

# APT

# Army Personnel Testing

Test  
Control  
Officer  
Handbook

July 2019

**Army, National Guard,  
and Army Reserve**

Department of the Army  
Headquarters, U.S. Army Human Resources Command  
Army Continuing Education System  
Army Personnel Testing Program

## ❖ SUMMARY OF CHANGES

This revision of the *Army Personnel Testing (APT) Test Control Officer (TCO) Handbook*, dated June 2019, includes the following changes from the previous version:

- ❑ Changes all references to DLPT-V to DLPT 5 to align with the DMDC website
- ❑ Updates the contact information for the APT Program Office
- ❑ Updates the requirements for completion of a DA Form 4187 for testing (Section 3.1)
- ❑ Updates the perimeters for testing other service academy students (Section 3.6)
- ❑ Updates the Testing Staff Responsibilities (Section 4.3)
- ❑ Revises the wait time from 72 hours to 7 business days before Soldiers may request a trouble ticket for the reporting of their DLPT scores (Section 5.3)
- ❑ Provides the links for the ECL testing reference guides (Section 6.1)
- ❑ Revises and clarifies the requirements for requesting an exception to policy for retesting (Section 7.5)
- ❑ Updates several Points of Contact (Appendix 3)
- ❑ Updates several Sample Forms (Appendix 13)
- ❑ Adds a blank Account Validation form to the Sample Forms (Appendix 13)
- ❑ Updates several Sample Memorandums (Appendix 14)

## ❖ CREDITS

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## PURPOSE

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The purpose of this handbook, commonly known as the TCO Handbook, is to provide policy guidance and procedures to APT personnel in the administration of the APT program.

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## APT POINTS OF CONTACT (POC)

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Refer to [Appendix 3, Points of Contact, page 86.](#)

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## *Explanation of icons*

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Icon	Name	Meaning
	Warning	This icon indicates a critical item that must not be ignored.
	Alert	This icon indicates an important note about operations.
	Hint	This icon indicates a piece of valuable information.
	Resource	This icon indicates a helpful resource.

### *Typographic Conventions*

Type of text	Visual appearance
Internal hyperlink	Links to <a href="#">another part of this document</a>
External hyperlink	Link to <a href="#">external Uniform Resource Locator (URL)</a> (i.e., web page)

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# 1. APT Program Overview

## 1.1. APT Program

The APT Program is a testing system operation encompassing standardized tests to determine eligibility for specialized training and to support the Army's personnel selection and classification process including language proficiency testing. The APT Program is a network of testing facilities, test accounts, and testing personnel designed and trained to ensure consistency and fairness to each examinee.

### ■ APT Program Manager (PM) Functions

The APT Program is managed by the APT PM, who provides technical program oversight to include the following:

- Ensure compliance with governing laws, policies, and procedural guidance and advises Headquarters (HQ), Army Continuing Education System (ACES) Chief of irregularities and non-compliance
- Provide technically sound, timely, and accurate guidance In Accordance With (IAW) current regulations, ACES mission, goals, and objectives to achieve satisfactory results and meet stated timelines
- Effectively coordinate with adjacent, lower, and higher offices
- Evaluate programs using quantitative analysis and recommend improvements, efficiencies and innovations
- Network with external organizations to achieve established project objectives, meeting stated milestones and timelines in coordination with other Program Managers, including Defence Manpower Data Center (DMDC), Oral Proficiency Interview (OPI), Selection Instrument for Flight Training (SIFT), and Sister Services
- Ensure appropriate staff coordination and resources

## 1.2. APT Business Policy

This business policy is intended to streamline communications and improve effectiveness of the APT Program Operations. Due to the increased number of inquiries, the APT Test Site Chain of Command is being enforced. Effective immediately, the TCO must ensure compliance of the following:

- A. All APT resources, including the APT Handbook, are located on the APT Program milSuite page:

<https://www.milsuite.mil/book/groups/army-personnel-testing-program>

Prior to contacting the APT Program Office, the APT Handbook and the APT Program milSuite page must be reviewed for an opportunity to resolve the issues on the local level. If support and assistance from the APT Program Office are required, please follow the guidance below:

B. Contacting the APT Program Office Protocol:

- All inquiries must be submitted to the APT group email box by the TCO or Interim Test Control Officer (ITCO) only:  
[usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil)
- If TCO is out of the office (example: Temporary Duty (TDY) or leave), Alternate Test Control Officer (ATCO) is authorized to contact the APT Program Office for assistance.
- Do not carbon copy (cc): or use APT Program Office personnel email addresses for inquiries, unless addressing the ETP or personnel changes (encryption required).
  - Inquiries submitted by a Test Examiner (TE) or ATCO will be returned to the Test Site TCO.
  - Do not provide APT Program Office contact information to Soldiers.

C. Contacting the APT Program Office by phone and email:

- Phone calls: TCOs must provide their name, Test Site Identifier (ID), location, and the reason.
- Emails: The subject line must list the Test Site ID and topic.

D. Contacting the APT Program Office to unlock Defense Language Proficiency Test (DLPT), Defense Language Aptitude Battery (DLAB), OPI, and Armed Forces Classification Test (AFCT) (Soldiers' testing):

- Phone calls: TCO must call 502-613-8594, must include the Test Site ID, specific test and Service Member's information (name, Department of Defense (DoD) ID, and any other relevant details).

E. Contacting the APT Program Office for SIFT inquires and testing personnel accounts:

- (1) Email must be sent to the APT group email box:  
[usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil)
- (2) Email subject line must include test site ID and the reason for the inquiry.

F. Communication Updates:

- (1) Main portal for APT information is the APT milSuite page.
- (2) All changes, sample memorandums, regulations, and point of contacts information are updated in the APT milSuite page.
- (3) TCO is responsible for ensuring all testing personnel have

access and utilizing the site:

<https://www.milsuite.mil/book/groups/army-personnel-testing-program>.

- (4) TCO is responsible for ensuring all APT testing personnel is kept up to date on all APT business policies.

**NOTE:** Army National Guard (ARNG) Test Sites must contact the National Guard Bureau for guidance/directions prior to contacting the APT Program Office.

For any questions/clarifications regarding the APT Program Office Business Policy, contact Irina Rader, APT PM by email:

[Irina.v.rader.civ@mail.mil](mailto:Irina.v.rader.civ@mail.mil)

### 1.3. APT Exams Applicability and Eligibility

This handbook applies to:

- Regular Army
- Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS)
- U.S. Army Reserve (USAR)
- United States Military Academy (USMA) and the Reserve Officer's Training Corps (ROTC) are eligible to take APT exams including the SIFT exam. They are authorized to take any APT exam, as directed by AR 11-6 and AR 601-210
- Eligible Department of Defense (DoD) Civilians
- Eligible Family members
- Other Sister Service members may test at Army personnel test sites after the proper coordination with POCs from other Services



**HINT:** Within Continental United States (CONUS), Military Entrance Processing Stations (USMEPCOM) are responsible for testing individuals. Outside Continental United States (OCONUS), Army Continuing Education System (ACES) administers the ASVAB and other special purpose tests in support of the

### 1.4. APT Exams

- Armed Forces Classification Test (AFCT) / Armed Services Vocational Aptitude Battery (ASVAB)
- Selection Instrument for Flight Training (SIFT)
- Defense Language Aptitude Battery (DLAB)
- Defense Language Proficiency Test (DLPT) / Defense Language Reading Proficiency Test (DLRPT)
- Oral Proficiency Interview (OPI)

### 1.5. APT Test Accounts

The term “test account” represents an activity or organization, approved by the APT PM, where Army personnel tests are requisitioned, handled, stored, administered, and scored.

## 1.6. APT Account

Each APT account is assigned a test account identifier (Test Account ID).

- Test Account ID shall be included on all correspondence with the APT Program Office. See [Chapter 4, APT Test Site Management, page 23](#), for more information.
- The TCOs must ensure that their account information is current.
- Submit updates whenever there is a change in contact information.

Per Memorandum of Agreement between the APT Program Office and the Directorate of Logistics Washington (DOL-W) Distribution and Operations Facility, the APT Program Office will handle all test account updates. See [Appendix 14, Sample Memorandums, page 132](#) for samples of memos that can be emailed to the APT Program Coordinator.



**WARNING!** Failure to submit/update TCO information, provide security of test materials, or maintain a Standard Operating Procedure (SOP) may result in closure of the delinquent test site.

## 1.7. APT Resources

The APT Program milSuite page is the primary communication and resource for the most accurate and updated APT information. All APT staff are strongly encouraged to join, link, and follow the page to receive APT notifications and information. This page is a valuable resource for sample memorandums, APT Program regulations, contact information, new exam releases, system outages, and frequently asked questions.

<https://www.milsuite.mil/book/groups/army-personnel-testing-program>



The following references are available by clicking the links below:

- APT HRC website  
<https://www.hrc.army.mil/TAGD/APT%20Resources>
- Army Personnel Selection and Classification Testing  
[AR 611-5, Army Personnel Selection and Classification Testing](#)
- Army Foreign Language Program (if account conducts language testing)  
[AR 11-6, Army Foreign Language Program](#)

**APT Resources**



**WARNING!** ALL APT Program office correspondence is sent via the milSuite page membership database. Failure to join will negatively affect your ability to successfully perform APT duties (see link to left).

## 1.8. Army Regulations

This handbook is to be used in conjunction with AR 611-5, AR 11-6, referenced regulations, and various test administration manuals.

## 1.9. APT Handbook Suggestions

Direct any questions or suggestions for improvement of this handbook to the APT Program Office. See [Appendix 3, Points of Contact, page 86](#).

## 2. Administrative Policies and Procedures

### 2.1. Key Personnel

APT TCO, ITCO, ATCO, and TEs will be appointed, in writing, by the commander to the APT PM.



**ALERT!** TCO, ATCO, ITCO, and TE are not eligible to take any APT exam until one year following the expiration of their appointments.

### 2.2. Conflict of Interest

Conflict of interest in the Army Personnel Test Site has the potential to damage the credibility of the APT Program. Due to possible conflicts of interest, certain personnel cannot be appointed as a TCO, ATCO, ITCO, or TE.

### 2.3. Personnel Ineligible for Appointment:

- Linguists, spouses of linguists, Command Program Language Managers (CPLMs), language instructors, basic skills instructors, recruiters, and retention Non-Commissioned Officers (NCOs)
- DoD Contractors (including retired military personnel) are not eligible to serve as a TCO or ITCO. However, they may be appointed as ATCOs or TEs
- DoD Contractors who are also members of the ARNG or Reserves cannot serve as the TCO or ITCO while acting in a contractor capacity



**WARNING!** Avoid using Social Security number unless absolutely required. The DOD ID number is strongly preferred.



See Figure M-1 (page 133) and Figure M-2 (page 134) for sample Appointment Memorandums.

### 2.4. APT Key Personnel Appointment Procedures

#### ■ Appointment Memorandum

The Deputy Chief of Staff, G-1 appoints and relieves all TCOs, ITCOs, ATCOs, and TEs in writing. Appointment memorandums must include:

- Appointee's name
- DoD ID number
- Army Knowledge Online (AKO) ID
- Test site address
- Test Account ID
- Telephone number (commercial and/or Defense Service Number (DSN))
- Email address and fax number (if available)

Submit appointment memorandums and training certificates to the APT Program Office via email (preferred method), or mail (use only one method).

See Appendix 3, Points of Contact, page 86.



**ALERT!** All National Guard requests must be submitted through Guard Knowledge Online (GKO):  
<https://gko.portal.ng.mil/arng/G1/D03/B01/S03/SitePages/Home.aspx>

Also follow the additional distribution instructions shown in the sample memorandum. For any questions regarding a test account, contact the APT Program Office.

## 2.5. Testing of Training Personnel

All personnel serving as APT TCOs, ITCOs, ATCOs, or TEs (except those at a U.S. Military Entrance Processing Station (USMEPCOM) must pass the online APT TCO Basic Test. Additionally, if those personnel administer any Defense Foreign Language Proficiency (DFLP) exams, they must pass the online DFLP test.

Personnel must have an AKO ID to access the tests. Personnel who have not yet obtained an AKO ID must contact their local command or support personnel. The APT Program Office cannot assist with obtaining an AKO ID.

All TCOs, ITCOs, ATCOs, and TEs (except those at USMEPCOM) must read and submit the online APT Duties and Security Awareness Briefing:

<https://www.hrc.army.mil/content/APT%20Test%20Control%20Officer%20Certification%20Program>

The Certification Exams cannot be accessed without first completing the Duties and Security Awareness Briefing.

All APT TCOs, ITCOs, ATCOs, and TEs (except those assigned at USMEPCOM) must pass the online APT TCO Basic Test. A score of 90% or higher is required to pass the TCO Certification Tests before administering any exams. Examiners must also pass the online DFLP Test.

Trouble accessing the page listed above, or any of the required TCO exams, may be related to DoD Root Certificates. Contact the local Information Management Officer (IMO) for assistance.

To prepare for the Basic and DFLP Tests, personnel must review the following references:

- AR 611-5, Personnel and Classification Testing
- AR 11-6, Army Foreign Language Program
- APT TCO Handbook

### ■ TCO Basic Test

Take the Basic Test as part of the APT Test Control Officer Certification Program Course by going to <https://www.us.army.mil>. Type APT Resources in the “Search” block and click on “Search”. Enter an AKO ID and password or select Common Access Card (CAC) login. Select item 3, “APT Test Control Officer Certification Program”, and follow the instructions.



**WARNING!** Access to the Certification Exams will not be granted without completing the Duties and Security Awareness Briefing.



**WARNING!** New personnel must pass the tests NLT than 30 days after appointment as TCO, ITCO, ATCO, or TE.



**ALERT!** If the test session is not completed within one hour, the session will time out and all answers will be lost.

## ■ TCO DFLP Test

Take the DFLP Test (if site administers DFLP exams) by going to the web address and entering AKO ID and password: <https://www.us.army.mil>

Upon passing the tests, print the certificate for personal records, but DO NOT send a copy to the APT Program Office at U.S. Army Human Resources Command (HRC). The completed packet must be submitted to the APT Program Office by the TCO or ITCO only.



## ■ Step-by-Step New APT Personnel Training Instructions

Once assigned the duties of TCO, ITCO, ATCO, or TE for an APT test account, the individual must register with the Army Learning Management System (ALMS) for APT TCO Courses. See [Appendix 11, APT TCO Course Registration](#), page 107 and [Appendix 12, JKO Enrollment Process](#), page 111.

Once the courses have been completed, new personnel must submit appointment memorandums using the format shown in [Appendix 14, Sample Memorandums, Figure M-1](#)

[Sample TCO Appointment Memorandum](#), page 133. Information requested in the sample memorandum is mandatory. All information is required to ensure personnel are granted proper authorization to administer all APT exams.

In addition to the ALMS TCO Certification Tests, if the new personnel will administer the web-based DLPT then they must take the online web-based DLPT training and required test hosted by DMDC:

<https://pki.dmdc.osd.mil/appj/dlpt-ar/dlptDocuments?id=home>

Additionally, newly appointed testing personnel must read the account's local SOP, and the administration manuals located in the inventory for all the tests the account administers.

**ALERT!** After passing the test, print a certificate of completion. Completed Packet (Appointment Memo and Training Certificates) must be submitted to the APT Program Office by TCO, ITCO or ATCO.

**HINT:** You may need to use Internet Explorer to access the DMDC site.

## ■ DLPT Learning Management System (LMS) Training

DMDC LMS content including DLPT and Security Online trainings are available on Joint Knowledge Online (JKO). All new testing personnel should take the appropriate training course(s) in the DMDC LMS before attempting to access DLPT. Follow the steps in [Appendix 12, JKO Enrollment Process](#), page 111 to complete registration and training.

## 2.6. Communication Messages

APT messages are prepared periodically to inform testing personnel of procedural changes or to discontinue APT exams. All messages are distributed through the APT Program milSuite page. All APT testing personnel must join the APT milSuite page to receive messages. This will ensure that TCOs receive all policy and procedural directives.

Critical updates will be posted in the announcement section on the APT Program milSuite page. Scheduled updates will be posted on milSuite APT calendar.

DMDC posts power outages, immediate suspension of tests at the DLPT Authorization & Reporting and internet-based Computerized Adaptive Training (iCAT) authorization and reporting sites. See [Appendix 3, Points of Contact, page 86](#).



**HINT:** Messages should be made available to all APT test staff to include TEs.

## 2.7. Account Access Issues

The APT Program Office can only unlock iCAT, DMDC and SIFT Accounts. For assistance with password resets, contact the DMDC Helpdesk. See [Appendix 3, Points of Contact, page 86](#).

## 2.8. GoArmyEd Communication

APT Information is available in GoArmyEd. To view use the following steps:

- Log into GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com).
- Select the “Army Education Counselor Communications” link.
- Select the “APT Documents” link.

## 2.9. Maintaining Standing Operating Procedures (SOP)

The local SOP must contain detailed step-by-step instructions to assist in the daily test site operations developed locally for and by each APT test site.

Maintaining a SOP is required by AR 611-5. It also assists in providing continuity through personnel changes at the test site, and may be an asset in training test staff and new personnel. SOPs should be easy to read, understand, and follow. Newly appointed personnel should be able to pick up the SOP and be able to conduct daily business.

The following must be addressed in the local SOP:

- General Information
  - Test Account ID and list of exams that are administered at the test site
  - Layout of test facility, room assignments, etc.
  - Duties of all testing staff should be outlined
  - How TCO and ATCO changeovers are managed (test security, appointment orders, inventory, training, etc.)
  - How is the management control checklist performed? By whom? Where are copies of the DA Form 11-2, Sep 2012 Internal Control Evaluation Certification, maintained?
  - Where are APT messages maintained?

□ Scheduling Procedures

- How is scheduling handled?
- Is there a calendar of specific dates with specific exams, or is it based upon requests by Soldiers?
- Who is allowed to set up test schedules?

□ Eligibility

- How is eligibility determined for each examinee to include ROTC Cadets and Sister Service members?
- Local procedures for completing the DA Form 4187.
- How are eligibility requirements verified prior to testing Soldiers?
- How is communication with Command Program Language Managers (CPLM) maintained?
- Will CPLMs be responsible for submission of exception to policy (ETP) directly to HRC, or must they be routed through the TCO?

□ Preparation for Test Administration

- Test administration guidelines to include test environment.
- Who handles gathering the material, preparation, and set-up for test administration?
- How are test logs completed to document removal of materials from the safe (if applicable)?
- What type of equipment will be used in the administration of the test?
- Are there back-up systems if there is a problem?
- Who is authorized to handle equipment?
- Who maintains the testing log?

□ Test Administration (See [Chapter 7, Test Administration, page 47.](#))

- Ensure Test Administration Statement is signed by every examinee.
- Briefing of examinee responsibilities, Test Administration Statement, and after test administration.
- Once test administration is completed, how are test materials gathered from examinees and checked to ensure all materials are present?
- Who returns materials to the safe?
- Who completes test log returning materials to the safe?

□ Scoring Procedures

- What will be the standard time frame to complete score reports for the test site?
- Who is responsible for preparation of score results?

- Who is authorized to sign score reports?
  - Who is responsible for forwarding score reports to Military Personnel Division (MPD) and ensuring timely entry?
  - Is there a follow-up to be performed to ensure scores have been posted? When will that occur?
- APT Records
- Where are score reports stored?
  - How are they organized?
- Test Security
- How is test material stored and organized?
  - Mail procedures/mail security (if applicable). See [Section 8.6 Mailing Controlled Test Materials, page 74.](#)
  - How are packages with test material received and handled when the TCO and ATCO are absent?
  - Compromise Policy and Procedures. See [APT Compromise Policy, page 56.](#)
  - Who is responsible for receiving and inventorying test materials?
  - Who is authorized access to test material?
  - Where is the test log and how is it maintained when test materials are removed from the safe (if applicable)?
  - How are compromised or suspended materials secured?
  - Are suspended materials isolated from other materials in files with a note regarding compromise or suspension?
  - Test inventory procedures
  - Who is responsible for ordering test materials and ensuring test site maintains adequate stock of answer sheets
  - How/who conducts local annual physical inventory?
  - How are materials for destruction kept separate from other controlled materials?
  - How is the destruction process accomplished? Is there a witness and a TCO or ATCO signature on all destruction documents?
- Optional Additional Information
- Has a database, filing system, or spreadsheet been created to track testing?
  - How are established agreements/communication with units and Soldiers being managed?
  - Are there any unique situations for conditions present at this site?

## 3. Examinee Eligibility Requirements

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### 3.1. General Eligibility

Soldiers in the Active Army, USAR, ARNG, and Sister Service members are eligible for testing in the APT program. See specific information on tests for restrictions of Sister Service members. In special occasions, DoD Civilians can be tested. Examinees must possess a DoD identification card.

Members of the Inactive Ready Reserve (IRR) and retired Service members are treated as DoD Civilians and must be directed to the nearest USMEPCOM for testing.

If activated, USAR, ARNG, and IRR Soldiers, will have the same eligibility requirements as Active Duty Soldiers, allowing them to take additional APT exams.

Dependents of Service members are not eligible for APT, except for the ASVAB, which is administered at the Department of Defense Educational Activity (DoDEA) high schools overseas or at USMEPCOM for enlistment purposes.

A DA Form 4187 Request for Personnel Action, signed by the Unit Commander, must be submitted to the TCO to schedule any APT exam for Soldiers. Sister Service members and eligible DoD Civilians are required to provide a memo from the applicable command.

Approval of the request must be based on the Soldier's personnel records to ensure testing requirements have been met. Guidelines for processing the DA Form 4187 through personnel components are in DA Pam 600-8, 6 April 2016. Installations may have additional local procedures in place for processing the DA Form 4187. TCOs should coordinate with local personnel offices for additional guidance. If the DA Form 4187 is the only document submitted for verification, the Unit Commander must check the "Is Approved" block. The Unit Commander's signature is required and confirms that the information submitted has been verified.

When a Soldier retests as a result of receiving an ETP from the APT Program Office, a new DA Form 4187 shall be submitted to the TCO. The DA Form 4187 must include information regarding the previous test dates and scores and include a copy of the ETP as an attachment.

#### ■ Reserve Officers' Training Corps (ROTC) Cadets

ROTC Cadets are eligible to take the SIFT.



#### **ALERT!**

Interpreter/Translator (09L Military Occupation Specialty (MOS) must have ID card, but is not required to be on orders.



#### **WARNING!**

Examinees must not approve themselves on the DA Form 4187.



**HINT:** See Appendices for samples.

- ❑ The SIFT is the only APT exam ROTC units are authorized to administer.
- ❑ ROTC Cadets are not required to take the AFCT or to have an Army General Technical (GT) score of 110 prior to taking the SIFT.
- ❑ If a ROTC unit does not maintain their own APT account, Cadets may be tested at other APT sites with or without a military ID card. (Cadets may not have military ID cards unless they are in the simultaneous enrollment program, where they are active members of a USAR component unit.) In all cases, to test at a non-ROTC APT site the Professor of Military Science (PMS) at the Cadet's ROTC unit must provide the APT TCO with a memorandum requesting the Cadet be administered the SIFT, stating the Cadet's eligibility, and indicating where to forward test results.
- ❑ Contracted Cadets in the ROTC program are eligible for the DLPT and the DLAB. The Office of the Deputy Chief of Staff G-1 determined after coordination with the Officer Accessions Branch and HQ U.S. Army Cadet Command (USACC) that obtaining a language identifier will not give a cadet an advantage in acquiring a particular branch. IAW AR 11-6, Officers take the DLAB or DLPT to qualify for foreign language training upon arrival at Officer Basic Courses or their first duty station.
- ❑ Cadets whose primary language is not English will be given the English Comprehension Level Test (ECLT) before enrolling in Military Science III (Advanced Course). Each Cadet who does not speak English as their primary language, must achieve at least 90 on the ECLT and a Defense Language Institute (DLI) skill rating of 2+ in comprehension and 2 in speaking during the OPI. Waivers are not authorized.

## ■ U.S. Military Academy Cadets

U.S. Military Academy Cadets are treated the same as Active Duty Service members. They are authorized to take any APT exam, to include the DLAB and DLPT upon completion of their junior year as authorized by the Army Foreign Language Propriety Office.



**WARNING!** If for some reason an individual asks a non-USMEPCOM site to test someone who is still in the enlistment process, refer the individual back to the USMEPCOM.

## 3.2. Enlistment Testing

USMEPCOM is responsible for testing individuals in the United States engaged in the enlistment process, except those in the Delayed Entry Program (DEP) who are not eligible for testing. USMEPCOM and the Military Entrance Test Sites (METS) are all equipped to do ASVAB testing. USMEPCOM repositories maintain special purpose tests (for USMEPCOM only), which include the SIFT, DLAB, and certain DLPTs. Most of the special purpose tests are web-based and administered via the iCAT-ASVAB terminals, which all USMEPCOM have.

USMEPCOM tracks the enlistee's eligibility and test results in the USMEPCOM Integrated Reporting System (MIRS) and does not accept test results from non-USMEPCOM test sites as valid.

### 3.3. Overseas Enlistment and Student Testing

USMEPCOM's only role in testing at overseas locations is to score the tests. There are no USMEPCOM overseas. Consequently, ACES administers the ASVAB in support of the enlistment process at DoDEA high schools. The Overseas Enlistment and Student Testing Programs use different forms of the ASVAB.

USMEPCOM specifies how to complete the various forms in the Appendix. The instructions specifically state who (recruiter or TCO) is responsible for coordination and entry of every item on the form. Current guidance may be found on the APT Program milSuite page in the "ASVAB Overseas" folder.

