

## Personnel Selection and Classification

### Administering and Scoring the Enlistment Screening Test

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#### Summary

This pamphlet describes the procedures for requisitioning, storing, safeguarding, administering, scoring, and disposing of the Army National Guard (ARNG) Enlistment Screening Test (EST).

#### Applicability

This pamphlet applies only to the Army National Guard. It does not apply to the active Army or US Army Reserve.

#### Impact on New Manning System

This pamphlet does not contain information that affects the New Manning System.

#### Interim changes

Interim changes to this pamphlet are not official unless they are authenticated by the Executive, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

#### Suggested improvements

The proponent agency of this pamphlet is the Army National Guard Recruiting and Retention Management Center. Users are invited to send comments and suggested improvements on DA Form 2028 (*Recommended Changes to Publications and Blank Forms*) directly to NGB-ARP-RRM, WASH, DC 20310-2500

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#### 1. Purpose

This pamphlet provides procedures for administering and scoring the Enlistment Screening Test (EST), and assigns responsibilities for the conduct of the test. The EST is designed to identify applicants with the potential to receive qualifying scores on the Armed Services Vocational Aptitude Battery (ASVAB). The EST is administered by recruiting personnel before applicants are sent to Mobile Examining Test Sites (METS) or Military Entrance Processing Stations (MEPS), Headquarters, Department of the Air Force is the responsible Department of Defense (DOD) agency for this test. The National Guard Bureau (NGB) reprints and distributes the test for the ARNG.

#### 2. Reference

AR 340-17 (Release of Information and Records from Army Files) is a required publication. (*Cited in para 7.*)

#### 3. Explanation of abbreviations

Abbreviations used in this pamphlet are explained in the Glossary.

#### 3. Responsibilities

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#### a. Chief, ARNG Recruiting and Retention Management Center (NGB-ARP-RRM). NGB-ARP-RRM will--

(1) Maintain liaison with Headquarters, Department of the Air Force to ensure that EST materials are current.

(2) Ensure that adequate stocks of EST materials are provided to NGB-AD to meet the needs of all States.

(3) Ensure that the ARNG Recruiter and Sales Course includes initial training on the EST.

#### b. Chief, NGB Advertising Support Center (NGB-AD). NGB-AD will store national stocks of EST materials and issue them to the State RRM's.

#### c. State Recruiting and Retention Managers (RRM). State RRM's will--

(1) Determine required levels of, and requisition from NGB-AD, EST materials to meet recruiters' needs.

(2) Store State supplies of EST materials, and fill requisitions from recruiters.

(3) Establish and ensure compliance with State policies and procedures for the EST.

(4) Conduct a briefing or class on EST policies and procedures at least once each fiscal year.

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\*This pamphlet supersedes NGB Pam 611-53, 1 January 1985.

**d. Full-Time Recruiting Force (FTRF) Area NCOICs.** The NCOICs will--

(1) Ensure that recruiters receive adequate initial and resupply issues of EST materials based on experience with the number of applicants tested.

(2) Inventory recruiters' EST materials at six-month intervals for accountability and condition.

(3) Ensure that recruiters safeguard, use, and dispose of EST materials properly.

**e. Recruiters.** Recruiters are responsible for the following:

(1) Requisition, store, safeguard, administer, and dispose of EST materials according to this pamphlet and State recruiting programs.

(2) Administer the test to applicants who meet the basic qualifications for enlistment.

(3) May advise prospects and applicants of commercially available test study materials and guides. Recruiters are not authorized to possess any such materials or guides for use with or by applicants or prospects.

(4) Explain EST results to applicants. Recruiters will not explain missed questions or "problems," conduct any study sessions or practice, nor provide any form of assistance, interpretation, or familiarization.

(5) Maintain all EST in their issued condition. Any booklets that are worn, dirty, "marked up," or torn will be returned to their RRM and replacement requested.

(6) Dispose of used answer sheets in accordance with standard procedures for the handling of classified materials.

## 5. Eligibility

**a.** Applicants who have a valid ASVAB score are exempt from taking the EST.

**b.** Applicants may be exempted from taking the EST if they scored--

(1) An 85 or higher on the Pre-Scholastic Aptitude Test (PSAT), with 40 on verbal and 45 on math; or--

(2) An 850 or higher on the Scholastic Aptitude Test (SAT) with 400 on verbal and 450 on math; or--

(3) An 18 or higher on the American College Test (ACT).

**c.** All applicants not covered under *a* or *b* above are required to take the EST before they are processed.

## 6. Composition

The EST is comprised of three items.

