.

5. Legal Retest Examples

a. Table 1 below provides examples of how legal retest days and legal retest options are determined.

Table 1

Attempt	Prev Attempt(s) Form	Legal Forms Allowed	Form Taken	OAR Day	ASTB Day	BI-RV Day	Legal Retest Day	Retest Options
1		APEX, 6, 7, 8	APEX	0	0	0	31	APEX, 6, 7, 8
1		APEX, 6, 7, 8	APEX	0	0	15	46	APEX, 6, 7, 8
1		APEX, 6, 7, 8	APEX	0	0	30	61	APEX, 6, 7, 8
1		APEX, 6, 7, 8	6	0	10	37	68	APEX, 7, 8
1		APEX, 6, 7, 8	6	0	18	48	79	APEX, 7, 8
1		APEX, 6, 7, 8	6	0	30	60	91	APEX, 7, 8
2	APEX	APEX, 6, 7, 8	APEX	0	0	0	31	APEX, 6, 7, 8
2	6	APEX, 7, 8	APEX	0	0	20	51	APEX, 7, 8
2	7	APEX, 6, 8	APEX	0	0	30	61	APEX, 6, 8
2	APEX	APEX, 6, 7, 8	6	0	12	32	63	APEX, 7, 8
2	6	APEX, 7, 8	7	0	24	54	85	APEX, 8
2	7	APEX, 6, 8	6	0	30	60	91	APEX, 8
3	APEX x 2	APEX, 6, 7, 8	APEX	0	0	0	N/A	None
3	APEX, 6	APEX, 7, 8	APEX	0	0	10	N/A	None
3	6, 7	APEX, 8	APEX	0	0	30	N/A	None
3	APEX, 8	APEX, 6, 7	6	0	16	30	N/A	None
3	6, 8	APEX, 7	7	0	28	58	N/A	None
3	6, 7	APEX, 8	8	0	30	60	N/A	None

Note: Form 6 - NMOTC 1532/2; Form 7 - NMOTC 1532/3; Form 8 NMOTC 1532/4

b. The following scenarios are presented to help clarify these requirements:

(1) Applicant A starts and finishes the full ASTB online via APEX, including the BI-RV, in a single day. This is considered Day 0. Day 1 is the day after the completion of the test. The applicant must wait a full 30 days before attempting an OAR or another full ASTB. On Day 31, the applicant becomes eligible to retake the ASTB or OAR online or in any paper format.

(2) Applicant B takes the full ASTB online via APEX. This is considered Day 0, with Day 1 being the day after the test is completed. A BI-RV password letter is generated for him on Day 0, giving him through Day 30 to complete the BI-RV. He completes the BI-RV on Day 12. He is now eligible to retake the ASTB or OAR, online or in any paper format, on or after Day 43 (12 + 31).

(3) Applicant C takes the OAR online via APEX. This is considered Day 0, with Day 1 being the day after the OAR is completed. On Day 17, the applicant decides she wants to be an aviator. She must now complete the ANIT, NATFI, and PBM sections of the ASTB no later than the end of Day 30. She completes these on Day 28. On Day 28, a BI-RV password letter is generated for her, giving her through Day 58 (28 + 30) to complete the BI-RV. She completes it on Day 45. She is now eligible to retake the OAR or full ASTB, online or in any paper format, on or after Day 76 (45 + 31).

(4) Applicant D is at sea and wishes to become a flight officer. He completes Stage 1 of the process by taking NMOTC 1532/2 in its entirety on Day 0. He now has through Day 30 to complete Stages 2 and 3 of the ASTB (the ANIT, NATFI, and PBM). He arrives at an APEX test site on Day 15 to complete Stages 2 and 3. He completes them on Day 15, generating a BI-RV password letter, which gives him until day 45 (15 + 30) to complete the BI-RV. He completes the BI-RV on Day 38. He is now eligible to retake the NMOTC 1532/3 or NMOTC 1532/4, or the full ASTB online on, or after Day 69 (38 + 31). He visits another test site on Day 68, and asks to be given NMOTC 1532/2, which is then administered to him. Upon receipt of this test answer sheet by NMOTC, it is logged as an illegal retest for two reasons: 1) the applicant was given the same form (NMOTC 1532/2) as his first attempt and 2) the applicant retested one day too early. Additionally, this illegal retest counts as a lifetime attempt. As a result, Applicant D only has one retest available and must wait until Day 99 (68 + 31) to retest.

(5) Applicant E takes the first three ASTB Stages (i.e., OAR, ANIT and NATFI, and PBM) online via APEX on Day 0, generating a BI-RV password letter, which gives him until Day 30 to complete the BI-RV. He fails to complete the BI-RV in time; this generates an OAR score only, and no other ASTB scores for his first lifetime attempt. He now has two lifetime attempts remaining of either the OAR or ASTB and is eligible to reattempt the ASTB or the OAR on Day 31. He takes NMOTC 1532/3 on Day 50, and is therefore eligible to complete ASTB Stages 2 and 3 through Day 80 (50 + 30). He completes the ANIT, NATFI, and PBM sections (Stages 2 and 3) online via APEX on Day 80, generating a BI-RV password letter, which gives him until Day 110 (80 + 30)

to complete the BI-RV. He completes it on Day 110, and successfully generates a complete set of ASTB scores. He has one retest opportunity remaining.

6. Test History Verification. Before administering any portion of the ASTB to an applicant, the examiner shall verify the applicant's test history either by querying the APEX system or by contacting NMOTC (Code 341) directly. Required information includes applicant name, SSN, the dates of all previous full or partial ASTB administrations, and form numbers administered on all previous administrations.