<https://www.milsuite.mil/book/groups/army-personnel-testing-program>

USMEPCOM has assigned a METS code to each overseas test account. TCOs will use METS codes on all USMEPCOM forms. Do not use APT Test Account IDs.

Completed answer sheets for both programs shall be double-wrapped and mailed using registered mail to the USMEPCOM responsible for the geographic area in which the test was administered for processing and entry into the MIRS. See [Section 8.6, Mailing Controlled Test Materials page 74](#).

ACES may administer special purpose tests (e.g., SIFT, DLAB, and DLPT) to prospective applicants overseas in coordination with the supporting USMEPCOM.

Mail sheets to the appropriate USMEPCOM based on the overseas location: Europe, Caribbean, and Central America. See [Appendix 3, Points of Contact, page 86](#).



**WARNING!** If the correct test forms and/or answer sheets are not used, USMEPCOM will invalidate the test.



**HINT:** TCOs with questions regarding the Enlistment and Student Testing Programs may refer to USMEPCOM Regulations 611-1, 601-4, AR 601-222, and AR 601-210.

### 3.4. Americans with Disabilities Act (ADA)

The APT Program Office occasionally receives requests for extensions to time limits on the AFCT or ASVAB exams referencing the ADA.

Executive Agencies of the U.S. Government, including the Department of Defense, are exempt from the ADA (U.S. Code 42, Sections 12111(5)(B)(i) and 12131). In addition, U.S. courts have upheld that members of the Armed Forces are appointed to a specific rank or grade in a component of the Armed Forces under Title 10, USC, and therefore do not fall under the employment requirements Rehabilitation Act of 1973, Section 501.

The Secretary of Defense has broad authority to prescribe physical, mental, moral, educational, and age qualifications for the enlistment, appointment, and

induction of persons in the Armed Forces. The military relies heavily on regulations, SOPs, and other written materials in its daily operations. The Secretary of Defense has determined that all military members must therefore possess a certain level of ability to read, comprehend, and follow written instructions in English quickly and accurately. In combat and certain training situations, the inability to do so could prove fatal to that Service member and others.

This skill is so critical that, pursuant to Department of Defense Instruction 6130.4 “Criteria and Procedure Requirements for Physical Standards for Appointment, Enlistment, or Induction in the Armed Forces,” paragraph E1.28.4, a history of an academic skills deficiency, including dyslexia, is cause for medical rejection for appointment or enlistment in the Armed Forces.

The Armed Forces gauges this vital language ability in part by requiring all potential recruits to complete the ASVAB and/or the AFCT under certain time and format conditions without assistance. To allow an applicant to take the ASVAB under different conditions defeats this particular purpose of the test. Therefore, any score obtained from an ASVAB or AFCT given under different time restrictions or with some other type of assistance, such as a reader or translator, is invalid for enlistment purposes.

### **3.5. ASVAB in Other Languages**

The ASVAB is not translated into Spanish or any other language. The Department of Defense Accessions Directorate has not approved translation of the ASVAB into any other language. The use of an interpreter for non-native English speakers is prohibited during ASVAB administration.

### **3.6. Testing of Sister Service Members**

Given that Soldiers are increasingly operating in joint environments, and in coordination with Sister Service POCs, APT Program Office has devised the following procedures to test members of other Services. The key issue is eligibility; a related issue is ensuring that the results are entered into the Service member’s personnel file.

Personnel from other branches are not required to submit a DA 4187 to the testing site prior to testing as this is a Department of the Army form required only for Army personnel. Each Service determines what type, if any, documentation is required as stated below.

Testing requests from students at other military service academies, to include the United States Naval Academy (USNA), the United States Merchant Marine Academy (USMMA), the United States Coast Guard Academy (USCGA), and the United States Air Force Academy (USAFA) should be handled in the same manner as USMA Cadets. See [Appendix 3, Points of Contact, page 86](#).

## ■ Air Force

Air Force personnel must submit a request to the Air Force servicing TCO for AFCT testing by an Army TCO. The request must include the reason for the retest.

Air Force servicing TCO must prepare a memorandum for member authorizing testing. An email from the Air Force Personnel Center (AFPC), Randolph AFB is sufficient authorization. Air Force personnel must provide the AFPC email and/or memorandum to the Army TCO to schedule testing.

Memorandum or email must include:

- Full name
- Rank
- DoD ID number
- Type of test
- Reason for requesting other Service TCO to conduct testing
- Where test results should be sent



**WARNING!** Avoid using Social Security number unless absolutely required. The DOD ID number is strongly preferred.

### ❖ WEB-BASED AFCT

When a web-based AFCT has been administered to an Airman (the term Airman is equivalent to Soldier or Sailor and applies to both Officers and enlisted Air Force personnel), the TCO may provide the unofficial printout to the Airman. There is no need for the APT TCO to send or notify the Air Force servicing TCO or AFPC of the Airman's score.

### ❖ SIFT

The Airman's Command will provide a signed command letter requesting the Airman's application to take the SIFT and most recent certified true copy of the AFCT or ASVAB. Army TCOs will provide a copy of the SIFT Report to the Service member.

### ❖ LANGUAGE TESTS

A memorandum is required from Airmen requesting to take the DLAB or DLPT at an Army test site. Upon completion of the exam, the APT TCO will provide the Airman with a copy of the score report in memorandum format.

## ■ Coast Guard

### ❖ WEB-BASED AFCT

United States Coast Guard (USCG) personnel may be tested on the web-based AFCT by APT personnel.

### ❖ SIFT

The USCG member's Command will provide a signed command letter requesting the USCG member's application to take the SIFT and most recent

certified true copy of the AFCT or ASVAB. Army TCOs will provide a copy of the SIFT Report to the Service member.

#### ❖ LANGUAGE TESTS

USCG personnel may be tested on the DLAB, DLPT and DLRPT. No prior documentation is required from USCG personnel requesting to take the DLAB or DLPT at an Army test site.

### ■ Marine Corps

Per MCO 1230.5C, a Marine (Active Duty, Active Reserve or Selected Marine Corps Reserve) is not authorized to retest without first obtaining written approval from their Commanding Officer at the battalion or squadron level, or an officer in the Marine's direct chain of command in the grade of O-5 or higher, utilizing the AFCT Command Authorization letter. Additionally, the Marine must also obtain a certified True Copy of their "TEST" screen from Marine Corps Total Force System (MCTFS/3270) from their S-1 or Installation Personnel Administration Center (IPAC). Marines wanting to test on the SIFT to qualify for the Army's Warrant Officer Program in aviation must coordinate with the Marine Corps testing office. All documentation will be forwarded by the test site to [msabtesting@usmc.mil](mailto:msabtesting@usmc.mil). For any further questions or guidance, contact Manpower Policy & Analysis Branch (MPA) Testing Control at COM: 703-784-9368 or DSN: 312-278-9368.

AFCT scores are communicated only through MCTFS and may take up to 30 days to process.

#### ❖ WEB-BASED AFCT

The AFCT confirmation test standard uses time between tests and previous test scores as a measure to correctly classify significant gains in Armed Forces Qualification Test (AFQT) test scores or significant gains on any composite score of the AFCT. In the event a Marine shows a significant gain on a classification test, those test results will be subject to review by the Testing and Measurement Control Officer (TMCO), Commandant of the Marine Corps (Marketing and Public Affairs [CMC (MPA)]). If the Marine TMCO determines that there is significant reason to question the results of those scores, the Marine TMCO will notify the Marine via their chain of command that those results are being held in lieu of successful completion of a confirmation test which will require another retest.

Upon completion of the web-based AFCT, **do not** give Marines a copy of their score. TCOs should direct Marines to follow Marine Corps policy to obtain their official scores.

#### ❖ LANGUAGE TESTS

No documentation is required from Marines requesting to take the DLAB or DLPT at APT test sites. Marines may not retake the DLPT (lower and upper



**WARNING!** Upon completion of the web-based AFCT, do not give Marines a copy of their score.

range), OPI and DLAB earlier than 180 calendar days (6 months) from the last administration of the test without prior approval from CMC (MPA). In instances where a language has a lower range (LR) and an upper range (UR) version of the DLPT, Marines may take the UR test if they achieve Intermediate Lower Range (ILR) level 3 in both listening and reading (if applicable) on the LR test for the specified language. The initial UR test may be taken immediately after the score for the LR test posts to the DLPT Authorization and Reporting system, but must be completed within 90 days of the date of the LR test to be valid for certification. If a Marine achieves a score of 3+ or higher on the listening or reading subtest, the certification date will become the date the UR test was completed. If the Marine only scores an ILR level 3 in the listening and reading subtests of the UR test, the date of certification will remain the date that the LR test was completed. Additionally, to be eligible to retest on the UR test, Marines must have a current UR test score of 3+ or higher on both subtests and the retest must be taken within 12 months of the initial UR test.

Upon completion of exam, the APT TCO may provide the Marine with a copy of the score report in memorandum format. CMC (MPA) is responsible for reporting all DLPT, DLAB, and OPI scores in the MCTFS.

#### ❖ SIFT

Marines requesting to test on the SIFT to qualify for the Army's Warrant Officer program in aviation must coordinate with MPA Testing Control using the email or phone numbers previously listed at the beginning of this section.

### ■ Navy

The Navy has one office that governs AFCT testing, Navy Selection and Classification Office (OPNAV N132G) in Arlington, VA, and another that governs foreign language testing, Navy Center for Language, Regional Expertise and Culture (CLREC) Office in Pensacola, FL.

The Navy Selection and Classification Office has specific requirements that Sailors must meet before they can retest on the AFCT. To test with another Service, Sailors must provide a letter from their command to the TCO verifying eligibility according to MILPERSMAN 1236-010. This is for local documentation only. The Navy Selection and Classification Office does not require copies of the local command approval. If other policy questions exist, contact [navyAFCT@navy.mil](mailto:navyAFCT@navy.mil).

#### ❖ WEB-BASED AFCT

Navy Personnel may retest with the AFCT IAW Military Planning Module (MPM) 1236-010. The Commanding Officer should provide a letter stating the Sailor is eligible to test. After completion of the web-based AFCT, the test results will be stored in the DMDC database. About once a month, Navy PERS-33 retrieves the scores and updates Navy corporate databases directly with the



**ALERT!** Do not forward or email score reports or memos to the Navy Foreign Language Testing Office (NFLTO).

test results. Thus, Sailors should see test results within 2-3 weeks of their test date in their Electronic Service Record and the Fleet Remote Information Data Entry (RIDE) system. There is no action required on the Army TCO's part to ensure that Navy corporate data is updated.

#### ❖ PAPER-BASED AFCT

Navy accepts paper-based AFCT Versions 18F and 19G, however the paper-based AFCT is not administered by the Army. If paper-based AFCT is requested, refer Sailor to the Navy Selection and Classification Office.

#### ❖ SIFT

The Sailor's Command will provide a signed command letter requesting the Sailor's application to take the SIFT and most recent certified true copy of the AFCT or ASVAB. The Army TCOs will print up a SIFT score memo and will provide a copy to the Service member.

#### ❖ LANGUAGE TESTS

No documentation is required from Sailors requesting to take the DLAB or DLPT at APT test sites. Upon completion of exam, the APT TCO may provide the Sailor with a copy of the score report in memorandum format or the examinee may contact the NFLTO at [languagetesting@navy.mil](mailto:languagetesting@navy.mil) for their official results.

Navy personnel can take an OPI in a language for which a DLPT exists if they score a 3/3 on the listening and reading, with the exception of some professional language communities. Requests must be routed through the NFLTO for approval.

Test scores are extracted from Authorization and Reporting (A&R) every business day for validation and then transmitted to OPNAV N13F, PERS33, Commander, Navy Reserve Forces Command (CNRFC), Navy Standard Integrated Personnel System (NSIPS), and Joint Services Transcript (JST).

For additional Navy Language Testing assistance contact the NFLTO at: [languagetesting@navy.mil](mailto:languagetesting@navy.mil)



**ALERT!** Navy personnel are authorized to take the DLAB as many times as necessary without additional documentation.

## 3.7. Army Warrant Officer Applications

For selection as a Warrant Officer Candidate, an applicant must have a minimum GT score of 110. The ASVAB is the source of a Soldier's GT score unless the Soldier has completed an AFCT. If the Soldier completed an AFCT, then the Soldier's most recently completed AFCT is the source of the Soldier's current GT score.

If a Sister Service member is applying for Aviation Warrant Officer Training, the APT Program Office will provide a certification letter authorizing an Army TCO to administer the SIFT. The individual must provide a copy of the

certification letter to the Army TCO before scheduling the SIFT. The Army TCOs will provide a SIFT score memorandum for all Service members.

Officers do not require certification of ASVAB scores or authorization from the APT Program Office to take the SIFT. Army TCOs can administer the SIFT and provide a copy of the results to the Service member and to the APT Program Office.

Individuals with questions regarding the Warrant Officer Program should visit the website at:

<https://recruiting.army.mil/ISO/AWOR/>

❖ **AIR FORCE, COAST GUARD AND NAVY**

Navy, Coast Guard, and Air Force Service members who would like to have their scores converted need to first ensure that they qualify with an Army GT score of 110 or higher.

An Air Force member needs a minimum General (G) score of 64.

Navy and Coast Guard Service members must combine their Arithmetic Reasoning (AR) and Verbal (VE) and have a minimum combined score of 110.

If the individual does not meet this requirement, they must take the AFCT. The AFCT is the in-service version of the ASVAB. Service members should study for this test.

Service members will need to take the AFCT and have scores posted to their official military personnel file. The Service member's personnel office may mail a certified copy of the Service member's scores to the APT Program Office.

Emails are acceptable provided the signature and stamp are clearly visible. See [Appendix 3, Points of Contact, page 86](#).

A memorandum requesting ASVAB conversion must be attached. See [Appendix 14, Sample Memorandums, Figure M-10, Sample Request for ASVAB Conversion Memorandum page 142](#). All the information in the sample must be included.

Individuals who request to take the SIFT must take a copy of the memorandum certifying their ASVAB scores to the nearest Army Education Center (AEC) or testing facility to schedule the exam. The original memorandum must accompany the application packet for the Warrant Officer Program.

❖ **MARINE CORPS**

Marines who need their ASVAB scores converted for SIFT eligibility must complete and submit the Army's Request for Conversion of ASVAB Scores memorandum to CMC (MPA). See [Appendix 14, Sample Memorandums, Figure M-10 Sample Request for ASVAB Conversion Memorandum, page 142](#).

Marines are to complete this document to the best of their ability reflecting their information.

Once complete, the Marine shall have it signed by their Company Commander. The Marine will scan and email this document to [msabtesting@usmc.mil](mailto:msabtesting@usmc.mil). CMC (MPA) will forward this document on behalf of the requesting Marine along with a certified copy of their ASVAB or AFCT Score Report to the Army for processing.

Once the Army has completed the request, CMC (MPA) will then forward back all documents from the Army to the Marine acknowledging the ASVAB or AFCT score conversion is complete along with the approval letter for the Marine to take the SIFT.

Marines who need their ASVAB scores converted must contact the Marine Corps Testing Office. See [Appendix 3, Points of Contact, page 86](#). A memorandum is required from the Marine's Company Commander requesting the scores. Marine Corps HQ will provide a letter from the Commandant certifying Army GT scores. This letter must be forwarded in the application packet for the Army Warrant Officer Program.

Marines who also request to take the SIFT must convey that information in the memorandum to the Marine Corps Testing Office. They should indicate the Army testing facility where they would like to take the exam. The exam must be administered at an Army facility. A copy of the letter from the Commandant will then be forwarded to the APT Coordinator who will give the Army TCO authorization to test the Marine. It is the Marine's responsibility to schedule the exam with the Army TCO.

### **3.8. Testing DoD Civilians and DoD Contractors**

The APT Program oversees a wide range of standardized tests to determine eligibility for specialized military training and to support the Army's selection and classification process. Very few situations exist in which TCOs are authorized to administer APT tests to DoD Civilians and DoD contractors.

DoD Civilians and DoD Contractors may be tested, without an ETP, in the following instances:

- The AECs outside the United States administer the ASVAB to high school students and individuals wanting to enlist in the Service, IAW AR 601-222 dated 17 November 2005.
- When a DoD Civilian is applying for a government job for which language is a required qualification, and the Civilian Personnel Office (CPO) documents both factors to the TCO in writing. The applicant may then be tested using the relevant DLPT or DLAB. DA Form 4187 or memorandum are both acceptable request formats.
- DoD Civilians and DoD contractors are authorized to take the DLAB and DLPT when a language proficiency is required for job performance. The

DoD Civilian employee's supervisor must document the requirement and eligibility for the DLAB and DLPT to the TCO. Additionally, the supervisor must provide the address to which the score results should be sent to ensure they are placed in the DoD Civilian's personnel record. See Appendix 14, Sample Memorandums, **Figure M-11, Sample Memorandum for Requesting DLPT Testing of DoD Civilians, page 143.**

- ❑ National Flagship Language Initiative (NFLI) was authorized by Congress in September 2002.
  - NFLI fellows are DoD Civilian students enrolled in aggressive language curriculums CONUS and OCONUS.
  - NFLI fellows are eligible to take DLPTs in their target language.
- ❑ Spouses of Foreign Area Officers who will be attending a military foreign language course with their spouse may test on the DLAB one time only. If the spouse does not meet qualifying DLAB requirements, DLI Reg 350-10 gives the Dean of Students the authority to waive the DLAB.
- ❑ Office of Secretary of Defense (OSD) Non-Intelligence Civilian Personnel are permitted to test on the DLPT provided they supply their job description with language requirement.

Normally, no ETPs exist for DoD Civilians. However, if a DoD Civilian who has completed at least 150 hours of significant language training, may be retested in less than 6 months from the last test date. The training must consist of at least 6 consecutive weeks of immersion training or classroom instructions. The training must be an instructor-led training program and not a language software improvement program. While there is no additional training for the DLAB, a DoD Civilian would be required to wait 6 months before retesting, with the only exception when the DoD Civilian falls into a different category as IAW AR 11-6, page 9, Section 2-4. An ETP would also include a written request from the CPO requesting a retest for the selected individual.

Any DoD Civilian seeking entry into any military component shall be directed to a military recruiter to coordinate testing at USMEPCOM. Aside from the few exceptions listed in AR 611-5, DoD Civilians shall not be tested at a CONUS APT test site other than USMEPCOM.



**WARNING!** Civilian and contract language instructors are restricted from taking APT exams.

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# 4. APT Test Site Management

Contact information for this Chapter:

- ATTN: TAGD AHRC PDE/APT  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401
- usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil
- Phone: (502) 502-613-8594 or DSN 312-983-8594



**ALERT!** The Test Account ID should not be confused with other testing IDs used by Defense Activity for Non-Traditional Education Support (DANTES) or METS (overseas test sites).

## 4.1. Test Site Establishment Justification

### ■ Assigned Test Account ID

The Test Account ID is the unique identifier used by APT to identify the test account. It is critical that all testing personnel at each site know what the Test Account ID is and that it is listed in the local SOP.

Every site and sub-site that permanently stores test materials or serves as a permanent location for web-based testing will have its own Test Account ID to ensure proper accountability, oversight, and tracking of issues.

It is important that test accounts use the correct Test Account ID for several reasons:

- Automation systems will not recognize incorrect Test Account IDs when responding to surveys.
- The correct Test Account ID is necessary to retrieve account information



**ALERT!** The Test Account ID must be included in all messages (email and voice mail) to the APT Program Office, as well as on any transmittal documentation when mailing controlled test materials.

### ■ Determining Test Account ID

Confirm the Test Account ID by checking the appointment orders or by contacting the APT Program Office.

### ■ Correct Format for Test Account ID

The format for the Test Account ID is a capital T followed by four digits. When writing the Test Account ID, it should not contain extra letters, spaces, or dashes.

Format examples:

Incorrect	Correct	Explanation
TO134	T0134	Use the numeral 0, not the letter O
T-1256	T1256	There are no dashes (hyphens) in Test Account IDs
TCO156	T0156	Test Account IDs do not start with TCO
T 1563	T1563	There are no spaces in Test Account IDs
T157	T0157	Test Account IDs always have four digits after the T
1263	T1263	Test Account IDs always start with a capital T



**ALERT!** Do not use the letter "O" in place of the numeral "0".

## 4.2. Facility Requirements

### ■ Establishing New Testing Site

Prepare and submit the “New Test Site Establishment Packet” to the APT Program Office via email to request opening of the new site.

[usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil)

The “New Test Site Establishment Packet” is located on the APT Program milSuite page in the “Frequently Asked Questions” section.

<https://www.milsuite.mil/book/groups/army-personnel-testing-program>

The APT Program Office will review the request and notify the requester within 72 hours of receipt.

### ■ Submitting Disestablishment Requests

Test Accounts can close for many reasons, such as base closure, transfer of testing responsibility, or requirement for testing no longer exists. This section only applies to accounts that are closing; not accounts that are being transferred to another organization.

The following steps are taken to close an OCONUS test account:

- TCO will send a written memorandum signed by the Unit Commander to the APT Program Office requesting account closure. The memorandum will include reason for closure, date last test administered, and how Soldiers will test once the account is closed. TCOs should make telephonic or email inquiry first to ensure there are no obstacles to account closure. See Appendix 14, Sample Memorandums, [Figure M-9 Sample Test Site Closure Memorandum](#) [page 141](#).
- APT PM will approve or disapprove account closure. Accounts can only close with the approval of the APT PM. Accounts undergoing investigations will not close until the investigation is complete and a response to the report has been made by the Military Accessions Policy Working Group (MAPWG) or test proponent as appropriate. Accounts that have recently conducted testing cannot close until measures are in place to ensure Soldiers can still test elsewhere.
- Upon approval to close, the APT Program Office will provide the TCO with an inventory listing if applicable. The TCO will conduct a physical inventory using that listing. Report any discrepancies to the APT PM. Any discrepancies must be resolved before the account can be closed.
- Follow [Section 8.6, Mailing Controlled Test Materials, page 74](#). Occasionally, the APT PM will provide alternate disposition instructions for test material.

- If the inventory has no discrepancies, the TCO will package all test material IAW AR 611-5 and [Section 8.6, Mailing Controlled Test Materials, page 74](#), and return to the APT Program Office. Pack booklets, CDs, and scoring keys separately. Items will be packed in both form number and serial number order. Do not pack them all together or pack multiple versions of the same test in the same box. Inner packages will also be placed in outer packages in form number and serial number order. Outer packages will be marked to indicate packages by sequence. Any completed answer sheets on file are not to be returned to the APT Program Office.
- Destroy all other APT answer sheets IAW AR 611-5.
- The APT Program Office will inventory received packages. All discrepancies must be resolved before the account can close. If all test material is accounted for, the TCO will be authorized to proceed with account closure.
- The TCOs will dispose of all other APT records IAW applicable regulations and notify the APT PM that all records have been disposed.
- The APT PM will officially close the account and provide an email confirmation to the TCO and site Education Services Officer (ESO) referencing closure of the account.

**WARNING!**

Requests for account reactivation will not be granted the day of testing.

**WARNING! DO NOT**

mail any test material via Certified Mail.

### 4.3. TCO's and Testing Staff Responsibilities

- The TCO will return all test material to the APT Program Office using one of the following traceable delivery methods: Registered Mail through the United States Postal Service, United Parcel Service (UPS), or Federal Express (FedEx).
- DO NOT** mail any test material via Certified Mail.
- TCO and ITCOs are responsible for the oversight of the APT account, to include testing at satellite sites for which the TCO coordinates APT testing. This includes ensuring the proper safeguard of test materials and that administration guidelines are followed IAW AR 611-5, AR 11-6, referenced regulations, and various test administration manuals.
- TCOs and all testing staff are responsible for ensuring that their individual testing system accounts are active prior to testing taking place. Requests for account reactivation must be submitted at least 48 hours in advance.
- TCO and ITCOs provide direction to the ATCO and TEs.
- TCO, ITCO, or ATCOs provide direction to TEs.

- If the TCO or ATCO will be out of the office for any period of time, it is their responsibility to ensure that the remaining test staff has access to all APT regulations, messages, and resources.
- All ATCO and TEs must report any issues or discrepancies to the TCO prior to contacting the APT Program Office. Ensure that actions are taken at the lowest level prior to escalating to the APT Program Office.
- Do not provide the contact information for the APT Program Office to Soldiers for any reason. Soldier issues and concerns should be addressed by the TCO or ATCO, and if necessary, escalated to the APT Program Office by the TCO or ATCO.
- TCO must take proper precautions as specified in AR 611-5, AR 11-6, and this handbook to ensure proper test security, protection of Personally Identifiable Information (PII), and safeguarding of usernames and passwords that allow access to tests.
- Each test site must maintain and follow the SOP as specified in AR 611-5 and AR 11-6. TCOs or Site Managers must ensure that the testing staff is trained and held accountable for policies IAW the APT TCO Handbook.



## 4.4. Test Site Changes

When test site changes occur, contact the APT Program Office immediately.

These changes may include the following:

- Email address
- Phone number
- Physical address
- Change of personnel
- Change of position

**ALERT!** All notification of changes to ARNG testing sites will be submitted through the National Guard Bureau, Human Resources Management, Education Branch (NGB-HRM-E.) If there are changes in TCO, ATCO, ITCO and/or TEs, the APT Test Account Validation form will be updated on <https://gko.portal.ng.mil/arng/G1/D03/B01/S03/SitePages/Home.aspx>

## 4.5. TCO and ATCO Change Process

Whenever there is a change in TCOs, ATCOs, ITCOs, and/or TEs, the APT Test Account Validation form must be updated for the site.