**a.** Test Booklet, Armed Forces EST Form A or Armed Forces EST Form B.

**b.** Armed Forces EST Form A Answer Sheet or Armed Forces EST Form B Answer Sheet.

**c.** Armed Forces EST Answer Key and Prediction Tables.

## 7. Safeguarding

All EST materials are classified **FOR OFFICIAL USE ONLY (FOUO)**. The following information is required by the special conditions of recruiting duty. For additional guidance, see AR 340-17.

**a.** Individual recruiters and their Area NCOICs are responsible for the security and accountability of EST materials. Formal accounting on DA Form 410 (Receipt for Accountable Form) is not required but, at local option, may be maintained.

**b.** When not in use, EST materials will be stored in a locked container or locked desk.

(1) Recruiters may keep operational supplies in carrying cases. These must be locked when left unattended.

(2) Recruiters with no fixed office may, when authorized by State RRM (*such as in the State recruiting program*), store EST materials in a locked container at their quarters/homes.

**c.** DA Label 87 (*FOUO Cover Sheet*) is used with test sets and materials except when the test is being administered, scored, or stored.

**d.** All EST materials (*under DA Label 87*) may be sent by regular mail. The envelope or box must prevent disclosure of the contents.

## 8. Automation

Automation of the EST is not authorized without prior written approval from NGB-ARP-RRM.

## 9. Administration

**a. Test site.** The test will be administered in any area that is quiet, has a flat writing surface and adequate light, and which is free from distractions. When testing two or more applicants, separate them.

**b. Preparation.**

(1) The recruiter must be thoroughly familiar with this pamphlet, the test directions, and the test.

(2) Give each applicant one test booklet, one answer sheet, clean scratch paper, and two sharp pencils with erasers.

*c. Time.* Allow each applicant 47 minutes for the test; 12 minutes for the Verbal Ability section and 35 minutes for the Mathematical Ability section.

*d. Instructions.*

(1) Have applicants read all test instructions before the test begins.

(2) Answer any questions the applicants may have on the instructions of the test only. However, there will be no explanation or translation in any language except English.

(3) Explain to any friends, family members and other applicants present that they may not talk with testing applicants nor answer any questions from them during the test.

*e. Follow-up.*

(1) After the test, collect all materials including the scratch paper.

(2) Score the test according to paragraph 10 and annotate score on NGB Form 219.

(3) Check each test booklet for erasable marks, and ensure that all pages are there and that they are serviceable.

(4) Destroy all used Test Answer Sheets and scratch paper.

(5) Secure remaining test materials.

## 10. Scoring and AFQT Prediction

*a. Scoring.* The EST is scored using Table 1 of the Armed Forces EST Answer Key and Prediction Tables for EST Form A and Table 2 for EST Form B. For each test form, the total EST score is determined by adding the number of correct responses on the Verbal Ability subtest to the number of correct responses on the Mathematical Ability subtest.

*b. AFQT Prediction.* Tables 3 and 7, for Test Forms A and B, respectively, are used to predict an applicant's probable ASVAB performance. The tables can be used to predict the probability, or percent chance, of an applicant actually attaining an AFQT percentile score of at least 21, 31, 50, or 65 on the ASVAB.

## 11. Counseling

*a.* Using Table 3 (or Table 4, depending on the EST Form) you can counsel the applicant as to his/her chances of obtaining an AFQT percentile score at the various levels in the enlistment

qualifying range. It can then be assessed that there is a likelihood that the applicant will qualify for enlistment or a desired enlistment program.

*b.* If it is apparent that the applicant has a very low probability of even qualifying for enlistment, explain to the applicant that it is unlikely that he/she will obtain a qualifying score on the ASVAB. Show the applicant how his/her scores were converted using Table 3 (or 4), if desired. Determine through further interview if it seems worthwhile to send the applicant for ASVAB testing unless this is precluded by State policy.

## Glossary

### Abbreviations

#### ACT

American College Test

#### AR

Army Regulation

#### ARNG

Army National Guard

#### ASVAB

Armed Services Vocational Aptitude Battery

#### DA

Department of the Army

#### DOD

Department of Defense

#### EST

Enlistment Screening Test

#### FOUO

For Official Use Only

#### FTRF

Full-Time Recruiting Force

#### MEPS

Military Entrance Processing Station

#### METS

Military Examining Test Site

#### NCOIC

Noncommissioned Officer in Charge

#### NGB-AD

National Guard Bureau Advertising Support Center

**NGB-ARP-RRM**  
Army National Guard Recruiting and Retention  
Management Center

**PSAT**  
Pre-Scholastic Aptitude Test

**RRM**  
Recruiting and Retention Manager

**SAT**  
Scholastic Aptitude Test

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