7. Forwarding Test Answer Sheets. Forward completed test answer sheets within five working days of any test administration, to Commanding Officer, NMOTC, NAMI Detachment (Code 341), 340 Hulse Road, Pensacola, Florida 32508-1092. Shipping may be conducted via any nationally recognized carrier, as long as documents are assigned a tracking number by that carrier, include a transmittal form, and require signature upon receipt. Transmittal form provided in Appendix of reference (a).

TEST PROCESSING AND SCORING

1. Test Processing and Scoring. Navy Medicine Operational Training Center (NMOTC) is responsible for processing tests and determining official scores.
2. Test Answer Sheet Completeness Review. Test answer sheets are reviewed and demographic information verified, e.g., race, gender, test form taken, etc., for completeness and accuracy. Incomplete test answer sheets cannot be processed, but may still be counted as exams for purposes of establishing the number of retests remaining and test eligibility dates. Testing activities are required to provide the examinee demographic information required for Aviation Selection Test Battery (ASTB) processing.
3. Scores. Test answer sheets are machine scored after receipt by NMOTC. Scores from these tests are maintained in a NMOTC database of official scores. Web-administered ASTB exams are scored immediately by computer, and can generate official ASTB scores on letterhead immediately after test administration. Web-administered ASTB scores are stored in the same official database as paper-and-pencil administered OAR scores. Only the applicant's most recent legal scores are considered for program eligibility, even if higher scores were obtained on a previous test. Scores derived from legal tests will not expire and will be valid for a lifetime.
4. Retest Eligibility. An applicant's official score will be derived from his or her most recent legal test. A retest determined to be illegal due to inadequate time between tests or improper form usage will not replace legal scores of record.
5. Violations of Testing Procedures. Testing procedures are detailed in reference (a). Violations of testing procedures will not be tolerated at any time and will be handled as outlined in reference (a).
6. Screening. Each aviation or officer program applicant reporting for training must have official scores which meet or exceed the standards set by the appropriate authority of the Navy, Marine Corps, or Coast Guard.

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a. Only applicants who have attained qualifying scores shall be referred to flight surgeons or aviation medical examiners for flight physical examinations. An exception to this is permitted when waiting for test results will result in candidate processing delays.

b. Any applicant who has not attained these standards is ineligible for entry into officer training.

7. Appeals. All appeals resulting from NMOTC decisions regarding matters relating to ASTB testing and test procedures shall be made to the Bureau of Medicine and Surgery (BUMED M3B3) with an information copy to NMOTC (Code 341).

QUALIFYING SCORES

1. Aviation Programs. Qualifying scores must meet certain minimums which are determined by the Surgeon General of the Navy (CNO (N093)). The Surgeon General of the Navy recommends the following minimum test scores for Student Naval Aviators (SNAs) and Student Naval Flight Officers (SNFO's):

a. SNA ASTB minimums are AQR 3, PFAR 3, and PAF 2. FOFAR and FOAF scores will not be considered in SNA selection decisions.

b. SNFO's ASTB minimums are AQR 3, FOFAR 3, and FOAF 2. PFAR and PAF scores will not be considered in SNFO selection decisions.

c. Note that minimum qualifying scores may be set higher than these by Navy, Marine Corps, or Coast Guard Program Authorizations to accommodate the needs of each Service.

2. Officer Programs. Qualifying scores for non-aviation officer programs are published under separate directives by Commander, Navy Recruiting Command or Headquarters Marine Corps, as appropriate.

DISCLOSURE OF TEST DATA AND TEST SECURITY

1. Disclosure of Test Data. Test data that identifies individual applicants will be divulged only to personnel processing the individual's application, training administrators for the purpose of selection and placement, and researchers using this data for the development and validation of new selection tests and procedures. Individuals desiring their own test results may request, by letter or e-mail with social security number (SSN) included, a score report from Navy Medicine Operational Training Center (NMOTC) (Code 341). If requesting a score report via e-mail, the e-mail must be sent from a military, government, or university account, e.g., .mil, .gov, or .edu. All e-mails containing Personally Identifiable Information (PII) such as SSNs, including the sender's own SSN, must be sent encrypted and digitally signed per reference (j). When Protected Health Information (PHI) or PII is to be transmitted by e-mail, Navy Medicine personnel shall only use government furnished equipment and software, and encrypt the sensitive information with Department of Defense (DoD)-approved encryption methods prior to transmission. This requires authorized, non-DoD recipients to use a DoD-approved digital certificate to encrypt and decrypt sensitive e-mail.

2. Test Security. Test materials are designated "For Official Use Only." Security procedures must follow reference (a).

a. NMOTC shall require all test material custodians to provide an inventory of test material annually.

b. When test materials become worn or otherwise unfit for use, forward with tracking number via a nationally recognized carrier to NMOTC (Code 341) for disposal. Packages should be plainly marked, "To be opened by personnel authorized to handle test materials." The cover letter must list materials being forwarded and request receipt acknowledgement.

c. Custodians of test materials must take all reasonable precautions to ensure the following:

(1) Personnel responsible for test materials are thoroughly acquainted with the need for security of these materials.

(2) Materials will be handled only by personnel designated in writing by their Commanding Officer.

d. Access will not be assigned to personnel who may later require official Aviation Selection Test Battery scores of their own. Members being assigned duties involving handling test materials must take the entire test battery before assuming duties. Scores derived from this test will become their permanent scores of record.

e. If any test forms are lost or compromised, the incident shall be reported immediately to NMOTC (Code 341). An investigation shall be directed by the Commanding Officer of the custodial activity and results of the investigation forwarded to NMOTC. At the discretion of NMOTC, the compromised form may be suspended at all testing locations for a period not to exceed 6 months.

f. Failure to observe test security requirements that results in a compromise of test material may be punishable under the Uniform Code of Military Justice.