### ■ Departure of APT Test Site Personnel

If a change of personnel occurs, the following steps must be taken to ensure a smooth transition:

- Inform the APT Program Office via email by submitting rescinding orders within 48 hours of departure.
- The APT Program Office will review the orders and update the APT Test Account Manager database to reflect the personnel changes.

- The APT Program Coordinator will deactivate the APT account access.
- TCO must update the APT Account Validation form on the APT Account Validation milSuite page.  
<https://www.milsuite.mil/book/groups/army-personnel-testing-program>  
Update must be completed, digitally signed, and uploaded within 48 hours of the personnel change.
- The new personnel appointment orders must be submitted to the APT Program Office to ensure continuity of operations.



**WARNING!** If an ITCO is NOT officially appointed in a timely manner, it may result in a test site closure.

## 4.6. Absence of APT TCO

In the absence of the APT TCO, the APT ATCO assumes all duties and responsibilities of the TCO. When the APT TCO is absent for more than 30 days, an ITCO must be officially appointed. To appoint an ITCO, follow the same procedure as that of a new TCO appointment.

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## 5. Army Personnel Tests

### 5.1. Classification Tests

#### ■ Structured Interview

Although interview materials are not APT exams, due to their sensitive nature they are distributed by the APT Distribution Center. The TCOs are the only personnel authorized to order this material for Accession Board members.

TCOs should maintain a hand-receipt for all interview materials given to Accession Boards until returned. TCOs are responsible for maintaining, securing, and accounting for all Structured Interview materials at the test site.

Interview materials are controlled items and must be accounted for on the APT Inventory.

DA Form 6285, Interview Plan #2, can be retrieved from the United States Army Publishing Directorate (USAPD):

[www.apd.army.mil](http://www.apd.army.mil)

#### ■ Selection Instrument for Flight Training (SIFT)

The SIFT is a web-based test battery developed using industry-standard scientific methods to predict the success of students in aviation training programs. The complete test battery is used as a primary selection instrument for the Army aviation program. Continued success of the SIFT program depends upon security of testing materials, strict adherence to standardized testing procedures, and timely processing of completed tests. Applicants for the aviation program must attain a qualifying score on the SIFT to be selected for the Initial Entry Rotary Wing (IERW) program.

The SIFT test battery consists of the following four components, divided into seven total subtests:

- First Component – Perceptual Speed and Accuracy:
  - Simple Drawings (2 minutes) – assesses the examinee's ability to rapidly detect the unique object within a group of similar objects.
  - Hidden Figures (5 minutes) – assesses the examinee's ability to rapidly identify symbols contained within a larger, complex pattern.

- ❑ Second Component:
  - Army Aviation Information (30 minutes) – assesses the examinee’s knowledge of terminology and concepts relevant to Army Aviation.
- ❑ Third Component:
  - Spatial Apperception (10 minutes) – assesses the examinee’s ability to perceive spatial relationships from differing visual orientations.
- ❑ Fourth Component – Cognitive Abilities:
  - Reading Comprehension Test (30 minutes) – assesses the examinee’s ability to extract information from passages of text.
  - Math Skills Test (40 minutes) – assesses the examinee’s computational skill and mathematical aptitude.
  - Mechanical Comprehension (15 minutes) – assesses the examinee’s ability to perceive physical relationships and solve practical problems in applied mechanical science.

#### ❖ SCORING

The SIFT Composite Score is derived from a weighted combination of all seven SIFT subtests. The formula used to compute the SIFT Composite Score is proprietary. Scores are available immediately after completing the battery. The final SIFT score will not be available to the examinee until the examinee completes all seven SIFT subtests.

#### ❖ QUALIFYING

The minimum SIFT score required to qualify for the Army aviation program is 40. For additional information about scoring requirements, contact the Organization and Personnel Force Development Directorate, United States Army Aviation Center of Excellence (USAACE), Fort Rucker, AL at:

[usarmy.rucker.avncoe.mbx.atzq-cdf-p@mail.mil](mailto:usarmy.rucker.avncoe.mbx.atzq-cdf-p@mail.mil)

#### ❖ TE REQUIREMENTS AND RESPONSIBILITIES

Personnel authorized to administer the SIFT on a temporary or permanent basis are required to conform to all procedures outlined in this handbook. For additional questions regarding the TE requirements and responsibilities for SIFT administration, contact the APT Program Office. See [Appendix 3, Points of Contact, page 86](#).



**WARNING!** In the event of technical difficulties, DO NOT allow examinee to finish the exam and/or provide the exam results. TCO must contact the APT Program office immediately and include a completed SIFT Irregularity Form. Any delays could result in the denial of an ETP.



**ALERT!** Examinees may only take the SIFT twice! It is imperative that proper testing procedures are followed.

## ❖ CONFORMANCE TO STANDARDIZED PROCEDURES

TEs must strictly adhere to the procedures outlined in this handbook for the reasons listed below:

- Procedures are as important as content to the statistical characteristics of an exam. The validity, reliability, and objectivity of the SIFT were confirmed under the prescribed procedures. These procedures must be followed if the effectiveness of the tests is to be preserved.
- All properly qualified examinees should have the privilege of taking the exam anywhere with the assurance that they are going to have the same opportunity for success at that location as at any other. Similarly, the TEs administering the SIFT should ensure the conditions and procedures for testing are constant from day to day at a given facility.
- Test instructions are written to be as simple and straight forward as possible. Deviation from these standardized procedures can cause confusion on the part of the examinee and make it difficult for the examinee to understand what is required.

## ❖ PREPARATION FOR TESTING

Proper preparation for the test period is essential. Any outward signs of haste or confusion on the part of the personnel administering the test will add to the normal degree of tension present in an examination situation.

The following preparations are essential:

- The TE should be thoroughly familiar with the contents of the SIFT manual. TEs must read the SIFT manual in its entirety at least once prior to administering or proctoring an exam.
- The SIFT application should be loaded on the computers on which testing will occur so that testing may begin promptly.
- Have an adequate supply of blank scratch paper. Each examinee must be given two sheets of scratch paper before they begin the exam. Additional scratch paper may be given at the examinee's request as needed.
- Have an adequate supply of sharpened pencils. Each examinee must be given two sharpened lead pencils with erasers before they begin the exam. Have spare pencils on hand to prevent a delay in making another pencil available in case of breakage. This is especially important in timed tests.



**HINT:** The APT Program Office does NOT provide guidance regarding the selection criteria of the Officer or Warrant Officer Accessions.

### ❖ SECURITY OF TEST MATERIALS

SIFT test materials are classified as “Unclassified / For Official Use Only – Protected By Privacy Act” due to the sensitive information they contain on examinees. Maintaining security of the test materials protects PII and the predictive value of the test and also prevents the selection of unqualified individuals for Officer training.



**WARNING!** Failure to observe test security requirements that results in a compromise of test material may be punishable under the Uniform Code of Military Justice (UCMJ).

### ❖ VERIFICATION OF EXAMINEE ELIGIBILITY

Eligibility requires that Service members possess a GT score of 110. Documentation, such as an Enlisted Record Brief (ERB), must be provided as evidence to ensure they actually have the required score. This must be verified before the test is administered.

## ■ Armed Forces Classification Test (AFCT)

The AFCT evaluates in-service personnel who wish to improve ASVAB scores to qualify for reenlistment, a Military Occupational Specialty (MOS) change, Warrant Officer training, Officer Candidate School (OCS), or ROTC. The AFCT is a battery of ten subtests, from which ten composite scores are derived. Examinees must complete all ten subtests in order to receive test scores.

The AFCT test battery consists of the following ten components:

- General Science (GS) (15 minutes)
- Arithmetic Reasoning (AR) (15 minutes)
- Word Knowledge (WK) (15 minutes)
- Paragraph Comprehension (PC) (10 minutes)
- Mathematics Knowledge (MK) (15 minutes)
- Electronics Information (EI) (15 minutes)
- Auto Information (AI) (10 minutes)
- Shop Information (SI) (10 minutes)
- Mechanical Comprehension (MC) (15 minutes)
- Assembling Objects (AO) (15 minutes)



**HINT:** The web-AFCT divides the Auto Shop subtest into two subtests, Auto Information and Shop Information. Therefore, web-AFCT consists of ten subtests while the paper-and-pencil ASVAB consists of nine.

### ❖ REGISTRATION

Examinees scheduled to take the web-based AFCT can currently be registered 30 minutes in advance prior to test time. The CAC is required for registration but a CAC is not required for examinees to take the exam. Read the administration manual titled “Administering the Web AFCT: A User’s Guide” dated 14 Feb 2017, prior to test administration.

### ❖ SCORING

Sites administering the web-based AFCT will have access to the test scores immediately. However, the official score report will be provided once the scores are transposed on the official score report template located on the Service member HRC Testing website.

The score report can be found at the following link:

<https://pki.dmdc.osd.mil/icat-ar/pages/postAuthenticate.do>

Select Reports, input Soldier's information.

❖ **ELIGIBILITY CRITERIA**

See Appendix 10, Eligibility Requirements, page 104.

## 5.2. Defense Foreign Language Program (DFLP)

### ■ Language Testing

The DLPT system serves to evaluate the ability to understand written and/or spoken material presented in a foreign language and the ability to speak a foreign language.

❖ **LANGUAGE PROFICIENCY TESTING ELIGIBILITY**

- ❑ Soldiers who have received foreign language training at government expense.
- ❑ Soldiers who claim knowledge of a foreign language as a result of Civilian education residence in a foreign country, or family usage.
- ❑ Soldiers with records indicating previous language study.



Tests include an OPI, given by Defense Language Institute, Foreign Language Center (DLIFLC) in languages not available in either the DLRPT or the DLPT.

For a list of available DLPTs, access the web link below and select "Show Available Tests" (Authorization & Reporting does not include a list of OPIs).

<https://pki.dmdc.osd.mil/appj/dlpt/home.do>

DMDC will also post outages (on the site banner) and messages affecting testing on this website.

**HINT:** Soldiers in a linguist MOS or who qualify for Foreign Language Proficiency Bonus (FLPB) must test annually (within 12 months) from last test date.

The following reference materials are available:

- ❑ Registration and Access DLPT Training
- ❑ Administration Guide for web-based DLPT and Administration Guide for web-based DLAB
- ❑ Web-DLPT Site Locations, and web-based Defense Language Testing User Guide



**ALERT!** APT Program Office milSuite page is the primary resource for any APT announcements/ test releases/outages. Check APT Program page prior to contacting APT Program Office.

### ■ Web-based Language Testing (DLAB)

The DLAB evaluates the aptitude of a Service member to learn a foreign language. The test is used to determine a Soldier's eligibility for language training. The test is web-based and is found in the DLPT system. When registering a person, DLAB can be selected from the list of languages at

<https://pki.dmdc.osd.mil/appj/dlpt/home.do>

Select the "Registration" tab.

❖ **FORBIDDEN MATERIALS**

- Scratch paper
- Lexical aids (e.g., dictionaries)

❖ **ELIGIBILITY CRITERIA TO RE-TEST**

Examinees who have achieved a DLAB score of 95 (effective 1 Oct 06) or above on a previous test are not eligible to re-test. See [Section 3, Examinee Eligibility Requirements, page 11](#).

❖ **TEST ADMINISTRATION INSTRUCTIONS**

See the web-DLPT Administration guide for more information.

❖ **DISTRIBUTION OF TEST RESULTS**

- One copy uploaded in GoArmyEd
- One copy to the local APT files (2 years)
- One copy to the individual
- One copy to the Military Personnel Service Division or unit S-1



**WARNING!**

Examinees may not test more than three times unless approved by the APT Program Office.

## ■ **Web-Based Language Testing (DLPT)**

All foreign languages tested use the web-based DLPT application. The DLPT 5 is the latest generation of language tests. There are two DLPT 5 test formats: constructed-response (CR) and multiple-choice (MC). In the constructed-response format, the examinee types their answer to the test question in English. In the multiple-choice format, the examinee selects one of four answer options that are in English.

All of the DLPT 5 languages have a LR version that measures from 0 to 3 proficiency according to the Interagency Language Roundtable (ILR) scales. Some have an UR version that measures 3 to 4 proficiency, and can only be taken if a score of 3 was achieved on the lower range version for that skill.

The DLPT 5 is a self-paced exam that requires approximately 3 to 3.5 hours to complete each skill, although it is possible to finish faster. The length is due to the passage size that provides an evaluation of a person's skill, and for the listening tests, the later passages are voiced twice. The passages and audio are derived from authentic sources; the audio has different speakers with different accents (and occasional background chatter). There are no converted scores with the DLPT 5. Only proficiency ratings will be provided.

DLPT 5 familiarization guides and answers to frequently asked questions:

<http://www.dliflc.edu/wp-content/uploads/2015/03/Generic-Fam-Guide-MC-CBu-updated.pdf>

TCOs can reference the available test on the DLPT Authorization & Reporting site to determine which languages are available for DLPT testing by Selecting "Show Available Tests".

<https://pki.dmdc.osd.mil/appj/dlpt/home.do>

National Guard sites will be able to use Digital Training Technology Project (DTTP) classrooms at no cost. Any other Army component should confirm if they will be charged prior to scheduling a test session at a DTTP classroom.

Test accounts administering the web-based DLPTs should have the following documentation (available on the DLPT Authorization & Reporting Website):

- DLPT TA Training
- User Guide for web-based DLPT
- Administration Guide for web-based DLAB
- Administration Guides for web-Based DLPT
- Web-DLPT site locations
- Problem Report to report issues across multiple sites
- DLPT 5 System Configuration Procedure v3.9.4

To qualify for a FLPB, Soldiers MUST test annually using the LR DLPT and take both the Reading and Listening portion within 30 days. If a DLPT only has a Listening or Reading portion, the Soldier MUST also take the OPI within days 30 days to qualify for FLPB. For languages with no DLPT, Soldiers may take the OPI to qualify for FLPB. (AR 11-6, paragraph 4-5). Soldier may not use the UR DLPT as an annual recertification. The UR test for FLPB pay purposes expires when the LR DLPT expires and Soldiers that qualify to take the UR DLPT should be encouraged to test within 90 days of the LR DLPT. Any questions regarding FLPB pay qualifications should be addressed to

[usarmy.knox.hrc.mbx.tagd-flpb@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-flpb@mail.mil)

or by calling: COM 502-613-8512.



**ALERT!** Do not contact APT Program office regarding FLPB pay related issues.

#### ❖ LINGUIST KNOWLEDGE NETWORK

The Army Foreign Language Proponency Office has created a Linguist Knowledge Network on AKO. This is intended to be a central location where all information pertinent to the Army Foreign Language Program will be posted to include the DLPT 5. Minimum hardware specifications, familiarization guides, information papers, and frequently asked questions can all be accessed on this site. Information regarding the DLPT 5 implementation can be found at this site. To navigate to the site, follow the steps below:

- Log into AKO.
- Select the “Quick Links” drop-down menu.
- Select the “Knowledge Networks” link.
- Select the “Linguist Knowledge Network” link on page 2.

#### ❖ REPORTING AND DISTRIBUTION OF DLRPT AND DLPT SCORES

- Report DLPT I, II, III, IV, AND V scores using DA Form 330.

- Distribution of test results (in addition to DA Form 330 disposition).
  - One copy uploaded in GoArmyEd.
  - One copy to the local APT files (2 years).
  - One copy to the individual.
  - One copy to the Military Personnel Service Division or unit S-1.

#### ❖ DLPT CONTENT INQUIRY

If a Soldier has a question regarding the content of a DLPT, then the Soldier can make a formal inquiry to the DLIFLC. The form must be filled out completely and submitted to DLI by mail. Information on the form is controlled and, therefore, can never be sent via fax or e-mail. Query form may be downloaded at:

<https://www.hrc.army.mil/tagd/apt%20correspondence%20samples>

#### ❖ COMPLETION OF THE DA FORM 330

The DA Form 330, Language Proficiency Questionnaire is the proper form to report DFLP test scores. See Appendix 13, Sample Forms, **Figure F-2, DA Form 330 – Language Proficiency Questionnaire, page 124**. TCOs should also be aware of instructions on the second page of the form.

## ■ Oral Proficiency Interview (OPI)

#### ❖ OPI AUTHORIZATION AND REPORTING SYSTEM (OARS) ACCESS

OARS is the web-based system for the authorization, submission, tracking, and score reporting of OPIs. The ultimate goal of OARS is to provide the DLI and Service Authorities a central point of access to facilitate and monitor OPI processes. TCOs, ITCOs, ATCOs, and TEs should contact the DLIFLC Associate Director for any additional information regarding requests for OPIs.

The principal purpose of OARS is to alleviate and/or replace current OPI coordination and reporting procedures, which rely heavily on email exchanges. The tracking of individual OPI requests has also been incorporated into the OARS, providing end-users with an accessible portal from which to obtain information on each request submitted and approved via OARS.

Once registered, TCOs and language testing coordinators can unilaterally designate and assign “Associates.” This feature was built into the system, allowing for greater flexibility in the submission and tracking of OPI requests. Registered TCOs have the option of providing either full or limited capabilities to their respective Associates. Associates have the ability to submit and track requests on behalf of a TCO. A Full Associate will have the same privileges and rights as the registered TCO, plus track requests and scores submitted or received by all other Associates of the parent TCO. Limited Associates may only view and track their own requests processed.

All TCOs and/or language testing coordinators must register with OARS. For registration and usage, OARS is located at the following address:

<https://oars.languagetesting.com/>

Access OARS via the link and select the “New User Registration” button.

Information for OARS registration:

Fields marked with a star (\*) are required.

Fields marked with a flag (❑) are optional.

- \* First name of TCO or language testing coordinator
- \* Last name of TCO or language testing coordinator
- \* Provide Service branch to which the TCO belongs or is affiliated
- \* Select location of TCO via the drop down menu
- \* Provide Test Account ID (e.g., T0123)
- \* Email address of TCO or language testing coordinator
- \* Generate password
- \* Confirm created password
- \* Organization/unit name
- \* Proper base name or station of TCO
- \* City name
- ❑ State/Country
- \* Select time zone of TCO via drop down menu
- ❑ DSN phone number
- ❑ Commercial phone number
- ❑ Fax
- \* DLPT test site ID (**Required**: Although not designated with a star on the form, it is a necessary field. Place the Test Account ID in this field.)
- \* Group ID (**Required**: Although not designated with a star on the form, it is a necessary field. Place the Test Account ID in this field.)
- \* Select appropriate User type (required: Select “TCO”)



**HINT:** Password MUST be at least 8 characters long and may contain a combination of letters and numbers.



**HINT:** The “Login ID” is the full enterprise email address of the account holder.

Select the “Submit” button when all items have been entered.

Allow up to 72 hours for the finalization of the registration process. If done correctly, the TCO will receive email notification stating that the account has been activated. Once activated, TCOs may access and use OARS.

TCOs may assign Associates once registration has been completed. This is done by accessing the main OARS landing page and selecting “My Associates” under “Administration”. The TCO provides all the information required, PLUS the DLPT Test site ID and Group ID. These two fields MUST contain the same Test Account ID as the parent TCO.

When registered, the Associate will receive an email notification and temporary password for access. Like TCOs, Associates must use their full email address for login. Once the temporary password is used to access the

system, a prompt will appear instructing the Associate to change the password. See [Appendix 3, Points of Contact, page 86](#).

#### ❖ OPI ADMINISTRATION GUIDELINES

TCOs requests for an OPI for Army and Sister Services are at:

<https://oars.languagetesting.com>

Prior to requesting an OPI, eligibility must be verified.

To schedule an OPI, Soldier must meet one or more of the following requirements, IAW AR11-6 Army Foreign Language Program, 18 Feb 2016 and the current Army Strategic Language List (ASLL).



**HINT:** AR 11-6 and ASLL are available for review on the APT Program milsuite page at <https://www.milsuite.mil/book/groups/army-personnel-testing-program>.

When requesting an OPI, see Appendix 14, Sample Memorandums, [Figure M-4 Sample OPI Memorandum, page 136](#).

#### ❖ GUIDELINES FOR OPI EXAMS:

- ❑ IAW DLI OPI Section, it is not necessary for a TCO or Proctor to be present in the designated OPI testing room during the exam. However, the TCO or Proctor must be in the immediate vicinity in case an issue arises during the OPI.
- ❑ The designated OPI room should be in an isolated space, not subject to external noises or distractions.
- ❑ Note taking during the OPI is prohibited.
- ❑ Examinees shall be relieved of all recording devices prior to taking the exam. Examinees are not to record the OPI.
- ❑ If a dialect is requested, examinees must try their utmost to speak in that dialect only. Testers have been instructed to rate the examinee on the exclusive usage of the intended dialect. “Mix-matching” may result in an early termination of the exam.
- ❑ If a technical issue, such as a faulty phone connection, interferes with the examinees or tester’s ability to listen and converse appropriately, the TCO or Proctor must be alerted immediately.
- ❑ A typical OPI lasts anywhere from 20–45 minutes.
- ❑ If an OPI is administered, TCOs will receive a score report to transfer to the DA Form 330.

### 5.3. Disposition of the DA Form 330

#### ■ Enlisted Procedures

HRC utilizes an automated process to update Total Army Personnel Database (TAPDB), Enlisted Distribution and Assignment System (EDAS), Total Officer Personnel Management Information System (TOPMIS), and Electronic Military Personnel Office (eMILPO). The process automatically uploads listening and



**HINT:** OPI participatory listening scores cannot be reported since DLI does not report the data to DMDC.

reading scores for Soldiers who took a DLPT and the speaking score for Soldiers who took an OPI. DLPT scores will be uploaded to HRC databases within 7 business days. OPI scores will be uploaded on a bi-monthly basis due to the complexity of the OPI reporting process and system.

Brigade (BDE) S1/MPD/Personnel Support Battalion (PSB) Personnel Automation Systems (PAS) Chief is the appropriate office for resolution of the items below. If the ERB does not reflect new DLPT data after 7 business days or new OPI data by the 30th business day after the OPI test date, Soldiers must report to their servicing BDE S1/MPD/PSB PAS Chief for assistance.

❖ **EXCEPTIONS TO REQUEST A TROUBLE TICKET REGARDLESS OF TIMEFRAME**

- Promotable E-4/5
- E6/7/8/9 with records appearing before an upcoming promotion or selection board
- Soldiers reenlisting for a language bonus
- Soldiers pursuing assignment to a linguist billet
- Soldiers with a FLPB issue



**HINT:** Do not forward DA Form 330 to HRC Military Intelligence (MI)/Language Branch! Soldiers should allow time for the automated process to work!

BDE S1/MPD/PSB must first verify data has not been uploaded to TAPDB/EDAS or eMILPO. The BDE S1/MPD/PSB will check EDAS “PE” screen page 9 and download a copy of the ERB. If tested data is missing or incorrect on the language section of EDAS “PE” page 9 or on the ERB, the BDE S1/MPD/PSB will follow the trouble ticket process.

❖ **TROUBLE TICKET PROCESS**

BDE S1/PSB/MPD will coordinate with BDE S1 or installation level PAS Chief. PAS Chief will submit a HRC Field Services Division (FSD) Help Desk trouble ticket. Trouble tickets can be created at

<https://www.fsd.hrc.army.mil/Main/Main.aspx>



**ALERT!** Test Sites and HRC MI/Language Branch are not responsible for Data Updates.

Trouble ticket must include the requested add, update, or delete action (e.g., add French OPI) and supporting documents (e.g., DA Form 330).

It must also include the statement: “EDAS PE page 9 and ERB has been checked and requested action has not been completed.”

Lastly, it must also include one the following statements:

- Reporting timeframe has been exceeded.
- Soldier is an ETP: \_\_\_\_\_. (use one of the excepted classes above)

HRC FSD Help Desk will compare requested action against data in EDAS and eMILPO. If data changes are required, HRC FSD Help Desk will take action to submit required transactions to update personnel automation systems and ERB.

### ❖ ADMINISTRATIVE NOTES

Soldiers should ensure one copy of the DA Form 330 for DLPT or OPI is given to BDE S1/MPD/PSB so the document can be posted to interactive Personnel Electronic Records Management System (iPERMS).

The control language (CLANG) is not identified on the ERB. It is identified in EDAS as the eighth and ninth characters of the nine character MOS. Language data listed on EDAS “PE” screen page 9 and the ERB appears alphabetically. The first language listed is not the control language. Always refer to the nine character MOS to identify a Soldier’s CLANG.

Once a Soldier has tested via DLPT or OPI it becomes a permanent part of the Soldier’s record.

HRC MI/Language Branch can only process CLANG changes and Commander’s recertification for deployed personnel. It cannot update tested language data in EDAS or on the ERB. The trouble ticket process must be followed as noted above.



**ALERT!** Regardless of scores or date tested, it cannot be removed from EDAS or the ERB.

### ❖ CONTROL LANGUAGE (CLANG) CHANGE

Per AR 11-6, Chapter 2-7, Soldiers may initiate a CLANG change upon completion of the Active Duty Service Obligation (ADSO) for language training or scoring 2/2 or above on a DLPT. Soldiers may send a DA Form 4187 through the unit to their appropriate HRC Professional Development Non-Commissioned Officer (PDNCO)/Branch Manager to request a CLANG change. The DA Form 4187 should be signed by the Soldier and routed through the appropriate Commander for approval recommendation and signature. The overriding factor in determining a CLANG is the needs of the Army; however, HRC may take into consideration the Soldier’s language proficiency and desires of the Soldier to approve a CLANG change.

### ❖ COMMANDER’S RECERTIFICATION

Per AR 11-6, Chapter 4-6, Commanders or Supervisors may certify annual recertification in lieu of DLPT or OPI for Soldiers who are deployed for a contingency operation or are assigned OCONUS where testing facilities are not available. The recertification must be documented on a DA Form 4187. It must include the deployment dates, Soldier’s CLANG and the following statement: *“The Commander/Supervisor certifies that the recipient can perform his/her linguistic duties in a satisfactory manner and is proficient at a level consistent with their current proficiency scores.”* Soldiers must be recertified using DLPT or OPI within 180 days of the redeployment date.

## ■ Officer Procedures

BDE S1/MPD/PSB should immediately stop using local TOPMIS access to update ORB language data. HRC is utilizing an automated process to update eMILPO, TAPDB, and TOPMIS. This process will automatically upload



**ALERT!** Test Site and HRC Career Managers are not responsible for data updates.

Listening and Reading scores for Officers who took a DLPT and the Speaking score for Officers who took an OPI. DLPT scores will be uploaded to HRC databases within 7 business days. OPI scores will be uploaded on a bi-monthly basis due to the complexity of the OPI reporting process/system.

BDE S1/MPD/PSB PAS Chief and Directorate of Human Resources (DHR), MPD - Installation eMILPO Section are the appropriate offices for resolution.

If the ORB does not reflect new DLPT data after 7 business days or new OPI data after the 30th business day after the OPI test date, Officers MUST report to their servicing BDE S1 PAS Chief or DHR, MPD - Installation eMILPO Section for assistance.

❖ **EXCEPTIONS TO REQUEST A TROUBLE TICKET REGARDLESS OF TIMEFRAME**

- ❑ Officers with records appearing before an upcoming promotion or selection board.
- ❑ Officers pursuing assignment to a linguist billet.
- ❑ Officers with a FLPB issue.

BDE S1 PAS Chief and DHR, MPD - Installation eMILPO Section will create an eMILPO trouble ticket - including detailed add, update, or delete instructions and DA Form 330 and submit it to HRC FSD Helpdesk for resolution. Upon receipt, HRC FSD Helpdesk will compare requested action against data in TOPMIS and eMILPO. If data changes are required, HRC FSD Helpdesk will take action to complete the trouble ticket.

❖ **ADMINISTRATIVE NOTES**

Officers should ensure one copy of the DA Form 330 for DLPT or OPI is given to BDE S1/MPD/PSB so the document can be posted to iPERMS.

❖ **CONTROL LANGUAGE (CLANG) CHANGE**

Per AR 11-6, Chapter 2-7, Soldiers may initiate a CLANG change upon completion of the ADSO for language training or scoring 2/2 or above on a DLPT. Soldiers may send a DA Form 4187 through the unit to their appropriate HRC PDNCO/Branch Manager to request a CLANG change. The DA Form 4187 should be signed by the Soldier and routed through the appropriate Commander for approval recommendation and signature. The needs of the Army determine the necessity of a CLANG; however, HRC may consider the Soldier's language proficiency and desires of the Soldier to approve a CLANG.

❖ **COMMANDER'S RECERTIFICATION**

Per AR 11-6, Chapter 4-6, Commanders or Supervisors may certify annual recertification in lieu of DLPT or OPI for Soldiers who are deployed for a contingency operation or are assigned OCONUS where testing facilities are not available. The recertification must be documented on a DA Form 4187. It must

include the deployment dates, Soldier's CLANG and the following statement: *"The Commander/Supervisor certifies that the recipient can perform his/her linguistic duties in a satisfactory manner and is proficient at a level consistent with their current proficiency scores."* Soldiers must be recertified using DLPT or OPI within 180 days of the redeployment date.

## 5.4. Foreign Language Proficiency Bonus (FLPB)

FLPB policies are outlined in AR 11-6, Chapter 4 in addition to Military Personnel (MILPER) and All Army Activities (ALARACT) messages. The APT Program Office will provide TCOs with changes to the FLPB program as they are provided from the G-1 and include any copies of guidance on the ACES Extranet.

Army Strategic Language List link:

<https://www.hrc.army.mil/content/Foreign%20Language%20Proficiency%20Bonus>



**ALERT!** The APT Program Office cannot answer specific questions regarding FLPB or provide waivers for FLPB. Any questions regarding FLPB shall be addressed to the FLPB PM

## 5.5. American Council on Education (ACE) Recommended Credit

Soldiers may be eligible to earn college credits for language skills. ACE evaluates language exams for recommended credit and has approved the DLPT-III, DLPT-IV, DLPT 5, and OPI (any language) for recommended credit. ACE has not recommended credit for DLPT-I and DLPT-II.

Postsecondary institutions decide whether to award credit based upon the ACE recommendation. For additional information and to request transcripts go to:

<http://www2.acenet.edu/credit/?page=transcripts>

## 6. Non-APT Tests

### 6.1. English Comprehension Language (ECL) Testing



**ALERT!** This chapter does not cover all Non-APT tests.

ECL testing of a Soldier's English competency may be done for one of two reasons:

- For Soldiers wishing to obtain the Active Duty MOS 97E or USAR MOS 97L.
- For Soldiers who need English as a Second Language (ESL) classes.

There are two written tests that measure English language skills for these purposes. One is the ECL Test; the other is the American Language Course Placement Test (ALCPT.)

See DA Pam 611-21, 22 Jan 2007, Military Occupational Classification and Structure, for MOS requirements.

The Defense Language Institute, English Language Center (DLIELC), is the proponent for the English Language Program. The Test and Measurements Division has verified that the ECLT and ALCPT are comparable; qualifying scores are the same on both tests. However, the DLIELC prefers that Education Centers and APT sites use the ALCPT.

AR 621-5, Army Continuing Education System, contains additional information relevant to ESL.

For a current list of reference documents, access the DLPT Authorization & Reporting Site

<https://pki.dmdc.osd.mil/appj/dlpt/home.do>



**ALERT!** ECL Tests are controlled items even though the APT Inventory is not used to maintain them.

and select the "Documents" link.

- ECL User Guide
- ECL Administration Guide

Although not Army Personnel Tests, these are controlled items. The APT Inventory is not used to maintain them. Additional information is available at

[http://www.dlielc.edu/testing/alcpt\\_test.php](http://www.dlielc.edu/testing/alcpt_test.php)

- Contents of this website:
  - Memorandum For Record-TCO Appointment
  - General ALCPT Information Ordering sheet
  - ALCPT Handbook
  - ALCPT request form

Email address for information and inquiry: [dli.alcpt@us.af.mil](mailto:dli.alcpt@us.af.mil)

Once released to a test site, the ALCPT involves no further accountability to DLIELC, whereas the ECLT remains accountable. Users of ECLT must maintain TCO orders plus signature cards at DLIELC and send all completed answer sheets as well as quarterly inventories to DLIELC. To obtain testing material for ESL programs or military testing, contact DLIELC. See [Appendix 3, Points of Contact, page 86](#).

The Defense Language Testing system now includes the ELCT but this test is only available to USMEPCOM. TAs can see ECLT as an option for registration. If a TA does register an examinee for the ELCT, the test delivery software will not deliver the test unless the TA was authorized by USMEPCOM.

## ■ ECL Testing in Korea and Japan

OCONUS ECL testing procedures vary. Contact the [Appendix 3, Points of Contact, page 86](#) for current information and guidance.

## 6.2. Basic Math and Science Test

The Basic Math and Science test is not an APT exam. TCOs should contact the U.S. Army Prime Power School to obtain authorization for these test materials. See [Appendix 3, Points of Contact, page 86](#).

## 6.3. Test of Adult Basic Education (TABE)

The TABE is a standardized test designed to measure a person's education level in reading, mathematics computation, applied mathematics, language, and spelling subject areas. Some proponents require the TABE as a part of the Warrant Officer Application packet. TABE offers a computer-based and a paper-based option. Online TABE 11/12 is available for IMCOM, Reserve and National Guard Service members.

In some instances, Warrant Officer applicants are required to meet a minimum score on the TABE test. Requirements can be found at [www.usarec.army.mil](http://www.usarec.army.mil). Depending on component, TCOs should ask the applicable Testing PM for guidance on how to gain access to this test and other details. Further information can be found here:

<https://tabetest.com/>



**HINT:** For more information on TABE, visit the APT Testing Program milSuite page at:  
<https://www.milsuite.mil/book/groups/army-personnel-testing-program>

## 6.4. Tailored Adaptive Personality Assessment System (TAPAS)

TAPAS is a requirement for new accessions in specific MOSs. TAPAS is administered to all Army and Air Force applicants.

TAPAS is used by Army and Air Force to assess several personality characteristics important in military occupations and to evaluate an applicant's suitability for military life and the likelihood of successful adjustment. The Army uses the test for assessment purposes, whereas the Air Force uses it for classification only.

This computer-based test is an adaptive personality assessment that measures moral standards and reasoning. TAPAS was developed by the U.S. Army Research Institute. This test can be administered at USMEPCOM . Some Air Force Military Testing Offices administer this test as well.

## **6.5. U.S. Army Sergeants Major Academy (USASMA) Non-Resident Course**

The USASMA has a Sergeants Major Non-Resident Course (SMNRC) with exams that must be administered by TCOs that USASMA has validated. USASMA Circular 350-03-1 provides additional guidance regarding this program.

Each Soldier enrolled in the program has a facilitator who is the TCO's test site proctor. Upon completion of online lessons and evaluation plans for each learning module, the Soldier must contact the facilitator for authorization to be administered department examinations. The USASMA will provide the TCO instructions to access online digital testing in Blackboard for exams. Soldiers shall not have access to online test material. Written essays, papers and oral presentations must be completed in sequential order and only upon authorization from the facilitator. Each assessment will have a separate authorization. Normally, the assessments must be administered within 15 days of authorization by the facilitator; however, a waiver for this requirement is determined by the TCO's availability to administer the End of Module (EOM) exam.

Soldiers may not use references or other training aids during examinations. Soldiers submit assignments via email or blackboard to their facilitators who score and grade essays and papers. Soldiers receive test results directly from their facilitators.

Contact the USASMA POC for further guidance and clarification. See [Appendix 3, Points of Contact, page 86.](#)

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# 7. Test Administration

## 7.1. APT Administration Guidelines

Soldiers must produce a valid military ID card prior to testing. Currently serving Active Duty, ARNG, and USAR personnel may take APT tests.

Members of the IRR or Inactive National Guard (ING) are treated as DoD Civilians and should be directed to USMEPCOM for any required testing.

Members of other Services and DoD Civilians may be tested if they meet the requirements of AR 611-5 or have an approved ETP from the APT PM. For guidance on ETPs and testing of Sister Service members or testing DoD Civilians, see or [Appendix 3, Points of Contact, page 86](#) to contact the APT Program office.

TEs must verify the identity of all examinees before being seated at the computer. Two forms of photographic identification (e.g., driver's license or military ID) and proof of social security number (SSN) are required (e.g., social security card). Service members must present their CAC.

Soldiers must be eligible for the test. Acceptable documentation of eligibility is a DA Form 4187 signed by the Unit Commander or authorized representative with the "Is Approved" box checked indicating that the Soldier's personnel record has been checked for eligibility. **Soldiers cannot certify themselves.** A memorandum from the APT PM granting an ETP, if applicable. For more information on eligibility, TCOs should check testing policy in this handbook specific to the test being administered.

TEs shall review the administration manual prior to each test session to ensure all required materials are available and all testing requirements are met.

During each test, proper control of test materials must be maintained. TEs must make entries in a Test Control Log (i.e., DD Form 1572, TEST LOG DANDES and OTHERS) as follows:

- A separate page will be kept for each test type.
- The name of the test (i.e., AFCT) will be written or typed at the top of each page.
- Individual log entries will include examinee's name, date of test, and test materials used, including serial numbers.
- Test logs will be maintained for two years, and then discarded.
- Photocopied answer sheets shall not be used under any circumstances.
- Once testing has begun, examinees arriving late will be rescheduled.

TEs will be alert and vigilant throughout all testing sessions. Any instances of improper behavior or deviation from testing instructions will result in



**WARNING!** The Examinee must not be permitted to take the exam until his or her identification has been verified.



**WARNING!** An Examinee may not certify himself or herself.



**ALERT!** Testing personnel must verify access to the testing platform 24 hours prior to administering an exam to ensure access is not expired. If unable to login, please contact the APT Program Office.

termination of the examinee's testing. Questionable or improper behaviors will be reported to the TCO or ATCO as soon as possible.

TEs will ensure the time limits and administrative instructions stated in the test administration manual are strictly observed. For paper-based tests, TEs will use a timer and post start and finish times in plain sight. Directions must be read verbatim.

TEs will not allow the use of unauthorized testing aids (i.e., calculators), unless specifically authorized in the test administration manual.

When scratch paper and pencil are authorized, examinees must only use pencils and scratch paper provided by the TE or TCO. Only one sheet of scratch paper should be provided to each examinee. If an examinee needs another sheet, the TE or TCO shall take the used scratch paper before giving a new sheet since an examinee should only have one sheet of scratch paper at any given time.

TEs will collect and account for all test materials and scratch paper before examinees are dismissed.

Test booklets should be checked for extraneous marks and missing pages. TEs should also ensure that all required sections of the answer sheets are completed before releasing the examinees. Used scratch paper is controlled test material. Do not throw it away; it must be destroyed IAW AR 611-5.

In some circumstances a TE may be able to release examinees one at a time as they complete an exam as long as it is not disruptive to other examinees. If the TE feels this is too disruptive, they should instruct examinees to wait until the completion of time allotted before turning in test materials and exiting the room. In any case, TEs should only allow examinees to leave one at a time to ensure an orderly process to collect test material and turn-in answer sheets.

TEs will advise examinees when to expect their test results and recommend that the Soldier ensure test scores are posted in their personnel file. They should also advise Soldiers to retain a personal copy.

Scoring procedures outlined in the administration manual, and/or scoring directions specific to the test administered must be followed exactly. All Army Personnel Tests that are hand-scored must also be scored independently by a second person (See AR 611-5, Chapter 5).

Test results will be reported to the Soldier, their unit, and the MPD for inclusion in the Soldier's personnel file. A copy must also be maintained in the local APT files for two years.

## ■ Examinee Emergencies

If an examinee must be released from testing due to an emergency (for example, Family member involved in an accident), note time elapsed, collect



**WARNING!** Leaving an examinee or group of examinees unmonitored at any time constitutes a compromise. Monitoring may require the TE to physically move around the room during test administration.



**ALERT!** Hand-scored tests also must be scored independently by a second person.



**HINT:** Always retain a copy of the score report.

all of the examinee's test materials, and remind the examinee not to discuss test materials. Reschedule the examinee to complete testing as soon as possible and allow only the time remaining from the original testing session.

For all testing, do not allow examinees to leave the testing room for a non-emergency or individual break unless the examinee has a medical statement to substantiate the need to take an individual break during the testing session. In such cases, provide an escort who meets TE grade requirements and keep track of testing time. Time allotted for break does not count as part of examinee's testing time. Terminate testing if an examinee without a medical statement leaves the testing session after testing has begun. Before the examinee leaves, explain that the test will be terminated and again ask if the examinee needs to be excused. Forward the examinee's answer sheet to the appropriate agency for scoring (if applicable) with a note explaining why testing was terminated or hand-score it if it is a test scored locally.

## ■ Test Proctors

### ❖ TESTS NOT USING AUDIO EQUIPMENT

A test proctor is required for every 15 examinees or fraction thereof (except for USMEPCOM). The same rule applies to computer-based tests. The TE counts as one of the test proctors. Examples:

Number of examinees	Number of Additional Proctors Needed	Notes
1 – 15	0	TE counts as the required Test Proctor
16 – 30	1	One additional proctors + TE
31 – 45	2	Two additional proctors + TE
46 – 60	3	Three additional proctors + TE

### ❖ TESTS USING AUDIO EQUIPMENT

When using audio equipment, there will be one proctor for every 10 examinees or fraction thereof. Examples for tests using audio equipment (e.g., DLPT-IV Listening test):

Number of examinees	Number of Additional Proctors Needed	Notes
1 – 10	0	TE counts as the required Test Proctor
11 – 20	1	One additional proctors + TE
21 – 30	2	Two additional proctors + TE
31 – 40	3	Three additional proctors + TE

## 7.2. Army Personnel Testing (APT) Environment

The APT environment should strive to eliminate distractions to the greatest degree possible.

Testing Personnel should ensure that the following criteria are met:

- Adequate seating is required to allow reasonable separation during testing and to provide each examinee with adequate work surface that can hold both a test booklet and a separate answer sheet as applicable.
- Arrange the testing room so that the TE can see and hear all examinees continually during testing sessions. The TE should not be separated from examinees by a partition or window. Do not use desk or tables with partitions.
- Privacy screens are highly recommended for computer monitors to enhance test security.
- Testing room ventilation must be controlled, and temperature should be maintained between 68 and 78 degrees F. Do not conduct testing when environmental conditions interfere with concentration.
- Each examinee must be able to clearly hear test administration guidance. Time limits should be clearly posted for examinees taking paper-based tests. Examinees taking computer-based tests should be made aware that their time limits are displayed on their respective screens.
- Ensure that the testing room meets minimum noise level requirements. Contact the local facilities management personnel to test noise levels. Recommended noise level range for testing facilities is 40 to 45dB (A) and must not exceed 60dB (A) for a significant period of time. Never administer tests in locations where other business is being conducted.
- The testing room must have comfortable lighting that provides minimal glare and shadows.

### 7.3. Examinee Responsibilities

While Soldiers are signing the test administration statement, it is a good opportunity to inform Soldiers of their examinee responsibilities.

It is an examinee's responsibility to:

- Provide required documentation to the testing staff, to include ETP if applicable.
- Ask questions if they are unclear about test guidance or do not understand the test administration statement.
- Immediately inform the TE of any problems that arise **during** the exam. Soldiers should not wait until completing an exam if there is an error with their materials or a technical problem with listening equipment.
- Reschedule if not physically and mentally ready to take the exam. In this case, the examinee should place a checkmark in the block.

labeled “I am not physically and or mentally able to be tested this date. I will be administered this test at another time”, and sign the test administration statement.

- Always retain a copy of the score report.
- Ensure scores have been posted properly and accurately in their personnel record.
- If an examinee believes test site conditions during testing (excessive noise, or other reasonable nuisance) distracts them, examinee should inform the TE prior to the test being scored, and the TE should save test to resume later.

## 7.4. Prohibitions

### ■ Prohibited Items

Personal items are not allowed in the testing room. If an examinee brings personal items to the testing location, the TE must store those items away from the examinees and in a place where they will not cause disruption during the exam. Personal property includes but is not limited to:

- Pens, pencils, and scratch paper. (All necessary materials for testing will be provided by the test site.)
- Personal electronic devices, including, but not limited to; watches, cell phones, tablets, laptops, calculating devices, cameras, or any other item which could be used to gather, store, copy, transmit or receive data.
- Personal headphones. (The test site will provide headphones for listening sections of tests.)
- Oversized wallets, purses, backpacks.

### ■ Prohibited actions

- Examinees may not leave the room with **any** test materials (e.g., scratch paper).
- Smoking, eating, drinking or any other activity which could disrupt testing (including the authorized testing staff).
- Disclosure of any information about the test that may jeopardize the security of the test, (e.g., test questions and or answers, test instructions).
- Disclosure of TE’s user name and password.

## 7.5. Retesting Policies

Unless precluded by policy, Soldiers may retake any Army Personnel Test which resulted in an unsatisfactory score. The test cannot be retaken until six

months have passed from the previous test date. Once a retest is approved, an alternate form of the test will be used if one exists.

Requests for retests to invalidate current test results because of extenuating circumstances, and requests for retesting within the six-month window as an ETP must be sent through the appropriate channels to the APT Program Office for review See [Appendix 8, ETP Process, page 98](#). ETPs must be submitted at least 72 hours in advance of testing. Do not schedule a test without an approved ETP. The APT Program Office is the only entity authorized to approve or disapprove requests for ETPs.

Email the ETP request to the ALCPT-DLIELC APT Distribution Center See [Appendix 3, Points of Contact, page 86](#). Do not send ETPs to personal email accounts as this could result in delay. Only submit one request per ETP situation. All ETPs must be endorsed by the TCO prior to submission.

The APT PM must approve requests for an ETP before a Service member can retest. The request should include documented reasons to expect that the retest will result in significantly improved scores. Any ETPs requested prior to the completion of any significant training will be denied. An exception may be made for a Soldier who needs to retest on the AFCT immediately following the completion of a Basic Skills Education Program (BSEP) at an education center. Each request, excluding DLPT, must provide military justification to include extenuating circumstances stating why the Service member cannot wait the required six months. Once an exception is granted, no matter what the result, no further exceptions will be granted for six months. This requirement cannot be waived, and Soldiers should be made aware of this limitation before requesting an ETP. ETPs request must be signed by the Soldier's Unit Commander.



**ALERT!** National Guard APT TCOs must send all ETP requests through National Guard Bureau, Human Resources Management, Education Branch (NGB-HRM-E) for review, which will process and forward the request to the APT Program Office.

## ■ Selection Instrument for Flight Training (SIFT) Retesting Policy

SIFT is a computer-based test battery that was developed to replace the outdated Alternate Flight Aptitude Selection Test (AFAST).

### ❖ RETESTING POLICY DETAILS

- ❑ The examinee is entitled to no more than two attempts to achieve qualifying scores on the SIFT.
- ❑ The examinee's only eligible retest may be administered on or after the 181st day following the completion of the first attempt.
- ❑ If an examinee achieves a qualifying score, additional tests are not authorized.
- ❑ Required retesting intervals between exams cannot be waived.

## ■ Armed Forces Classification Test (AFCT) Retesting Policy

Soldiers who seek to improve their original ASVAB scores may be administered the AFCT through iCAT. Soldiers must not be given the AFCT any earlier than six months after the date of their USMEPCOM ASVAB exam. The AFCT must be administered in its entirety. There is no limit to the number of times an AFCT can be administered; however, the Service member must wait six months between each retest.

If a Service member needs to retest within the six-month window an ETP must be requested and approved by the APT PM. Guidance from Army G-1 reiterates that the Army ETP must align itself with the current practices of the other Services, which allow Service members to test as many times as they request.

ETP requests must include the following:

- Number of times the Soldier has taken the AFCT
- Date of the tests
- GT scores
- Training completed [Example: BSEP Course, Online Academic Skills Course (OASC)]
- Course attendance verification signed by the ESO is required for those Soldiers requesting to retest immediately following BSEP completion. The ETP for this situation should not be submitted more than 72 hours prior to the completion of the course.

For additional guidance for iCAT re-test registration, see the iCAT User Guide. Once iCAT registration is complete, contact the APT Program Office 24 hours prior to administering the test to unlock it. See Appendix 14, Sample Memorandums, [Figure M-7 Sample ETP Request, AFCT, page 139](#).

## ■ DLAB Retesting Policy

Soldiers who did not reach the score of 95 (effective 1 Oct 06) or higher on the initial test may retest after a six-month waiting period. First and second retests (no earlier than six months after the previous test) may be given on approval of the Soldier's immediate Commander. Requests for retests within the six-month period, requests for a third or subsequent time, and requests for Soldiers who achieved a score of 95 or higher must be based on a valid military requirement and documented by the Unit Commander. There must be a thirty-day time period between the same category of testing, ([same category testing AR 11-6, page 10, 2-4, (8) (a-d)]). All requests for a retest must include the previous test dates and scores. See [Appendix 14, Figure M-8 Sample ETP Request, DLAB, page 132](#).



**ALERT!** AFCT ETP requests MUST document the preparations the Soldier has taken to improve his or her scores. This does not include self-study!



**HINT:** DLAB scores do not expire.

If the ETP request is approved by the APT PM, the test site must inform the APT Program Office once the Soldier has been registered within the DLPT Authorization & Reporting system for the test to be activated.

Soldiers who have achieved a score of 95 or higher may request a waiver for language training in a higher category language through the Army G-2, Army Foreign Language Propriety Office, and Office of Deputy Chief of Staff for Intelligence. See [Appendix 3, Points of Contact, page 86](#) for contact information. Language categories and requirements are outlined in AR 11-6.

Soldiers who have achieved a DLAB score of 95 or higher but were granted waivers to retest due to military requirements are only authorized a single retest. For example, a Soldier who achieved a 96 on the initial DLAB and was accepted in the Bonus Extension and Reenlistment Program may be granted a waiver to retest to qualify with a score of 100. If the Soldier scores less than 100 (e.g., 99) on that retest the Soldier will not be authorized another retest. The latest score becomes the score for record, even if the newer score is lower than the previous score.

Soldiers who have applied or are pending assignment to the Military Advisor Training Academy (MATA) or Security Force Assistance Brigade (SFAB), have been granted an ETP for the DLAB. They are authorized to take the DLAB initially, plus one retest 30 days later, if the minimum qualifying score of 85 on the initial test is achieved. Soldiers requesting to schedule DLAB testing under this program are required to provide documentation verifying their application for or pending assignment to a MATA or SFAB unit. Acceptable documentation includes an email from their branch manager notifying them of potential assignment, assignment orders, or a memorandum signed by the first Commander in the Soldier's chain of command exercising Uniform Code of Military Justice (UCMJ) authority (delegation of signature authority required).

## ■ **DLPT/DLRPT Retesting**

Requests for an ETP on language proficiency tests are governed by AR 11-6, paragraph 2-4c (8) (a), which states: No more than two iterations of the same DLPT will be administered to the same person in a 12 month period. Soldiers who have completed significant language training programs (minimum of 150 hours of training) may be retested in less than 6 months from the last test date as an ETP. Submit ETP for DLPT, DLRPT, or OPI retesting to the APT Program Office for approval. If the ETP for retesting is approved, 6 calendar months must elapse before any subsequent test. Only one ETP may be granted within a 12 month period to comply with the DoD policy which limits the number of times a year a DLPT in the same language may be taken to twice per 12 month period.

ETP requests must thoroughly document the training received and be certified by the Soldier's Unit Commander along with a certification of course

completion (completion certificate must accompany request). Any on-line refresher course or self-paced language books do not qualify as significant training. See Appendix 14, Sample Memorandums, **Figure M-6, Sample ETP Request, DLPT or OPI, page 138**.

If the ETP request is approved by the APT PM, the test site must inform the APT Program Office once the Soldier has been registered within the DLPT Authorization & Reporting system for the test to be activated.

Soldiers who require annual validation of language proficiency may retest on the DLPT after six months from the last test date without an ETP. To help ensure FLPB payments are not interrupted, Soldiers should schedule annual language testing between 10 to 11 months from their previous test date.

## ■ **OPI Retesting Policy**

OPI retesting policies are the same as those for DLPT.

## **7.6. ETP Process**

Refer to **Appendix 8, ETP Process, page 98** for details.

## **7.7. Testing Irregularities**

If any unscheduled, constant and/or prolonged noise disruptions occur during testing, examinees will be provided the option of rescheduling. If test administration has already begun, the TCO shall write a Memorandum for Record (MFR) documenting circumstances regarding the disruption and report the situation to APT via email.

Test should be saved using the “resume later” option where available.

If technical issues develop during test administration such as faulty equipment, network problems, connectivity issues, or screen freezes, first try to repair the problem using the web-based Defense Language Testing User’s Guide:

<https://pki.dmdc.osd.mil/appj/dlpt/home>

Select “Documents” and then “Web-based DLPT User Guide”. If the problem persists, exit the test without termination as this will allow resuming the test at a later time. Use the Problem Report form if it is a DLPT/DLAB issue within the web-based Defense Language Testing User’s Guide, page 63. If there is an AFCT/ASVAB issue, use the iCAT Problem Report form located within the iCAT User Guide on page 35. Submit form to DMDC and cc the APT Program Office:

[dlpt.helpdesk@osd.pentagon.mil](mailto:dlpt.helpdesk@osd.pentagon.mil)

If a TCO, ATCO, ITCO, or TE has not followed administration guidelines as stated (i.e. not allowing appropriate time for test administration, not using the

appropriate test administration manual), then the examinee may be able to request an ETP to retest. The TCO shall prepare a MFR documenting circumstances regarding the infraction and submit it to the APT PM. When infractions by the TCO, ATCO, ITCO, or TE occur, the ESO or chain of command will be notified by the APT PM.

## 7.8. Retesting due to Technical Problems

Web-based delivery of tests is subject to a wide variety of potential technical challenges. If an examinee experiences a large number of computer or technical difficulties during a test, it may be wise to recommend a retest. There are no clear-cut rules for determining when an examinee should be recommended for a retest (before scored) due to technical difficulties.

Use the following as guidelines to terminate without receiving a score:

- The examinee experienced three or more failures.
- In a listening test, a passage could not be heard and the problem could not be corrected using the HELP function or by performing a failure/recovery.
- The testing application website was down for longer than 45 minutes.

If the examinee feels that the technical problem is negatively affecting performance on the test, it would be advantageous for the examinee to stop and terminate the test. Once an examinee has completed a test and received a score, a request for a retest will likely be disapproved. See Appendix 14, Sample Memorandums, [Figure M-13 Army Personnel Testing \(APT\) Retest due to Technical Problems Statement of Understanding \(SOU\)](#), page 132.

Section7\_9\_APTCompromisePolicy

## 7.9. APT Compromise Policy

The APT Compromise Policy was released to the field in TAPC-PDE Message DTG: 081355Z, MAY 01.

TCO, ATCO, ITCO or TE must be in the testing room when unauthorized personnel are in the room. Personnel should not be in the testing area unless they are conducting APT business.

### ■ Test Compromise Situations

A test loss situation can include, but is not limited to, test material that is lost in mailing or in transit to another destination, or test material that cannot be accounted for during the annual inventory process.

❖ **A TEST COMPROMISE SITUATION CAN INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:**

- Review of or access to specific test material by examinees in any circumstance other than during a normal test administration session.
- The reproduction or copying of any test material, in whole or in part, for any purpose, unless permission is granted in writing by the APT PM.
- Oral or written discussion about the contents of test material with examinees or between examinees.
- Possession of written answers of an exam at any time by an examinee.
- Removal of test material (e.g., notes written on scratch paper) from the testing room by examinee.
- Leaving an examinee or group of examinees unsupervised at any time during a test administration session.
- Allowing potential examinees access to test materials or rooms when they are not testing; this includes those who are proctoring an exam.
- Failure to properly secure test material IAW AR 611-5, including maintaining test material in an unlocked container in the testing room.
- Failure to properly destroy or dispose of test material IAW AR 611-5.

❖ **UPON SUSPICION OF POSSIBLE LOSS OR COMPROMISE, THE TCO SHALL:**

- Immediately notify the chain of command.
- Immediately notify the APT PM. See [Appendix 3, Points of Contact, page 86](#).
- Impound all test materials associated with the incident.
- Have all involved personnel immediately write an MFR of the chain of events.

When notifying the APT Program Office of a possible compromise, TCOs must include the following information:

- Name of exam, form numbers, version, date of exam.
- Date, time, and test site of possible compromise.
- Date compromise was reported to chain of command.
- Detailed description of circumstances surrounding suspected loss or compromise.
- Detailed description of current test administration security procedures, to include test material access and storage.



**WARNING!** Failure to properly secure test material IAW AR 611-5, including maintaining test material in an unlocked container in the testing room, constitutes a testing compromise.



**WARNING!** TCO, ATCO, ITCO or TE must be in the testing room when unauthorized personnel are in the room. Personnel should not be in testing area unless they are conducting APT business.

- Detailed description of the testing room to include placement of examinees and spacing in between examinees. State whether privacy screens or security panels between testing carrels were utilized.
- POC.

#### ❖ TEST COMPROMISE FOLLOW-UP

In cases where it has been decided that the test will be suspended or withdrawn, the APT Program Coordinator will disseminate that information via email to all TCOs, and the message will be posted in Army Personnel Testing Program milSuite page.

<https://www.milsuite.mil/book/groups/army-personnel-testing-program>

All investigations must be conducted IAW AR 15-6, Procedure for Investigating Officers and Boards of Officers. During the investigation, the TCO will provide the APT Program Coordinator with updates regarding the investigation. APT Program Coordinator will inform APT PM regarding the investigation status.

A copy of the investigative report must be forwarded to the APT PM upon completion. The final report must include the corrective actions taken to ensure that the compromise situation does not occur in the future. The APT PM will not make a decision regarding the disposition of the exam until a copy of the report is provided.

The final report and results of the investigation will include the following:

- Detailed description of changes made to preclude further compromises during test administration and in test security and chain of custody of test materials.
- The conclusions and recommendations by the investigating office.
- A copy of the current APT SOP.

## 7.10. Cheating

Cheating is punishable under Article 92, UCMJ and other applicable articles or applicable laws. Any punishment or disciplinary action is determined by the Service member's Commander, who should take the incident's effect on the overall APT program into account.

### ■ Cheating Incidents

Cheating is any unauthorized activity that impairs or alters the effectiveness of the examination to measure the knowledge or skills it was designed to assess. Cheating incidents include, but are not limited to the following:

- Obtaining, or attempting to obtain, in advance of the examination administration, the specific questions, prompts, answers, responses, or

examination question stimulus materials that are, or are purported to be, part of the examination.

- Providing, or attempting to provide, to an examinee in advance of the examination administration, the specific questions, prompts, answers, responses, or examination question stimulus materials that are, or are purported to be, part of the examination.
- During testing, bringing, or attempting to bring, equipment or information in any tangible form that could be used to provide unauthorized assistance in responding to examination questions or directions.
- During the examination administration, looking, or attempting to look, at the examination answers, responses, or other materials of another examinee.
- During the examination administration, providing, or attempting to provide, examination answers, responses, or other unauthorized information to an examinee.
- Exhibiting “cheating behaviors” as defined in the next section.
- During the examination administration, using, or attempting to use, prohibited items, as identified “Prohibited Items” (below).
- During or after the examination administration, taking, or attempting to take, from the examination room, copies of, or notes regarding, examination questions, prompts, answers, responses, or stimulus materials in relation to examination questions.
- Taking, or attempting to take, the examination while falsely purporting to be a registered examinee.
- Causing, or attempting to cause, another person to take the examination who falsely purports to be a registered examinee for that examination.

## ■ **Cheating Behaviors**

- Manipulating the DA Form 4187 in any way (since it certifies an Soldier's eligibility for testing) .
- Self-certification, or attempting to self-certify, on the DA Form 4187.
- Possession of test answers in any form, including but not limited to:
  - Memorization.
  - Writing answers on official scratch paper.
  - On clothing, body, small cameras, mobile electronic devices.
  - Accessing another examinee's answers.
- Leaving the test room to access answers.

- Leaving the test room with test material and/or scratch paper.
- Written and/or oral discussion of test material with other examinees or potential examinees during the test, breaks, or afterwards.
- Using scratch paper when test guidelines do not allow it.
- Accessing dictionaries or any on-line aide during web-based or automated test.
- Attempting to copy answers from another examinee's answer sheet.
- Failing or refusing to follow test administration directions.
- Beginning to mark answers on the answer sheet prior to start time.
- Returning to a previous subtest.
- Marking additional answers after time has expired.
- Using notes of any kind.



**WARNING!** Cheating will NOT be tolerated at any time. The TE will follow procedures IAW Army Regulation 611-5 or USMEPCOM policy. Violations will be reported to APT PM immediately using the Form in this Handbook.

## ■ Prohibited Items

Personal property that could be used to compromise an examination is prohibited in the test room. Such items include, but are not limited to:

- Pens, pencils, and scratch paper (if allowed, these items will be provided by the test site).
  - Scratch paper does not become the examinee's property. It must be destroyed after the test. See [Section 8.5 Destruction of Test Materials, page 72](#).
- Cell phones or other mobile electronic devices that could store information or distract examinees.
- Digital cameras (e.g., phone cameras, pen cameras, watch cameras).
- USB flash drives (e.g., thumb drives, watches, pens).
- Oversized wallets, purses and backpacks.

## ■ Procedures to Prevent Cheating

- Examinees must not be left unmonitored at any time during test administration. This may require the TE to physically move around the room during test administration.
- Heightened awareness and unobstructed view of examinee behavior during test administration are imperative at all times.
- Ensure examinees are on the correct portion of the test; they may not go back to previous sections.
- Inform examinees that discussion of test information at any time is considered a test compromise and is considered cheating.

- Do not allow examinees to discuss the test during breaks.
- On occasion examinees will inquire about the answers to an exam understand why they did not do well on the test. Do not discuss test answers with examinees after the exam.
- Do not allow examinees to bring personal property into the test room.
- Be especially vigilant of examinees that must leave the testing room for an emergency break upon their return to the test room. This is a high risk situation where they can gather external information or sources to cheat on an exam.



**ALERT!** Prior to releasing the examinee, note the elapsed time of the testing session.

## ■ Procedures to Follow in the Event of Cheating

If an examinee is caught exhibiting any of the behaviors above the TE must:

- Terminate the examinee's test.
- Collect all materials and scratch paper.
- Ensure all testing materials used are accounted for.
- Report incident through the chain of command to the Soldier's Unit Commander.
- Forward the examinee's answer sheet to the appropriate agency.
- Report to the APT PM the nature of incident and potential impact on APT world-wide must be considered.
- Investigate how cheating was possible.
- Install safeguards and train testing staff.
- Ensure that documentation regarding the test is posted to the Soldier's personnel records.

If an examinee is caught cheating during an exam, the exam still counts. The TCO shall record a score of zero even if a different score may have been provided in the testing database. A test score report, DA 330, or test score memo will reflect a zero and statement of test compromise. Additionally, the TCO must ensure a Communications Tracking Summary (CTS) note regarding the cheating incident is recorded in the Soldier's GoArmyEd record. The TCO will ensure the score of zero is posted to the Soldier's personnel record. Soldier must wait six months to retest.

In most cases, the APT Program Office will invalidate the Soldier's test score and not allow retesting until the specified retest interval has elapsed. Retesting or rescheduling the test is not allowed unless authorized by the APT Program Office.

Soldiers who violate these prohibitions are subject to punishment for violation of Article 92, UCMJ, violating a lawful general order or regulation, or other applicable articles of the UCMJ.

## 7.11. Invalidated Test Scores

Although infrequent, a test will be invalidated if an incorrect test version is used or if the Soldier tests within the 6 month time frame without a valid ETP.

## 7.12. Test Administration Statement

### ■ Test Administration Statement Overview

All examinees taking an APT test are required to read and sign the DA Form 5160, Test Administration Statement. This is a requirement for all APT tests even if another Privacy Act or test administration statement is included with a particular test.

Testing personnel should emphasize that signing the statement means that the examinee is physically, mentally, and emotionally prepared to take the test. Disappointing test scores coupled with a belated statement of incapacity are NOT a justification for an ETP.

If an examinee does not feel prepared to take the exam, whether it is for physical or mental reasons, reschedule the test for another time.

### ■ Test Administration Statement Verbatim Instruction

TEs shall use the following instructions to help examinees complete the DA Form 5160. Some sites pre-fill the TE name, test site location, and Test Account ID. In this case, those portions of the script may be omitted.

Provide each examinee with a copy of the DA Form 5160, and then read the following instructions aloud exactly as written (*i.e.*, verbatim).

(Section titles and notes (*formatted like this* or *like this*) should not be read.)

[Red text in brackets] should be replaced with the appropriate specific text.

#### **Verbatim Instructions Begin**

“This is a DA Form 5160, Test Administration Statement. AR 611-5 requires anyone taking an Army Personnel Test to complete this form.”

“I will now provide you with information required by the Privacy Act of 1974, as amended.”

“The principal purpose of the DA Form 5160 is to determine an individual’s mental and physical ability to take a test prior to being tested. Completing this form is voluntary. However, if you choose not to complete this form in its entirety, then you will not be administered the scheduled test.”



**WARNING!** Use DA Form 5160 dated Dec 2015 or later. Earlier editions are obsolete.

### Routine Uses Disclosure

“The answers you provide during the test will be collected, stored and evaluated. Results will be transcribed to appropriate Army records, furnished to evaluation boards and officials, and used to measure your aptitude for enlistment, reenlistment, training as a commissioned or warrant Officer, or for assignment to various Army jobs.”

#### For Paper-Based Tests (PBT) only

“We collect your Social Security Number on the paper answer sheets to ensure that the results of your test today are correctly entered into your Army personnel record. Collection of this information is voluntary. However, if you choose not to provide this information you will not be allowed to take the test.”

*Also read other instructions from the appropriate administrator's manual for the specific PBT.*

#### For all tests

**“Are there any questions?”**

*Pause, answer any questions deemed appropriate.*

### How to complete DA Form 5160

“Move on to block 1 on your copy of DA Form 5160. Print your name with last name first, then first name followed by middle initial.”

“Print your rank in block 2.”

“Enter today’s date in block 3 using the indicated format -- four digit year, two digit month, and two digit day, with no separators. Today’s date is \_\_\_\_\_. [State exact date to enter, e.g., “20190515”]

“Enter your unit of assignment in block 4.”

“Enter \_\_\_\_\_ [provide acronym of test name, include form number or language, as appropriate] in block 5.”

### Paragraphs for blocks 6, 7 and 8 should be omitted if test site prefills this data

“My name is [state TE name]; please enter it in block 6.” [Spell name if needed.]

“Test site location is [state Test Site location name, e.g., Army Education Center Ft. Hood Texas]; enter this in block 7.”

“The Test Account ID is [Test Account ID]. Enter it in block 8.”

### Continue with block 9

“Now move on to the next section and read item 9.”

*Pause so examinees may read the statement.*

“By signing this statement you confirm that you understand that you are not required to take this exam today. If you are not feeling well in any way, to include a personal issue that may interfere with your test performance, please let me know now. After receiving your test scores, you will not be able to request a retest due to extenuating circumstances that are stated here, such as fatigue, illness, emotional distress, family or financial problems. Is there anyone who wishes to be excused?”

*Pause.*

“If you are prepared to take the exam, please check the first block that states ‘*I am physically and mentally able to be tested this date.*’”

*If any examinee elects not to check the first box, ensure that the second box is checked and that the examinee signs block 11 before leaving the testing room. See Section 7.3, Examinee Responsibilities, page 50.*

“Move on to block 10.”

**Provide instructions to examinees based on type of exam being administered**

**■ For Defense Language Proficiency Tests state the following:**

“If you have not taken the DLPT in this language within the last six months, per AR 11-6, check the first box. If you have completed a significant training event (150 hours or more) and have received an Exception to Policy memorandum from the APT Program Manager (this is not your Commander) then check the box at the bottom. If neither of these two characterize your eligibility, raise your hand.”

*For those with raised hands say:*

“Based on your response, you do not appear eligible to take this test at this time.”

*Ensure that all other examinees are eligible to take the DLPT, then skip to Statement on UCMJ.*

**■ For the Defense Language Aptitude Battery (DLAB) state the following:**

“If you have not taken the DLAB in the last six months nor achieved a score of 95 or higher on a previous DLAB test, check the second box. If you have taken more than two DLAB tests without passing, or taken the exam and passed with a score of 95 or higher, raise your hand.”

*For those with raised hands say:*

“If you have received an Exception to Policy memorandum from the APT Program Manager (this is not your Commander) to take the exam within six months or to test in spite of achieving a passing score, then check the box at the bottom and lower your hand.”

*For those with raised hands say:*

“Based on your response, you do not appear eligible to take this test at this time.”

*Ensure that all other examinees are eligible to take the DLPT, then skip to Statement on UCMJ.*

**■ For the Selection Instrument for Flight Training state the following:**

"If you have not taken the SIFT in the last six months, achieved a passing score of 40 or above on a previous test or taken more than one test, check the third box. If you have received an Exception to Policy memorandum from the APT Program Manager (this is not your Commander) to take the exam within six months, check the box at the bottom. If neither of these options characterizes your eligibility, raise your hand."

*For those with raised hands say:*

"Based on your response, you do not appear eligible to take this test at this time."

*Ensure that all other examinees are eligible to take the DLPT, then skip to Statement on UCMJ.*

**■ For the Armed Forces Classification Test state the following:**

"If you have not taken the ASVAB or AFCT within the last six months check the fourth box. Line through the wording "nor have I taken more than three AFCT tests" as there is no limit to the number of times the AFCT can be taken. If you have received an Exception to Policy memorandum from the APT Program Manager (this is not your Commander) to take the exam within the six months, check the box at the bottom. If neither of these options characterize your eligibility, raise your hand."

*For those with raised hands say:*

"Based on your responses, you do not appear eligible to take this test at this time."

*Ensure that all other examinees are eligible to take the DLPT, then skip to Statement on UCMJ.*

**■ For all other Army Personnel Tests state the following:**

"If you have not taken this Army Personnel Test within the last six months per AR 611-5, check the fifth box. If you have received an Exception to Policy memorandum from the APT Program Manager (this is not your Commander) to take the exam within the six month period check the box at the bottom. If neither of these options characterizes your eligibility, raise your hand."

*For those with raised hands say:*

"Based on your responses, you do not appear eligible to take this test at this time."

*Ensure that all other examinees are eligible to take the DLPT, then continue with the Statement on UCMJ.*

**Statement on UCMJ**

"Please sign block 11 at the bottom. By signing this statement you are certifying that all the information you have provided is true. Making a false statement on this form in any way may subject you to criminal prosecution under the provisions of Article 107, Uniform Code of Military Justice, or section 1001, Title 18, U.S. Code."

### **Statement on Policy Regarding Cheating**

“The Army has a zero-tolerance policy on cheating. Cheating is defined as any unauthorized activity that impairs the validity of this examination as a measure of the knowledge or skills it was designed to assess.”

“Cheating includes, but is not limited to: (1) obtaining, or attempting to obtain, information about specific questions, prompts, answers or any other part of the test; (2) providing such information to any other party; (3) bringing into the testing room equipment or information in any tangible form that could be used to provide unauthorized assistance; (4) removing any examination materials from this room (including scratch paper and answer sheets); (5) recording answers on official scratch papers or any other medium; and (6) leaving the testing room without authorization.”

“Cheating in any form may subject you to criminal or disciplinary proceedings under the provisions of Article 107, Uniform Code of Military Justice, or section 1001, Title 18 U.S. Code. If you have any questions about the definition or enforcement of this policy, please raise your hand now.” *[Answer questions (if any) about cheating.]*

### **Closing**

“Now please turn in your Test Administration Statement.”

### **End of verbatim instructions**

The TE should collect all test administration statements and confirm that the appropriate boxes have been checked and all examinees are eligible to take the exam. Test administration statements shall be filed in local APT files for a period of two years. A copy of this statement will be required if any examinee requests an ETP retest due to physical or mental distress during test administration.

The TE should excuse any examinees who raised their hands and were deemed not eligible to take the specific test on the test date.

## 8. Paper-Based APT Tests

### 8.1. Ordering Paper-Based APT Test Materials

When applicable, all paper-based test materials for APT sites are ordered from the ALCPT-DLIELC APT Distribution Center, See [Appendix 3, Points of Contact, page 86](#).

USMEPCOM sites order ASVAB material from the U.S. Army Publishing Directorate, Distribution Operations Facility (USAPD-DOF).

APT site order requests may be emailed or faxed.

Appointment orders are required for each TCO, ITCO or ATCO prior to ordering test materials from the APT Program Office.



**ALERT!** Paper-based APT testing is being phased out. Only OCONUS sites may request paper materials.



**WARNING!** Requests submitted by TEs will not be filled.

#### ■ Create an Order

TCOs may order test materials by email. When ordering, ensure the following information is provided:

- Test Account ID
- TCO name
- Mailing address
- Correct nomenclature (or form number) of items
- Title of items
- Quantity desired of each item
- POC for the order

#### ■ Submit Testing Materials Orders to the APT Distribution Center

See [Appendix 3, Points of Contact, page 86](#).

##### ❖ TCOs SUBMITTING ORDERS BY EMAIL

Send to the following email address:

[usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil)

Direct all questions or problems regarding an order to the APT Program Office. See [Appendix 3, Points of Contact, page 86](#).

## ■ Receiving Paper-Based APT Test Materials

Controlled test materials may only be picked up at the installation mailroom by education center or APT personnel authorized to sign for registered mail. If mail is delivered directly to the office or unit of the APT test account, then non-APT personnel, administrative personnel or individuals responsible for receipt of mail must ensure that packages addressed to "Test Control Officer" are immediately hand carried to the TCO, ITCO, ATCO or TE. If testing personnel is not available, administrative personnel shall secure test materials and inform APT personnel that a package has arrived.

Immediately upon receipt of test materials, the TCO, ITCO or ATCO and one other person (does not need to be a TCO, ATCO, or TE) will jointly inventory the contents. If an inventory cannot be conducted immediately upon receipt, packages must be secured by the TCO, ITCO, ATCO or TE until an inventory can be conducted. The timeframe to inventory received test materials must not exceed five business days.

Receipt of inventory will include the following actions:

- Check each page of the test booklets to ensure materials are printed clearly and pages are not missing.
- Check the front and back of scoring keys to ensure correct form numbers received and, if appropriate, that conversion tables are present.

After completing a joint inventory of contents, the TCO, ITCO, or ATCO, and witness will immediately sign and return a copy of the packing list either via fax or mail to acknowledge receipt of listed APT material. Failure to do so will result in a suspension of order privileges.

Test materials must be secured in a safe or floor-type lockable container.



**ALERT!** Contact the APT Distribution Staff directly to confirm the order before sending a second request.

## 8.2. Management Control Checklist for AR 11-5

The following is the management control checklist for TCO use in evaluating key controls in the APT Program. See AR 611-5, Army Personnel Selection and Classification Testing for details.

### ■ Checklist Questions

Function	The function covered by this checklist is the APT Program.
Purpose	The purpose of this checklist is to assist TCOs and other responsible personnel in evaluating key management controls. It is not intended to cover all controls.
Instructions	Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be expanded and corrective action indicated in supporting documentation. These management controls should be evaluated each year, but they must be evaluated at least once every five years. Certification that this evaluation has been conducted must be documented on DA Form 11-2, Sep 2012, Internal Control Evaluation Certification.

The following questions comprise the checklist:

- Are there valid TCO and ATCO appointment orders on file with the APT Program Office for the test account?
- Has the TCO or ATCO verified all contact information on file with the APT Program Office within the past 12 months?
- Are unauthorized personnel (e.g., linguist or person [or spouse of a person] required to take an APT Test) assigned TCO, ATCO or TE duties?
- Do all testing personnel have access to AR 611-5, AR 11-6, TCO Handbook, and APT Messages?
- Is there a local APT SOP?
- Are the following local procedures outlined in the SOP: local administration, instructions for test logs, test security, mailing and receiving procedures, and test staff duties?
- Are the proper security containers used as outlined in AR 611-5?
- Are scoring keys stored in a separate drawer or container from the test booklets and disks?
- Are completed answer sheets secured in a safe/locked container?
- Is a physical inventory of APT materials performed annually?
- Did the test account's last annual inventory submission to the APT Distribution Center reconcile successfully?
- Are test materials inventoried and posted to the APT Inventory immediately upon receipt?
- Are all outgoing packages of test materials and completed answer sheets double-wrapped, properly marked and addressed, and mailed using certified or registered mail?
- Do all outgoing packages include transmittal documentation?
- Are proper procedures followed in securing, transferring, maintaining, and destroying test materials and/or test score reports, including during test administration?
- Are proper test instructions followed as outlined in manuals for each test?
- Does testing occur under favorable testing conditions (e.g., well-lit or quiet testing room with proper separation of examinees)?
- Are all test eligibility requirements adhered to, including the six month retest policy?
- Are APT records maintained for a minimum of two years?

## 8.3. Inventorying APT Examinations

### ■ Preparing Test Inventory Report

The TCO or ATCO will maintain an inventory of test materials for their test account or sub-site. IAW AR 611-5, all TCOs will conduct an annual inventory of their test material.

Army test accounts will use the inventory report provided by the APT PM to maintain the inventory and produce the annual inventory report for local record purposes.

The APT Program Office will supply each site a report of their inventory as requested.

USMEPCOM TCOs are required to maintain inventories IAW USMEPCOM Regulation 611-1. Whenever there is a change in TCOs, ATCOs, ITCOs, and/or TEs, an inventory must be performed, transferring the responsibility of test security. A copy of the changeover inventory must be maintained for a minimum of two years. Do not submit a copy to the APT Program Office unless requested by this office.

### ■ Submitting Annual Test Inventory Report

The TCO or ATCO will conduct a physical inventory of all test materials every fiscal year in the presence of a witness. The testing staff must send results via email to:

[usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil)

stating, *"All Inventory Items Are Present."* If there are changes, use these instructions to report updates or discrepancies:

- Follow the instructions on the first page of the report in conducting the inventory.
- Sign or initial all pages.
- Report any updates or discrepancies to the APT PM.
- Keep a copy of the inventory on file for two years.

### ■ Annual Reconciliation of Inventories

OCONUS Army test accounts are required to reconcile their inventory using a listing provided by the APT Program Office and return the signed and completed inventory. Test sites with no inventory are not required to report.

Rescinded, discontinued, and suspended items must be labeled as such. TCOs shall destroy any materials labeled as rescinded or discontinued. TCOs must mail a copy of the destruction certificate to the APT Program Office. Pay close attention to form dates when destroying test material as some test components have been replaced with a new version and the same form number, but a

different date. Suspended items are not to be destroyed; they are to be kept separately until final disposition instructions are received.

The TCO, ITCO, or ATCO, and a witness will physically inventory every item. All locations with hand-receipted test materials conduct their own inventories and submit results to the TCO. TCOs will report each item on hand to the witness who will place a check-mark to the right of each serially numbered item, or quantity for non-serially numbered items. Mark items on hand-receipt with an "HR" to the right of the serial number or quantity. For non-serially numbered items, write the number on hand followed by the number of hand-receipted in this format: 1+1HR. If there is a serial number (SN) discrepancy, line through the incorrect SN, write the correct SN, and note it in the "Results" section.

If all items are present, write "All Items Present" in the "Results" block. If all items are present or on valid hand-receipts for which a complete inventory was received, write "All Items Present or Accounted For" in the Results block. If items are missing, write "Missing Items," followed by a list of the items in the Results block and immediately report them to the APT Program Office. If there are APT items not on this inventory, verify those items are APT test materials and contact the APT Program Office for guidance.

The TCOs must submit the annual inventory between the first and last day of the last month of the fiscal year (September). Inventories submitted prior to the beginning of the month will not be recognized as meeting the requirement during the specified timeframe. Test accounts that do not submit their inventory before the end of the month when submission is required will be suspended from all web-based testing systems and from ordering materials. Further, they run the risk of having the account suspended and closed.

TCOs will work with the APT PM to resolve any discrepancies. The following are common actions that TCOs may need to take to resolve discrepancies:

- Destroy obsolete test components.
- Provide destruction certificates to the APT PM.
- Correct typographical errors in serial numbers.

Test accounts will report any discrepancies that cannot be resolved to the APT PM.

## **8.4. Disposition of Current Test Materials**

### **■ Maintaining Currency of Test Materials**

It is imperative all test materials used are current. Obsolete or suspended test materials shall not be used under any circumstances. This ensures exams are not overexposed or become involved in test compromise investigations.

Upon release of new online APT exams, test sites will cease using the old version immediately. Once an electronic version of an APT exam has been released, paper versions are no longer authorized unless otherwise directed by the APT PM.

When an exam is discontinued due to compromise or other reasons, a shorter period of time to cease administration of the exam may be necessary. The APT Program Office will release a message providing detailed guidance and termination date of the previous exam.

#### ❖ **ALCPT IN KOREA**

ALCPT in Korea will be rotated yearly to assure that familiarity of the test is not compromised. The TCO will coordinate the rotation. The individual will pick up and transfer the tests to the different test site after completing joint inspections with the TCO or ATCO and TE.

### ■ **Transfer of Test Materials**

Test material may be permanently transferred to another established APT site only after gaining approval from the APT Program Office. Temporarily hand-receiving test material for 90 days or less does not constitute permanent transfer of test materials and does not require APT Program Office approval.

The test account holder who is transferring material to another site must document all materials on a DA Form 200 and include all items transferred by nomenclature, date, and SN. Ensure that all materials are mailed IAW AR 611-5 and [Section 8.6, Mailing Controlled Test Materials, page 74](#), of this handbook. In addition, a copy of the transmittal document must be submitted to the APT PM and include the Test Account IDs for both accounts involved in the transfer.

### ■ **Damaged Current Test Materials**

Current test materials that have been damaged due to over usage and wear and tear shall be destroyed and reported to the APT PM. The TCO shall document all items on a DA Form 200 and state the reason for return. It is the test site's responsibility to ensure that the items have been received by the APT PM.

## **8.5. Destruction of Test Materials**

The TCOs must destroy APT materials when:

- Tests are rescinded from use.
- Tests become obsolete.
- When the APT PM directs destruction.

When directed by the APT PM to destroy test materials, destruction must be accomplished within 30 days of notification.

When current test materials become unserviceable (too damaged or too worn), they shall be destroyed and reported to the APT PM. Destruction will be accomplished by burning or shredding testing materials by the TCO or ATCO responsible for the testing site. A witness must observe the destruction process (see AR 611-5, 3-1f).

Completed or partially completed answer sheets are controlled test materials and shall be destroyed using the same process and procedures as test materials. Blank answer sheets that have been rescinded or discontinued may be shredded, burned, recycled, or discarded.

The TCO, ITCO, or ATCO and a witness will jointly inventory and document the destruction of unneeded and/or unusable test material by nomenclature, date, and serial number. A DA Form 3964, Classified Document Accountability Record, is required.

Segregation of test materials to be destroyed can be accomplished prior to the actual date of destruction. Destruction of materials must be accomplished within five business days of removing items from the current inventory.

However, segregated test materials must be clearly marked for destruction so that all personnel are aware that items are not to be used. If possible, obsolete test materials being prepared for destruction shall be stored separately from current test materials.

On the actual date of destruction, the TCO or ATCO along with a witness must verify each item by nomenclature, date, and serial number prior to destruction.

The TCO is required to submit copies of the destruction certificates to the APT PM via email so that the APT Program Office can ensure proper handling of APT components in a timely manner. TCOs must use DA Form 3964 or a MFR to document destruction of test materials.

Upon receipt of destruction records, the APT PM will process the destruction actions to update the test account inventory record.

The information on the DA Form 3964 is as follows:

Item	Explanation
Control Log	Serial Numbers
Description	Form No. and Title of Test Material
Classification	For Official Use Only
Number of Copies	Quantity Being Destroyed
Date of Document	Self-Explanatory
Originator	N/A

TCOs must make sure that “Section C” of the form is completed. Two signatures are required for all destruction certificates. The “Originator” shall be the TCO or ATCO, and there must be a “Witness” signature than can be the ATCO, TE, or third party.

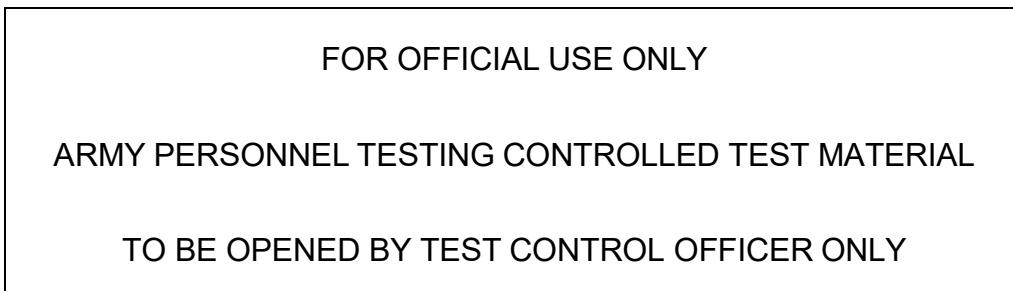
Copies of destruction certificates must be maintained in local APT files for a minimum of two years. Destruction certificates for current test materials (in addition to the two year requirement) in use by field sites must be retained until the exam has been superseded or rescinded.

Section 8.6 Mailing Controlled Test Materials

## 8.6. Mailing Controlled Test Materials

When mailing controlled test materials, including examination materials, personnel must double-wrap all items.

The inner envelope also must be addressed and stamped with the following:



The outer package shall not indicate that it contains controlled test material or that it is FOUO.

All test materials that are mailed must be sent using a traceable delivery method such as the following:

- Registered mail through the United States Postal Service  
**(Certified mail shall not be used)**
- UPS
- FedEx
- Airborne Express

USMEPCOM sites shall follow mailing procedures outlined in USMEPCOM Regulation 611-1.

Transmittal documentation must be included with all packages. The TCO, ATCO or TE must ensure complete information is provided on the contents of the package. Return receipt must be requested.

When mailing materials between test sites or sub-sites, the sending TCO must ensure receipt of the materials by the receiving party.

Scoring keys must be mailed separately from other test materials. Test booklets, administration manuals, and blank answer sheets may be packaged together. Different versions of the same test must be mailed in separate packages. (Example: APT materials that need to be mailed separately include “A versions” and “B versions” of APT test materials.) Completed or partially completed answer sheets will be mailed separately from other test components.



### WARNING!

Individual courier services and certified mail may not be used.

The APT Mail Procedures Poster provides a checklist of tasks to be accomplished when preparing any APT material for shipping.

## 8.7. Security of Test Materials (if applicable)

All test materials must be accounted for and secured at all times. This includes administrative manuals and all documents containing PII as well as other items. Test materials must be stored securely in one of the following:

- A metal file cabinet equipped with a steel lock bar and a combination padlock with a minimum of three digits.
- A metal file cabinet equipped with a built-in minimum three-digit combination lock.
- An upright safe or vault.

When controlled test materials are taken from and returned to the safe, an exact count of the test material must be recorded.

Whenever the safe is opened or closed, a record shall be made on SF Form 702.

Controlled test materials must be secured at all times. Test scoring keys must not be stored in the same file drawer as test booklets. Only persons whose duties require use of the test materials will have access to test materials.

Blank answer sheets are not controlled test materials and do not need to be secured. However, once a social security number or a single answer has been recorded on any APT answer sheet, it is considered controlled test material and must be handled accordingly.

APT personnel will ensure “For Official Use Only” is stamped or printed on all test components.

Copying of APT test materials is not permitted. APT test materials will not be loaned to anyone who is not an APT TCO or who is not listed on the TCO appointment memorandum unless the APT PM provides written consent.

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# Appendix 1. List of Acronyms

A & R	Authorization and Reporting
AAAT	Army Analysis Aptitude Test
ACE	American Council on Education
ACES	Army Continuing Education System
ADA	Americans with Disabilities Act
ADSO	Active Duty Service Obligation
AEC	Army Education Center
AFAST	Army Flight Aptitude Selection Test
AFCT	Armed Forces Classification Test
AFPC	Air Force Personnel Center
AFQT	Armed Forces Qualification Test
AI	Auto Information
AIM	Assessment of Individual Motivation
AKO	Army Knowledge Online
ALARACT	All Army Activities
ALCPT	American Language Course Placement Test
ALMS	Army Learning Management System
AO	Assembling Objects
AP	Auditory Perception Test
APT	Army Personnel Testing
AR	Arithmetic Reasoning
AR	Army Regulation
ARNG	Army National Guard
ARNGUS	Army National Guard of the United States
ASLL	Army Strategic Language List
ASVAB	Armed Services Vocational Aptitude Battery
ATCO	Alternate Test Control Officer
BDE	Brigade
BSEP	Basic Skills Education Program
CAC	Common Access Card
CC	Carbon Copy

CLANG	Control Language
CLREC	Center for Language, Regional Expertise Culture
CMC (MPA)	Commandant of the Marine Corps (Marketing and Public Affairs)
CNRFC	Commander, Navy Reserve Forces Command
COM	Commercial phone or facsimile (fax) number
CONUS	Continental United States
CPLM	Command Program Language Manager
CPO	Civilian Personnel Office
CR	Constructed Response
CTS	Communications Tracking Summary
DA	Department of the Army
DANTES	Defense Activity for Non-Traditional Education Support
DEP	Delayed Entry Program
DFLP	Defense Foreign Language Proficiency
DHR	Directorate of Human Resources
DIA	Defense Intelligence Agency
DLAB	Defense Language Aptitude Battery
DLI	Defense Language Institute
DLIELC	Defense Language Institute, English Language Center
DLIFLC	Defense Language Institute, Foreign Language Center
DLPT	Defense Language Proficiency Test
DLRPT	Defense Language Reading Proficiency Test
DMA	Defense Messaging System Address
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DoDEA	Department of Defense Educational Activity
DOL-W	Directorate of Logistics Washington
DSN	Defense Service Number
DTTP	Digital Training Technology Project
ECL	English Comprehension Language
ECLT	English Comprehension Level Test
EDAS	Enlisted Distribution and Assignment System
EI	Electronics Information

eMILPO	Electronic Military Personnel Office
EOM	End of Module
ERB	Enlisted Record Brief
ESL	English as a Second Language
ESO	Education Services Officer
ETP	Exception to Policy
FAO	Foreign Area Officer
FedEx	Federal Express
FLPB	Foreign Language Proficiency Bonus
FLPP	Foreign Language Proficiency Pay
FORSCOM	U.S. Armed Forces Command
FSD	Field Services Division
G	General
GED	General Education Degree
GKO	Guard Knowledge Online
GS	General Science
GT	General Technical
HQ	Headquarters
HRC	Human Resources Command
IAW	In Accordance With
iCAT	Internet-based Computerized Adaptive Training
ID	Identifier
IERW	Initial Entry Rotary Wing
ILR	Interagency Round Table
ILR	Intermediate Lower Range
IMO	Information Management Officer
ING	Inactive National Guard
IPAC	Installation Personnel Administration Center
iPERMS	interactive Personnel Electronic Records Management System
IRR	Inactive Ready Reserves
ITCO	Interim Test Control Officer
JKO	Joint Knowledge Online
JST	Joint Services Transcript

LMS	Learning Management System
LR	Lower Range
LREC	Language, Regional Expertise and Culture
MAPWG	Military Accessions Policy Working Group
MATA	Military Advisor Training Academy
MC	Mechanical Comprehension
MC	Multiple Choice
MCO	Marine Corps Order
MCTFS	Marine Corps Total Force System
MEPS	Military Entrance Processing Station
METS	Mobile Examining Test Site
MFR	Memorandum For Record
MI	Military Intelligence
MILPER	Military Personnel
MIRS	MEPCOM Integrated Reporting System
MK	Mathematics Knowledge
MOS	Military Occupational Specialty
MPA	Manpower Policy & Analysis
MPD	Military Personnel Division
MPM	Military Planning Module
NCO	Non-Commissioned Officer
NETPDTC	Naval Education Training Professional Development Technology Center
NFLI	National Flagship Language Initiative
NFLTO	Navy Foreign Language Testing Office
NGB-HRM-E	National Guard Bureau, Human Resources Management, Education Branch
NLT	No Later Than
NSIPS	Navy Standard Integrated Personnel System
OARS	OPI Authorization and Reporting System
OASC	Online Academic Skills Course
OCONUS	Outside Continental United States
OCS	Officer Candidate School
OPI	Oral Proficiency Interview
OSD	Office of the Secretary of Defense

PAS	Personnel Automation Systems
PBT	Paper-Based Tests
PC	Paragraph Comprehension
PDNCO	Professional Development Non-Commissioned Officer
PII	Personally Identifiable Information
PM	Program Manager
PMS	Professor of Military Science
POC	Point of Contact
PSB	Personnel Support Battalion
RIDE	Remote Information Data Entry
ROTC	Reserve Officers' Training Corps
S1	Staff position - Personnel
SFAB	Security Force Assistance Brigade
SI	Shop Information
SIFT	Selection Instrument for Flight Training
SMNRC	Sergeants Major Non-Resident Course
SN	Serial Number
SOP	Standing Operating Procedures
SOU	Statement of Understanding
SSN	Social Security Number
TA	Test Administrator
TABE	Test of Adult Basic Education
TAGD	The Adjutant General Directorate
TAPAS	Tailored Adaptive Personality Assessment System
TAPDB	Total Army Personnel Database
TCO	Test Control Officer
TDY	Temporary Duty
TE	Test Examiner
TMCO	Testing and Measurement Control Officer
TOPMIS	Total Officer Personnel Management Information System
UCMJ	Uniform Code of Military Justice
UPS	United Parcel Service
UR	Upper Range

URL	Uniform Resource Locator
USAACE	United States Army Aviation Center of Excellence
USACC	U.S. Army Cadet Command
USAFA	United States Air Force Academy
USAPD	United States Army Publishing Directorate
USAPD-DOF	U.S. Army Publishing Directorate Distribution Operations Facility
USAR	United States Army Reserve
USASMA	United States Army Sergeants Major Academy
USCG	United States Coast Guard
USCGA	United States Coast Guard Academy
USMA	U.S. Military Academy
USMEPCOM	U.S. Military Entrance Processing Command
USMMA	United States Merchant Marine Academy
USNA	United States Naval Academy
VE	Verbal
WK	Work Knowledge

# Appendix 2. Regulations and Forms

## Regulations

A PDF copy of each regulation listed here may be found at

<http://www.apd.army.mil>

Test	References
Selection Instrument Flight Training (SIFT)	AR 611-110, Selection and Training of Army Aviation Officers
Armed Forces Classification Test (AFCT)	AR 601-222, Armed Services Military Personnel Accession Testing Programs AR 614-200, Enlisted Assignments and Utilization Management PAM 611-21, Military Occupational Classification And Structure
Armed Services Vocational Aptitude Battery – Enlistment / Student	AR 601-222, Armed Services Military Personnel Accession Testing Programs AR 601-270, Military Entrance Processing Stations (MEPS) USMEPCOM 611-1, Enlistment Qualification Tests USMEPCOM 601-4, Student Testing Program
Army Analysis Aptitude Test	PAM 611-21, Military Occupational Classification And Structure
Auditory Perception Test (AP)	AR 601-210, Regular Army and Reserve Components Enlistment Program PAM 611-21, Military Occupational Classification And Structure AR 612-201, Processing Procedures at US Army Reception Stations and Training Centers and Control and Distribution of Trainees
Defense Language Aptitude Battery (DLAB)	AR 11-6, Army Foreign Language Program AR 350-20, Management of the Defense Language Training AR 614-200, Enlisted Assignments and Utilization Management AR 611-6, Army Linguist Program AR 612-201, Processing Procedures at US Army Reception Stations and Training Centers and Control and Distribution of Trainees AR 621-5, Army Continuing Education System (ACES)

## Appendix 2 – Regulations and Forms

Test	References
Defense Language Proficiency Test I (DLPT-I ) Defense Language Proficiency Test II (DLPT-II ) Defense Language Proficiency Test III (DLPT-III ) Defense Language Proficiency Test IV (DLPT-IV) Defense Language Proficiency Test V (DLPT-V)	AR 11-6, Army Foreign Language Program AR 350-20, Management of the Defense Language Program AR 614-200, Enlisted Assignments and Utilization Management AR 611-6, Army Linguist Program AR 612-201, Processing Procedures at US Army Reception Stations and Training Centers and Control and Distribution of Trainees
Defense Language Reading Proficiency Test (DLRPT)	AR 11-6, Army Foreign Language Program AR 350-20, Management of Defense Language Training AR 614-200, Enlisted Assignments and Utilization Management AR 611-6, Army Linguist Program AR 612-201, Processing Procedures at US Army Reception Stations and Training Centers and Control and Distribution of Trainees
Additional Regulations	AR 611-5, Personnel and Classification Testing AR 350-1, Army Training and Leader Development AR 15-6, Procedures for Administrative Investigations and, Boards of Officers AR 11-2, Managers' Internal Control Program DA PAM 600-8, Military Human Resources Management Administrative Procedures DA PAM 611-21, Military Occupational Classification and Structure USASMA Cir 350-03-1, Sergeants Major Nonresident Course Policy, Procedures and Grading Standards

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## Forms

See [Appendix 13](#)

Sample Forms (starting on page 117) for sample forms.

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# Appendix 3. Points of Contact

## APT Program Office

### APT Program Office Points of Contact

Websites:

<https://www.hrc.army.mil/TAGD/APT%20Resources>

<https://www.milsuite.mil/book/groups/army-personnel-testing-program>

Email: [usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil)

Phone: (502) 502-613-8594 or DSN 312-983-8594

APT Mailing Address:

Department of the Army  
 US Army Human Resources Command  
 ATTN: TAGD AHRC PDE/APT  
 1600 Spearhead Division Avenue Dept 410  
 Fort Knox KY 40122-5401

Hours of Operation: 0700-1630 EST Mon-Fri

The National Guard POCs and additional information can be found on GKO

<https://gko.portal.ng.mil/arng/G1/D03/B01/S03/SitePages/Home.aspx>

Current POCs	Position	Phone/Email
Irina Rader (CIV)	APT Program Manager (Policy)	COM 502-613-8245 DSN 983-8245 <a href="mailto:irina.v.rader.civ@mail.mil">irina.v.rader.civ@mail.mil</a>
Joe Meischke Jr. (CTR)	APT Program Coordinator	COM 502-613-8594 DSN 613-8594 <a href="mailto:joseph.c.meischke2.ctr@mail.mil">joseph.c.meischke2.ctr@mail.mil</a>

## Other Points of Contact

**Some of these points of contacts change frequently.  
Check the APT Website listed above for the most current list.**



- ❖ ACES Extranet for APT  
<https://www.hrc.army.mil/TAGD/APT%20Resources>
- ❖ ACES MilSuite Link APT  
<https://www.milsuite.mil/book/groups/army-personnel-testing-program>

❖ **Air Force Personnel Center**

<b>AFOQT Mailing Address</b>	<b>Phone/Fax</b>
HQ AFPC/DP1SSPT-1 550 C Street West, Suite 9 BLDG 492 Randolph AFB, TX 78150-4711	Phone: Com 210-565-4221 or DSN 665-4221 Fax: Com 210-565-2442 or DSN 665-2442
<a href="mailto:AFPC.DP3SP.MilitaryTesting@us.af.mil">AFPC.DP3SP.MilitaryTesting@us.af.mil</a>	
<b>WAPS Mailing Address</b>	<b>Phone/Fax</b>
HQ AFPC/DP1SSPT 550 C Street West, Suite 9 BLDG 492 JSBSA Randolph AFB, TX 78150-4711	Phone: Com 210-565-4221 or DSN 665-4221 Fax: Com 210-565-2442 or DSN 665-2442
<b>Current POC</b>	<b>Phone/Email</b>
Rosa Williams	<a href="mailto:rosa.williams.2@us.af.mil">rosa.williams.2@us.af.mil</a>

❖ **ALCPT-DLIELC**

<b>Current POCs</b>	<b>Position</b>	<b>Phone/Email</b>
Lisa Alderete	Overseas Program Manager	COM 210-671-9985 <a href="mailto:Lisa.alderete@us.af.mil">Lisa.alderete@us.af.mil</a>

❖ **ALMS Help Desk**

<b>Current POCs</b>	<b>Phone/Email</b>
Help Desk	Toll Free: 1-877-251-0730 or 1-800-275-2872 COMM: 1-757-878-4745, select Option 1 for ALMS

❖ **APT Distribution Center, HRC**

<b>Mailing Address</b>	<b>Phone/Fax</b>
Education Division (AHRC-PDE-APT) U.S. Army Human Resources Command 1600 Spearhead Division Avenue Fort Knox, KY 40122	COM 502-613-8601 DSN 983-8601 COM Fax 502-613-4520
<a href="mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil">usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil</a>	

<b>Current POC</b>	<b>Position</b>	<b>Phone/Email</b>
Irina Rader	APT Distribution Center Manager	COM 502-613-8245 DSN 983-8245 <a href="mailto:irina.v.rader.civ@mail.mil">irina.v.rader.civ@mail.mil</a>

❖ **Army G-2 (Deputy Chief of Staff for Intelligence)**

<b>Current POC</b>	<b>Position</b>	<b>Phone/Email</b>
Craig Bell	Chief, Army Foreign Language Proponency Office	COM 703-695.0525 DSN 225-0525 <a href="mailto:craig.a.bell.civ@mail.mil">craig.a.bell.civ@mail.mil</a>
Timothy McGovern		COM 703-695-1286 DSN 225-1286 <a href="mailto:timothy.p.mcgovern.ctr@mail.mil">timothy.p.mcgovern.ctr@mail.mil</a>

❖ **Coast Guard Foreign Language Program Manager**

<b>Current POC</b>	<b>Position</b>	<b>Phone/Email</b>
Audra L. Snowden	Education Service Specialist / AFCT Program Liaison	COM 757-413-7444 <a href="mailto:audra.l.snowden@uscg.mil">audra.l.snowden@uscg.mil</a>

❖ **Defense Intelligence Agency (DIA)**

<b>Current POC</b>	<b>Position</b>	<b>Phone/Email</b>
Hugo Machuca	Foreign Language Management Office	COM 202-685-6206 <a href="mailto:hugo.machuca@dodiis.mil">hugo.machuca@dodiis.mil</a>

❖ **DMDC Support Center Help Desk**

<b>Current telephone contact</b>
Comm: 800-372-7437
DSN: 312-435-9000

❖ **DEFENSE LANGUAGE INSTITUTE, ENGLISH LANGUAGE CENTER (DLIELC)**

<b>Mailing Address</b>
DLIELC/Testing Flight (EEF) 2235 ANDREWS AVE JBSA Lackland, TX 78236-5259

<b>Current POCs</b>	<b>Position</b>	<b>Phone</b>
Leasa Northcutt	Language Testing Specialist & ECL Test Site Manager (AFRICOM & NORTHCOM)	DSN 312-473-4889 COM 210-671-4889
Veronica Kosky	CONUS ECL Site Monitor	OPI Office 210-671-5427 Testing Office 210-671-4889 DSN 473-4889 COM Fax 210-671-0211 DSN Fax 473-0211

❖ **Defense Language Institute, English Language Center (DLIELC) - OPI**

<b>URL</b>	<b>Phone/Fax</b>
<a href="http://www.dlielc.edu">www.dlielc.edu</a>	COM 210-671-4889 DSN 312-473-4889 <a href="mailto:DLI.Testing@us.af.mil">DLI.Testing@us.af.mil</a>

<b>Current POC</b>	<b>Position</b>	<b>Phone/Email</b>
Veronica Kosky	ECL information	<a href="mailto:veronica.kosky@us.af.mil">veronica.kosky@us.af.mil</a>
Ryan Rittenhouse	OPI information	<a href="mailto:ryan.rittenhouse@us.af.mil">ryan.rittenhouse@us.af.mil</a>

❖ Defense Language Institute, Foreign Language Center (DLIFLC)

Mailing Address
DLIFLC, ATFL-ESD-TM 1759 Lewis Rd. Monterey, CA 93944

Current POC	Position	Phone/Email
Maribel Johai	Associate Director/TCO, Test Management Division	COM 831-242-6250 DSN 768-6250 <a href="mailto:maribel.johai@dliflc.edu">maribel.johai@dliflc.edu</a>

❖ Functional Academic Skills Program Manager, HRC

Current POC	Position	Phone/Email
Irina Rader	APT Distribution Center Manager	COM 502-613-8245 DSN 983-8245 <a href="mailto:irina.v.rader.civ@mail.mil">irina.v.rader.civ@mail.mil</a>

❖ Incentives and Compensation Branch, HRC

Email
<a href="mailto:usarmy.knox.hrc.mbx.tagd-flpb@mail.mil">usarmy.knox.hrc.mbx.tagd-flpb@mail.mil</a>

Current POC	Position	Phone/Email
Bob Bates	Foreign Language Proficiency Bonus Program Manager	COM 502-613-8512 <a href="mailto:robert.l.bates3.civ@mail.mil">robert.l.bates3.civ@mail.mil</a>

❖ Marine Corps Testing Office

Mailing Address	Phone/Email
Commandant of the Marine Corps Manpower and Reserve Affairs Attn: Manpower Studies and Analysis Branch (MSAB Testing) 3280 Russell Road Quantico, VA 22134-5103	COM 703-784-9368 DSN 278-9368 <a href="mailto:msabtesting@usmc.mil">msabtesting@usmc.mil</a>

Current POCS	Position	Phone/Email
Dr. Eric Charles	Section Head - Testing Control	COM 703-784-9368 DSN 278-9368
CPT Gregory T. Moynihan	Test Control OIC	COM 703-784-9368 DSN 278-9368 <a href="mailto:greg.moynihan@usmc.mil">greg.moynihan@usmc.mil</a>
SSGT James L. Dale	Test Control SNCOIC	COM 703-784-4106 DSN 278-4106 <a href="mailto:james.l.dale@usmc.mil">james.l.dale@usmc.mil</a>
SGT Brian Gutierrez	Test Control NCOIC	COM 703-784-9587 DSN 278-9615 <a href="mailto:brian.gutierrez4@usmc.mil">brian.gutierrez4@usmc.mil</a>

❖ **MEPS, Honolulu**

<b>Mailing Address</b>	<b>Phone/Fax/Email</b>
Honolulu MEPS ATTN: Test Control Officer 490 Central Avenue, Building 281 Pearl Harbor, HI 96860-4958	COM 808-471-8725, ext. 217 Fax 808-471-1844 or 2888 <a href="mailto:osd.meps-ws-honolulu.usmepcom-ws.list.honto@mil.mil">osd.meps-ws-honolulu.usmepcom-ws.list.honto@mil.mil</a>

❖ **MEPS, New York**

<b>Mailing Address</b>	<b>Phone/Fax/Email</b>
MEPS, New York Ft. Hamilton Military Community New York MEPS ATTN: Test Control Officer 116 White Avenue, Brooklyn, NY 11252-6700	COM 718-630-4431 DSN 232-4431 COM Fax 718-765-7338 <a href="mailto:osd.meps-es-newyork.usmepcom-es.list.newy-tco@mil.mil">osd.meps-es-newyork.usmepcom-es.list.newy-tco@mil.mil</a>

❖ **Naval Education Training Professional Development Technology Center (NETPDT) for Paper-based AFCT Versions 18F and 19G**

<b>Mailing Address</b>	<b>Phone/Fax/Email</b>
NETPDT (N323) Process Management Branch 6490 Saufley Field Road Pensacola, FL 32509-5237	COM 850-473-6137 <a href="mailto:haywood.west@navy.mil">haywood.west@navy.mil</a>

❖ **Navy Foreign Language Testing Office (NFLTO)**

<b>Mailing Address</b>	<b>Phone/Fax/Email</b>
Navy Center for LREC (CLREC) Darrin Williams Program Manager/CIWT Testing Manager Corry Naval Station, Bldg. 502 Rm. 205W Pensacola, FL 32511	COM 850-452-4579 DSN 459-4579 <a href="mailto:languagetesting@navy.mil">languagetesting@navy.mil</a> <a href="mailto:darrin.williams@navy.mil">darrin.williams@navy.mil</a>
Donald Watts Assistant Program Manager	COM 850-452-6177 DSN 459-6177 <a href="mailto:donald.v.watts@navy.mil">donald.v.watts@navy.mil</a> <a href="mailto:languagetesting@navy.mil">languagetesting@navy.mil</a>

❖ **Navy Language, Regional Expertise and Culture (LREC) Policy Office (OPNAV N13F)**

<b>Current POC</b>	<b>Position</b>	<b>Phone/Email</b>
CTICS Kenneth Paulsen, USN	Navy LREC Language Policy Advisor	COM 703-604-5519 DSN 664-5519 <a href="mailto:ALTN_N13F1@navy.mil">ALTN_N13F1@navy.mil</a> <a href="mailto:kenneth.paulsen@navy.mil">kenneth.paulsen@navy.mil</a>
CTIC Amos Hoover	Navy LREC Language Office	COM 703-604-5520 DSN 664-5520 <a href="mailto:ALTN_N13F1@navy.mil">ALTN_N13F1@navy.mil</a> <a href="mailto:amos.hoover@navy.mil">amos.hoover@navy.mil</a>

❖ Navy Selection and Classification Office for AFCT Policy Questions and General Information

Mailing Address	Phone/Fax/Email
Deputy Chief of Naval Operations N1 Attn: AFCT Program Manager (N132G) Navy Selection and Classification Office 701 South Courthouse Road, Rm. 3R035 Arlington, VA 22204-2109	COM 703-604-5106/5107 DSN 664-5106/5107 <a href="mailto:NavyAFCT@navy.mil">NavyAFCT@navy.mil</a>

❖ Office of the Chief of Military Intelligence

Mailing Address
Director Office of the Chief, MI ATTN: ATZS-MI (LTC Bazemore/Mr. Robert White) Ft. Huachuca, AZ 85613-7080

Current POC	Position	Phone/Email
SFC Burkey	Life Cycle Manager MOS 97B, 97E, and 96Z	COM 520-533-1182 DSN 821-1182

❖ Officer Candidate School (OCS)

Component/Branch	Current POCS	Phone/Email
Active Duty	Albert Rolland	COM 703-325-3756 Toll Free 1-800-654-7298 <a href="mailto:rollanda@hoffman.army.mil">rollanda@hoffman.army.mil</a>
Army National Guard	TBA	
Army Reserve	TBA	
Reserve Officer Training Corps	Larry Brown	COM 757-727-4589 DSN 680-4589 <a href="mailto:brownl1@emh10.monroe.army.mil">brownl1@emh10.monroe.army.mil</a>

❖ PicAT - Army (USA) and USAR

Contact	Title	Phone/Email
Nicholas Harrison	USAREC- G6 Primary PO 1	COM 502-626-3259 <a href="mailto:nicholas.j.harrison3.civ@mail.mil">nicholas.j.harrison3.civ@mail.mil</a>
SFC Somond Chaleun	USAREC- G3 Primary PO 1	502-626-5134 <a href="mailto:somond.k.chaleun.mil@mail.mil">somond.k.chaleun.mil@mail.mil</a>

❖ PicAT - Army National Guard (ARNG)

Contact	Title	Phone/Email
Ronnie Mitchum	Primary PO	COM 502-626-4361 <a href="mailto:ronnie.l.mitchum2.civ@mail.mil">ronnie.l.mitchum2.civ@mail.mil</a>
Russell Beausoleil	Secondary PO	502-626-1117 <a href="mailto:russell.e.beausoleil.civ@mail.mil">russell.e.beausoleil.civ@mail.mil</a>

❖ **SIFT Technical Support**

Contact	Phone/Email
Joseph Stephen	Com: 850-452-9735 DSN: 312-459-3164 <a href="mailto:joseph.b.stephen2.ctr@mail.mil">joseph.b.stephen2.ctr@mail.mil</a>

❖ **U.S. Army Sergeants Major Academy (USASMA), Ft. Bliss, TX**

Current POC	Position	Phone/Email
Charles Guyette	Director of Policy & Governance / Assist. Dean of Academics	COM 915-744-6098 <a href="mailto:charles.e.guyette.civ@mail.mil">charles.e.guyette.civ@mail.mil</a>

❖ **U.S. Army Publishing Directorate Distribution and Operations Facility (USAPD-DOF)**

Mailing Address	Phone/Fax/Email
USAPD-DOF 1655 Woodson Road St. Louis, MO 63114-6181	COM 314-592-0910 DSN 892-0910 <a href="mailto:CustomerService@usapadof.army.mil">CustomerService@usapadof.army.mil</a>
<a href="http://www.apd.army.mil">www.apd.army.mil</a>	

❖ **U.S. Army Forces Command (FORSCOM)/Garrison Publications Stock Room**

Mailing Address	Phone/Fax/Email
FORSCOM/Garrison Publications Stock Room 1777 Hardee Avenue, SW Ft. McPherson, GA 30330-1062	COM 404-469-5307 DSN 797-5307

❖ **U.S. Army Prime Power School**

Mailing Address	Phone
U.S. Army Prime Power School ATTN: Aaron Monson 10025 Jean Avenue Bldg 12630, FLW 28 Fort Leonard Wood, MO 65473	COM 573- 596-2113

Current POC	Position	Phone/Email
Aaron Monson	Chief, Training Development	<a href="mailto:aaron.m.monson.civ@mail.mil">aaron.m.monson.civ@mail.mil</a>

# Appendix 4. Foreign Language Proficiency Ratings and Data Codes

A Complete list of Language Identification Codes for DLPT are available at DLPT Authorization & Reporting:

<https://pki.dmdc.osd.mil/appj/dlpt/home.do>

Under Account Maintenance, click Show Available Tests for current codes.

<b>DLPT I</b>			<b>DLPT II, DLPT III, DLPT IV, and DLRPT</b>		
<b>Raw Score</b>	<b>Proficiency Rating</b>	<b>Data Code</b>	<b>Converted Score</b>	<b>Proficiency Rating</b>	<b>Data Code</b>
1-20	0	00	1-24	0	00
21-23	0+	06	25-29	0+	06
24-29	1	10	30-35	1	10
30-35	1+	16	36-39	1+	16
36-42	2	20	40-45	2	20
43-48	2+	26	46-49	2+	26
49-60	3	30	50+	3	30

There are no converted scores for DLPT 5s or OPIs.

<b>DLPT 5 and OPI</b>	
<b>Proficiency Rating</b>	<b>Data Code</b>
0	00
0+	06
1	10
1+	16
2	20
2+	26
3	30
3+	36
4	40
4+	46
5	50

# Appendix 5. Website Index

This list is current as of publication date. However, except for the APT website, none of the websites are controlled by the APT Program Office. Content and links may have changed.

For each website, the type of information available is listed in bullet form under the URL. It may be necessary to perform a search on a particular website in order to locate the information.

## ❖ APT WEBSITE & APT PROGRAM MILSUITE PAGE

<https://www.hrc.army.mil/tagd/apt%20resources>

<https://www.milsuite.mil/book/groups/army-personnel-testing-program>

- APT Regulations
- APT Messages
- TCO Handbook
- Software & Automation
- TCO Certification
- Test Account
- Test Material
- Testing

## ❖ ALMS

<https://www.us.army.mil>

- Security Awareness Briefing
- TCO Basic Certification Test
- Defense Language Proficiency Test (For TCO's)

## ❖ DLPT AUTHORIZATION & REPORTING

<https://pki.dmdc.osd.mil/appj/dlpt/home.do>

- Registration and Score Reports
- Available DLPT Tests
- DLPT TA Training
- Admin Guide for web-based DLAB
- Admin Guide for web-based DLPT
- DLPT Site locations
- Web-based Defense Language Testing User Guide

## ❖ iCAT AUTHORIZATION & REPORTING

<https://pki.dmdc.osd.mil/icat-ar/pages/postAuthenticate.do>

- Registration and Score Reports
- iCAT Test Admin User Guide

- AFCT Test Admin User Guide
- Download Private Desktop zip (WDLPT application for administering test)

❖ **DLI**

<http://www.dliflc.edu>

- DLPT Scores
- DLPT FAQ
- Familiarization Guide For CR Format
- Familiarization Guide for MC Format

❖ **DEFENSE LANGUAGE INSTITUTE (ELC)**

<http://www.dlielc.edu>

- ALCPT
- Memorandum For Record-TCO Appointment MFR
- ALCPT Request Form
- General ALCPT Info & Ordering ALCPT Info

❖ **TABE**

<https://tabetest.com/>

- Ordering TABE Material
- Customer Service
- Setting up Account

❖ **SIFT**

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***NOTE: The following URL (for SIFT) works only with Internet Explorer 7 or higher. Other browsers will not work properly or will generate an error message.***

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<https://sift.nmotc.med.navy.mil/production/>

- SIFT Manual
- SIFT Technical POCS
- SIFT Registration
- Download SIFT Application
- Download SIFT Test Administration Manual

# Appendix 6. Obsolete Tests

## Army Analysis Aptitude Test (AAAT)

The AAAT was removed as a requirement for MOS 98C in January 2003. TCOs were informed of the requirement to destroy AAAT materials in AHRC Message 21 April 2004, Subject: AAAT Discontinued. Changes in requirements to MOS 98C were reflected in DA Pam 611-21.

## AP Test (Rescinded June 2013)

## Assessment of Individual Motivation (AIM)

The AIM is a short, non-cognitive measurement tool used to assess a person's adaptability and motivation levels. USMEPCOM is responsible for AIM administration and maintaining applicant AIM scores. Because MEPCOM does not have test facilities overseas, designated overseas Service test sites administer the exam to overseas applicants. It is administered to all home school graduates, and all General Education Degree (GED) applicants with an AFQT percentile score of 50 or higher. It was rescinded in 2014.

## Driver Testing Batteries

The Driver Testing Batteries were rescinded with the publishing of AR 600-55 in December 1993. Clarification of related issues and test material disposition information is contained in TAPC-PDE message, dated R250900Z July 97.

## Officer Selection Battery

The Officer Selection Battery was rescinded in all its forms by MILPER message NR 97-008, SUBJECT: Application Procedures for Green to Gold Program, TAPC-PDE Message dated 040800Z February 1997, SUBJECT: Elimination of the Officer Selection Battery, Forms 1, 2, 3, and 4. For additional information, refer to ALARACT 052/97, dated R 101700Z, SUBJECT: Test Requirements for Officer Accession/Officer Candidate Programs.

## Typing and Dictation Test

The Typing and Dictation Test was discontinued on 26 Mar 2008. See DA Pam 611-21 for current requirements.

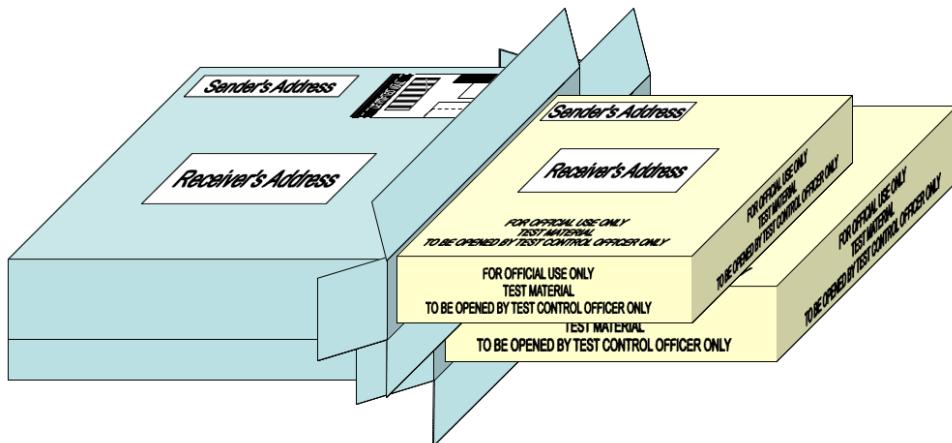
## Officer Leadership Board

The Officer Leadership Board was rescinded in 2002. This was due to the fact that the Structured Interview Plan #2 is the current tool to access Army Officers. See TAPC-PDE Message dated 25 April 2003, Subject: Officer Leadership Board 1 Rescinded.

# Appendix 7. APT Mail Procedures

This appendix defines mandatory procedures to use when sending controlled and sensitive test-related materials.

- Include a DA Form 200, Transmittal Record, with all mail containing controlled test materials.
- List all mailed items in detail (with serial numbers). Include sending and receiving contact information. Check the return receipt requested box.
- Mail scoring keys and completed answer sheets separately from other APT Test material. Completed answer sheets are controlled test material.
- Mail all controlled test material to other destinations using a traceable delivery method (registered mail, UPS, or FedEx).
- Confirm delivery of all controlled test material if DA Form 200 is not returned.
- Double wrap all packages.
- Label inner package with both the sender's and receiver's addresses.
- Mark inner package on ALL sides with "FOR OFFICIAL USE ONLY TEST."
- Label outer package with both the sender's and receiver's addresses. No other marking or label may be on the outer package, except the carrier's.
- In no case will the outer package indicate its contents or security classification.

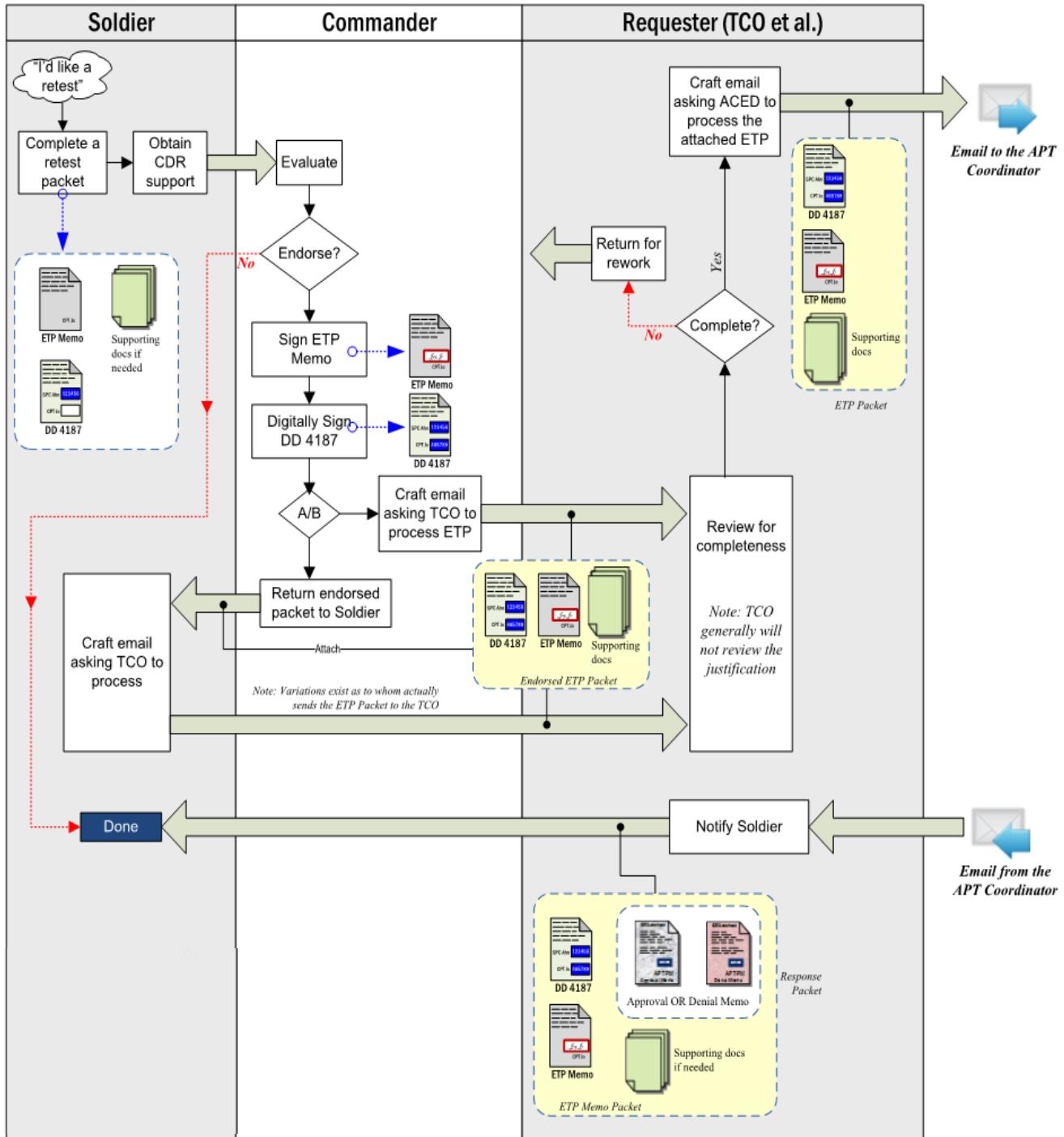


# Appendix 8. ETP Process

The general ETP process is described in the figure below.

- ❑ Note: National Guard requests must be submitted through GKO:

<https://gko.portal.ng.mil/arng/G1/D03/B01/S03/SitePages/Home.aspx>



# Appendix 9. ACES Test Scores Management

**Test Scores Management (Entering, Correcting, Deleting)  
(Education Services Officers and Test Control Officers)**

Follow the steps below to enter, correct, enter a test score for retest, or delete a test score. You will not be able to delete a test score you did not enter.

- 1 Log in to GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com) with your Common Access Card (CAC) or user name and password.

**Student Management**

To search for a student, the following options are available: 1) User ID/EmplID; 2) Last Name; 3) Social Security Number/Identification Number (SSN/EIN); 4) Last Name and SSN/EIN.

User ID/EmplID:	<input type="text"/>	<small> ⓘ</small>
Last Name:	<input type="text"/>	<small> ⓘ</small>
SSN/EIN:	<input type="text"/>	<small> ⓘ</small>

**Retrieve/Enroll Student**  ⓘ

**Advanced Search**

**Select the “Retrieve/Enroll Student” button.**

- 2 The Student Record page appears.

**Note:** To delete a test score you entered, skip to Page 5.

You cannot delete a test score that has been entered by another user.

**Student Record (DA Form 669 - Army Continuing Education System Record)**

**Basic Information**

Name * :	SPC	Home School :	Lindenwood Univ (LU04)
SSN/EIN * :	-7301	TA Funding Status :	National Guard
User Id :	2	User Name :	dbear066
Degree Plan :	Bachelor of Arts in Criminal Justice	Date of Birth * :	5/20/1996
User Type :	Active: TA Eligible	Servicing Education	JTF-Bravo, Soto Cano AFB Education Center
PA Type :	Traditional eCourse		
Last Login Date/Time :	Not Available		

**Select the Test Scores tab.**

Note: To print the DA Form 669, select the ‘All’ tab and select the ‘View/Print Student Record DA Form 669’ button.

**Soldier Personnel** **TA Planning Summary** **Education** **Helpdesk Cases** **CTS Notes** **eFile** **Test Scores** **All**

Make this tab your  
**Enter Test Scores** **Search**

**Select the Enter Test Scores link.**

- 3 The Test Score Entry page appears.

**Entering a test score**

To enter a test score for the Student, please select a Test Program to display its associated Test Type(s) and a Test Type to display its associated Test Title(s). Note: If you are entering a score for a Local Test, select the Local Test Program, associated Test Type and the associated Geographic Education Center where the test was taken.

**Test Program**

- APT
- DANTES**
- Local
- National Guard
- Other Civilian
- TABE

**Select a test in the Test Program section.**  
In this example, DANTES is selected.

**Test Type**

- ACT 2015
- College Level Examination Program - General**
- College Level Examination Program - Subject

**Select a test type in the Test Type section.**  
In this example, College Level Examination Program - General is selected.

**Test Title**

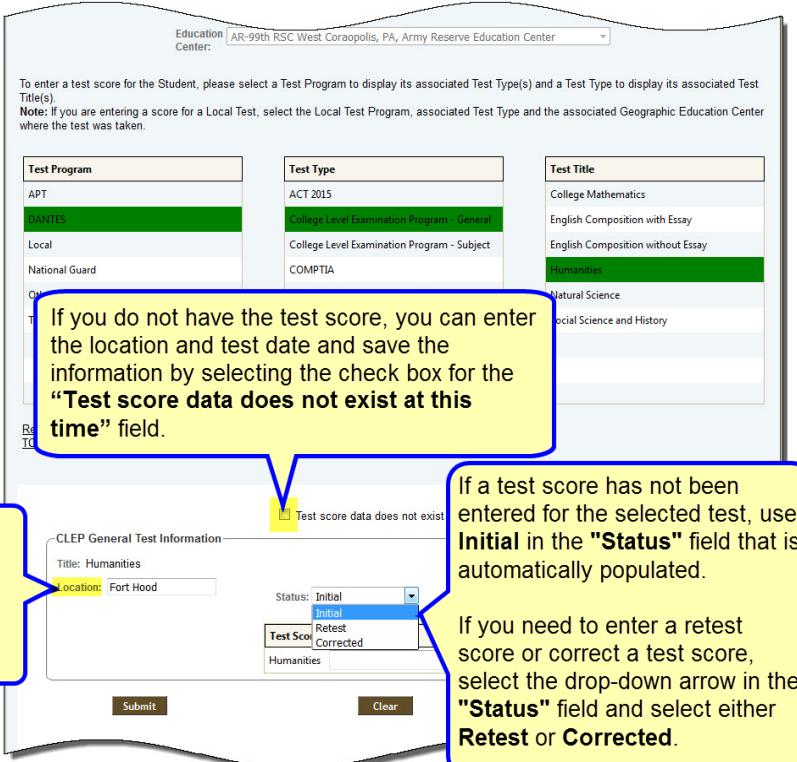
- College Math
- English Compos
- English Comp
- Humanities**
- Natural Science
- Social Science an

**Select a test title in the Test Title section.**  
In this example, Humanities is selected.



## Test Scores Management (Entering, Correcting, Deleting) (Education Services Officer and Test Control Officer)

- 4** A test score section appears for the selected test. In this example, the **CLEP General Test Information** form appears for the selected test.



To enter a test score for the Student, please select a Test Program to display its associated Test Type(s) and a Test Type to display its associated Test Title(s). Note: If you are entering a score for a Local Test, select the Local Test Program, associated Test Type and the associated Geographic Education Center where the test was taken.

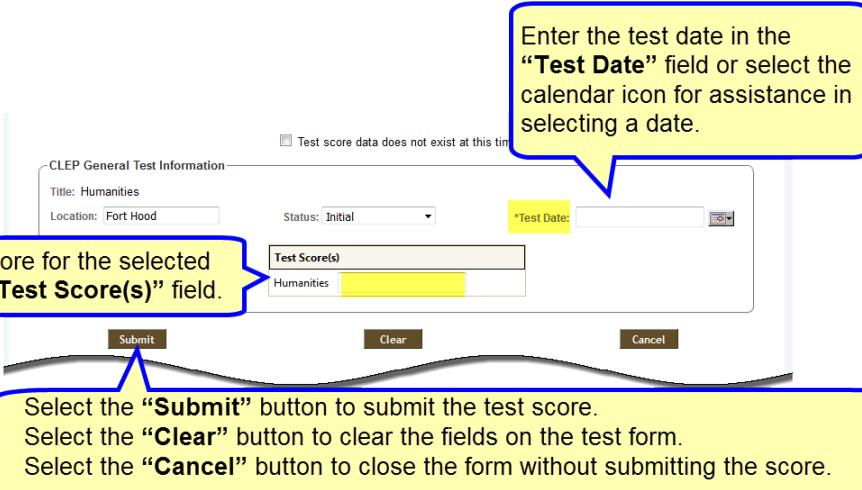
Test Program	Test Type	Test Title
APT	ACT 2015	College Mathematics
DANTES	College Level Examination Program - General	English Composition with Essay
Local	College Level Examination Program - Subject	English Composition without Essay
National Guard	COMPTIA	Humanities

If you do not have the test score, you can enter the location and test date and save the information by selecting the check box for the “Test score data does not exist at this time” field.

To enter a test score, first enter the test score location in the “Location” field.

If a test score has not been entered for the selected test, use Initial in the “Status” field that is automatically populated.

If you need to enter a retest score or correct a test score, select the drop-down arrow in the “Status” field and select either Retest or Corrected.



Enter the test date in the “Test Date” field or select the calendar icon for assistance in selecting a date.

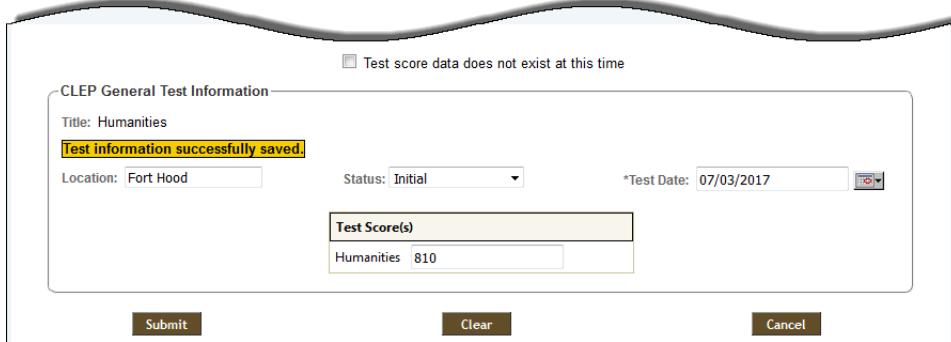
Enter the score for the selected test in the “Test Score(s)” field.

Select the “Submit” button to submit the test score.  
Select the “Clear” button to clear the fields on the test form.  
Select the “Cancel” button to close the form without submitting the score.



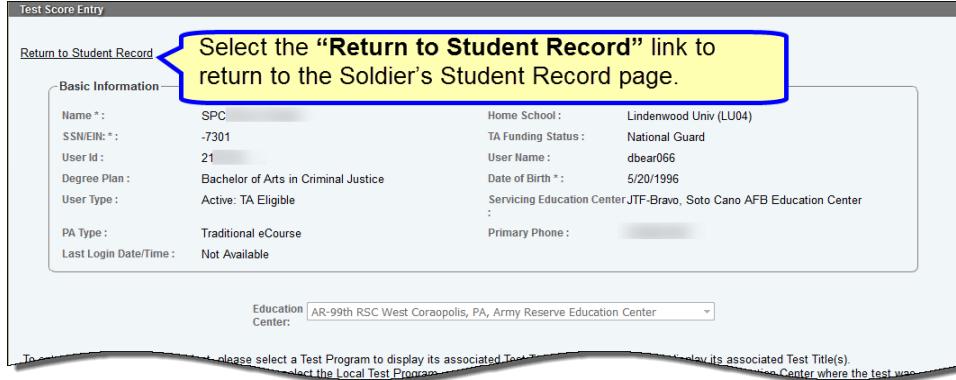
## Test Scores Management (Entering, Correcting, Deleting) (Education Services Officer and Test Control Officer)

- 5** A message appears stating the test score was successfully saved.



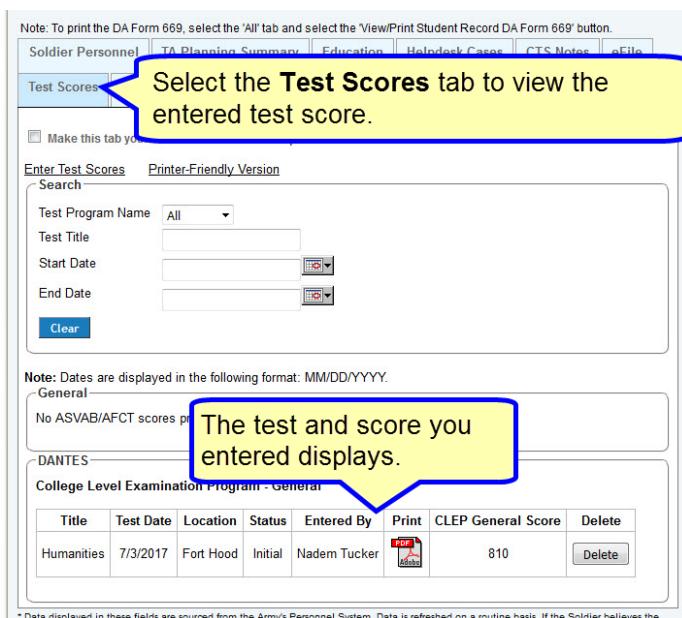
The screenshot shows a form titled "CLEP General Test Information". It includes fields for "Title: Humanities", "Location: Fort Hood", "Status: Initial", "Test Date: 07/03/2017", and a "Test Score(s)" table containing "Humanities 810". A success message "Test information successfully saved." is displayed above the table. Buttons for "Submit", "Clear", and "Cancel" are at the bottom.

- 6** Select the “Return to Student Record” link to return to the Soldier’s Student Record page.



The screenshot shows a "Test Score Entry" page. It displays basic information for a soldier: Name \* SPC, SSNIEI \* -7301, User Id \* 21, Degree Plan \* Bachelor of Arts in Criminal Justice, User Type \* Active: TA Eligible, PA Type \* Traditional eCourse, and Last Login Date/Time \* Not Available. Below this, it says "Home School: Lindenwood Univ (LU04), TA Funding Status: National Guard, User Name: dbear66, Date of Birth \* 5/20/1996, Servicing Education Center: JTF-Bravo, Soto Cano AFB Education Center, Primary Phone: [redacted]". A note at the bottom says "To print the DA Form 669, please select a Test Program to display its associated Test Title(s). To print the DA Form 669, please select the Local Test Program where the test was taken." A yellow callout box points to the "Return to Student Record" link.

- 7** Select the Test Scores tab to view the entered test score.



The screenshot shows the "Test Scores" tab selected on a page with tabs for "Soldier Personnel", "TA Planning Summary", "Education", "Helpdesk Cases", "CTS Notes", and "eElite". It includes sections for "Search" (Test Program Name: All, Test Title: [redacted], Start Date: [redacted], End Date: [redacted]), "General" (Note: Dates are displayed in MM/DD/YYYY format), "DANTES" (No ASVAB/AFCT scores present), and "College Level Examination Program - General" (Table showing a single entry: Title: Humanities, Test Date: 7/3/2017, Location: Fort Hood, Status: Initial, Entered By: Nadem Tucker, Print button, CLEP General Score: 810, Delete button). A yellow callout box points to the table entry.

\* Data displayed in these fields are sourced from the Army's Personnel System. Data is refreshed on a routine basis. If the Soldier believes the

**GO ARMY ED**

## Test Scores Management (Deleting a Test Score) (Education Services Officer and Test Control Officer)

Follow the steps below to delete a test score you entered. You will not be able to delete a test score you did not enter.

- 1** Log in to GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com) with your CAC or user name and password.

- 2** The **Student Record** page appears.

- 3** Scroll to the test score you entered that you want to delete.

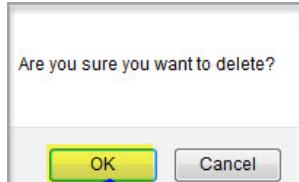
Title	Test Date	Location	Status	Entered By	Print	CLEP General Score	Delete
Humanities	7/3/2017	Fort Hood	Initial	Nadern Tucker		810	

\* Data displayed in these fields are sourced from the Army's Personnel System. Data is refreshed on a routine basis. If the Soldier believes the



## Test Scores Management (Deleting a Test Score) (Education Services Officer and Test Control Officer)

- 4** A pop-up message appears asking if you are sure you want to delete.



Select the "OK" button to proceed.

- 5** The **Test Scores** page will refresh and the deleted test score no longer appears.

Note: To print the DA Form 669, select the 'All' tab and select the 'View/Print Student Record DA Form 669' button.

Soldier Personnel	TA Planning Summary	Education	Helpdesk Cases	CTS Notes	eFile	Test Scores	All
-------------------	---------------------	-----------	----------------	-----------	-------	-------------	-----

Make this tab your default. Your current tab preference is **Education**.

[Enter Test Scores](#)   [Printer-Friendly Version](#)

Search

Test Program Name	All <input type="button" value="▼"/>
Test Title	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
<input type="button" value="Clear"/>	

Note: Dates are displayed in the following format: MM/DD/YYYY.  
General  
No ASVAB/AFCT scores provided by the Army's Personnel System.

# Appendix 10. Eligibility Requirements

## Abbreviations for this Appendix

AFCT	Armed Forces Classification Test
APT	Army Personnel Testing
ASVAB	Armed Services Vocation Aptitude Battery
CPAC	Civilian Personnel Advisory Center
DLAB	Defense Language Aptitude Battery
DLPT	Defense Language Proficiency Test
DLRPT	Defense Language Reading Proficiency

DoD	Department of Defense
ETP	Exception to Policy
GT	General Technical Aptitude Score
IMA	Individual Mobilization Augmentee
IRR	Individual Ready Reserve
MEPS	Military Entrance Processing Stations
METS	Mobile Examination Test Site

MOS	Military Occupational Specialty
OPI	Oral Proficiency Interview
OSD	Office of the Secretary of Defense
NFLI:	National Flagship Language Initiative
ROTC:	Reserve Officer Training Corps
SIFT	Selection Instrument Flight Training
USMA:	United States Military Academy

## Civilian Eligibility

Prospective Examinee	AFCT	ASVAB, Enlistment	ASVAB, Student	SIFT	DLAB	DLRPT	DLPT (any)	OPI
Civilian, unless noted below	No	At MEPS, if enlisting.	Yes, if student in 10th grade or higher (includes post- secondary schools).	At MEPS, if enlisting.				
Civilian, Overseas, unless noted below	No	Yes, if enlisting and 17 years of age.		Yes, if enlisting.				
Federal Government Job Applicant	No	No	No	No	Yes, if CPAC documents language is a job requirement.		No	
DoD	No	No	No	No	Yes, if employee's supervisor documents requirement and eligibility for the DLAB, DLRPT, DLPT, or OPI.			
Foreign Area Officer (FAO)	No	No	No	No	Yes	Yes	Yes	Yes
Spouse of FAO	No	No	No	No	Yes	No	No	No
Defense Attaché Program	No	No	No	No	Yes	Yes	Yes	Yes
Military Intelligence Civilian Excepted Career Program	No	No	No	No	Yes	Yes	Yes	Yes
National Flagship Language Initiative Fellowship Program	No	No	No	No	Yes	Yes	Yes	Yes

## Service Member Eligibility

Prospective Examinee	AFCT	ASVAB, Enlistment	ASVAB, Student	SIFT	DLAB	DLRPT	DLPT (any)	OPI
Active Army	Yes	No	No	Yes, should have GT score of 110	Yes	Yes	Yes	Yes
Army National Guard	Yes	No	No	Yes, should have GT score of 110	Yes	Yes	Yes	Yes
Army Reserves, not IRR or IMA	Yes	No	No	Yes, should have GT score of 110	Yes	Yes	Yes	Yes
IRR	No	No	No	No	Yes	Yes	Yes	No
IMA	No	No	No	No	Yes	Yes	Yes	No
USMA Cadets	No	No	No	Yes	Yes	Yes	Yes	Only Seniors
ROTC Cadets	No	No	No	Yes	Yes	No	No	Yes

## Army Retesting Requirements

Test Type	1st Retest	2nd Retest	3rd Retest	4th & Subsequent Retests	Notes
SIFT	Six months after original test if that score was less than 40	None Allowed	None Allowed	None Allowed	
AFCT	Six months after original test	Six months after previous retest	Six months after previous retest, but must have ETP from APT Program Manager.	Six months after preceding retest, but must have ETP from APT Program Manager.	Six months after preceding retest, but must have ETP from APT Program Manager.
ASVAB, Enlistment	One month after original test. Must use different test form than original test. Scores using the same test form will be invalidated.	One month after preceding retest. Must use different test form than original and first retest. Scores using the same test forms will be invalidated.	Six months after proceeding retest. Can use any test form, but should use different form than last retest.	Six months after proceeding retest. Can use any test form, but should use different form than last retest.	If last test more than two years old, then test is not considered a retest. Only MEPS and overseas TCOs administer this test. Once enlistment contract signed cannot retest on ASVAB. Student ASVAB counts when determining retesting for the enlistment ASVAB.
ASVAB Student	One month after original test	One month after preceding retest.	Six months after proceeding retest	Six months after preceding retest	If last test more than two years old, then test is not considered a retest. Only METS and overseas TCOs administer this test.
DLAB	Six months after original test if that score was less than 95	Six months after preceding test if that score was less than 95	Only with ETP and if score of preceding test was less than 95, but must have ETP from APT Program Manager.	Only with ETP and if score of preceding test was less than 95, but must have ETP from APT Program Manager.	In rare cases, retests can be authorized even if original score is 95 or higher, provided a military justification exists, and the APT Program Manager grants an ETP.
DLRPT	Validation of Language Skill is an annual requirement for linguists, therefore there is no limit on the number of retests, but six months must pass before retaking an exam on the same language without an ETP from the APT Program Manager.				
DLPT (any)	Once an ETP is granted, six months must elapse before the next exam in that language. ETPs require 150 hours of classroom training or six weeks immersion training. Taking an upper-range exam after scoring a 3 on a lower range exam for a language is an exception to this; an upper range may be taken immediately afterwards.				
OPI					

Note: When retesting, use a different version than the preceding exam if multiple versions of the exam exist. For example, if two versions exist, alternate between the two versions with each test or retest. If three versions of a test exist, rotate through all three, before retesting with the same version.

## Other Services DLAB/ DLPT Eligibility Requirements

Verify with the respective Service for current eligibility requirements in case they have changed.

EXAMINEE	DLAB	DLPT	DLPT - UPPER RANGE	SUBSEQUENT TESTS	SIGNIFICANT TRAINING
DODI GUIDANCE	No earlier than 180 calendar days from the last test, unless agency grants an ETP*	No earlier than 180 calendar days from the last test, or upon completion of a significant language training event. No more than two iterations of the same test will be administered in a 12 month period	If the examinee has received a level of 3 for the relevant modality. Must be taken within 1 year of the LR.	If examinee scores a 3+ or above on the UR, they can take the UR after 6 months without taking the LR	150 hours
AF	No earlier than 180 calendar days from last test, unless agency grants exception*	Can retest 6 months from previous attempt. Must complete both skills within 30 days of each other.	If the examinee has received a level of 3 for the relevant modality. Must be taken within 90 days of the LR.	Same as above	60 hours
NAVY	No earlier than 180 calendar days from the last administration of the test, unless agency grants exception*	Can retest 6 months from previous attempt. Must complete both skills within 30 days of each other.	Within 90 days of the LR. Must receive a 3 in both skills on LR to qualify. Both UR skills must be completed within 30 days of each other. If examinee scores 3+ or higher the date for recertification becomes that of the UR test.	Test scores are good for two years; and one year per TYCOM required billet requirement personnel	160 hours
MARINES	Can retest 6 months from previous attempt	Can retest 6 months from previous attempt.		Examinee must score 3+ on both UR skills to take UR after 6 months without taking LR	6 weeks of immersion training, or 6 30-hour weeks

\*Services can grant waivers for all tests, but there can be no more than two testing events in one year.

## Non-Military DLAB/ DLPT Eligibility Requirements

EXAMINEE	DLAB	DLPT	DLPT - UPPER RANGE	OPI
CIVILIAN	Only at MEPS	No	No	Only DLIFLC FPS candidates
FEDERAL JOB APPLICANT	Yes, if sponsoring agency documents language is a requirement	Yes, if sponsoring agency documents language is a requirement	Case by case basis	Yes, if sponsoring agency documents language is a requirement
SPOUSE OF FAO	Yes	No, unless officially enrolled in DLIFLC class	No	No, unless officially enrolled in DLIFLC class
SPOUSE OF DLI STUDENT				
DoD AGENCY EMPLOYEE	Yes, if sponsoring agency documents language is a requirement	Yes, if sponsoring agency documents language is a requirement	Case by case basis	Yes, if sponsoring agency documents language is a requirement
DoD CONTRACTOR				

\*If they are officially enrolled in a DLIFLC class they can only take the DLPT required for graduation from the course. They are not eligible for any other DLPT, even close dialects, like Portuguese-European and Portuguese-Brazilian.

# Appendix 11. APT TCO Course Registration

All the following actions need to be taken in the order given.

New Personnel will access the course modules through ALMS.



## Steps to register for the APT TCO Courses

- Navigate to <https://www.us.army.mil>
- Sign In

**ALERT!** The modules must be completed in order.

- Select the “Self Service” Tab
- Select “My Education”
- On the next screen, select ALMS

- ❑ From the ALMS homepage, click “Search”
- ❑ Type “APTTCO – APT Test Control Officer Certification Program Course” into the search box and then click on “search” :

In Courses or Certifications Search CO - APT Test Control Officer Certification Program Course  Show exact matches only

Starting In Next Six Months Location Any Location

- ❑ Click “Begin Registration”

**APTTCO - APT Test Control Officer Certification Program Course**  
(Version: 060112)

The web-based tests focus on the common knowledge that Army testing personnel must possess in order to be appointed as a Test Control Officer (TCO), Interim Test Control Officer (ITCO), Alternate T ...

Acquire In: 0 days after registration

[Begin Registration](#) | Add to Plan

- ❑ Ensure each module has a check in the box, then click “Complete Registration”

**Course Modules** (Required, complete 4 of 4)

- ...  APTTCO - 00 - APT Test Control Officer Certification Program\_Letter of Instructions (LOI) (Topic : 00037770, Version 060812)
  - ..... ● Mandatory Offering  
Offering ID: 00032740 Offered As: Web Based Training  
Language: English
- ...  APTTCO - 01 - TCO Security Awareness Briefing (Topic : 00037330, Version 060112)
  - ..... ● Mandatory Offering  
Offering ID: 00032452 Offered As: Web Based Training  
Language: English
- ...  APTTCO - 02 - TCO Basic Test (Topic : 00037331, Version 060112)
  - ..... ● Mandatory Offering  
Offering ID: 00032454 Offered As: Web Based Training  
Language: English
- ...  APTTCO - 03 - TCO DFLP Test (Topic : 00037332, Version 060112)
  - ..... ● Mandatory Offering  
Offering ID: 00032472 Offered As: Web Based Training  
Language: English

[Complete Registration](#) [Cancel](#)

- ❑ Click “launch content” and complete the modules

APTTCO - 00 -  
APT Test Control  
Officer Certification  
Program\_Letter of  
Instructions (LOI)

Web Based  
Training Confirmed Notes [Launch Content](#)

+ **APTTCO - APT Test Control Officer Certification Program Course (060112)**

Course Path-25% Completed  
Selected Path: Course Path [More Actions](#)

- Once the courses in the module are complete, will reflect on the ALMS transcript.

The screenshot shows the APT TCO Certification Program Course registration page. The course path selected is "Blended Program: APTTCO - APT Test Control Officer Certification Program Course". The course modules listed are:

- APTTCO - 00 - APT Test Control Officer Certification Program, Letter of Appointment (CO)
- APTTCO - 01 - TCO Security Awareness Briefing (Web Based Training)
- APTTCO - 02 - TCO Basic Test (Web Based Training)
- APTTCO - 03 - TCO DFLP Test (Web Based Training)

- If any portion of the required course content is not passed, the content will still remain in the “In-Progress Learning” section. In order to re-launch the course content, click on the “In-Progress Learning” button on the ALMS Homepage to re-launch the course content.

## Certificate of Completion

To print a certificate of completion, do the following:

- On the ALMS Homepage, click the “Completed Learning” button.
- Completed and transferred courses will reflect in “Courses or Certifications” in the “Detailed Training Record”.
- Under “Actions”, there is the option to “Print Certificate”.

The screenshot shows the ALMS Detailed Training Record page. A completed course entry is displayed:

Title	Completion Status	Marked by	Created By	Created On	Version	Course No	Credits	Actions
Combating Trafficking in Persons (CTIP) Lesson 01 - Training End-of-Course Evaluation	Successful On: 12/28/2016 Score: 0		olivia.penrod	12/28/2016	05122014	00054500		<a href="#">Actions</a>

The "Actions" button is highlighted with a red box. Below the table, a certificate template is shown:

**DEPARTMENT OF THE ARMY**  
**CERTIFICATE OF TRAINING**  
*This is to certify that*  
*has successfully completed*

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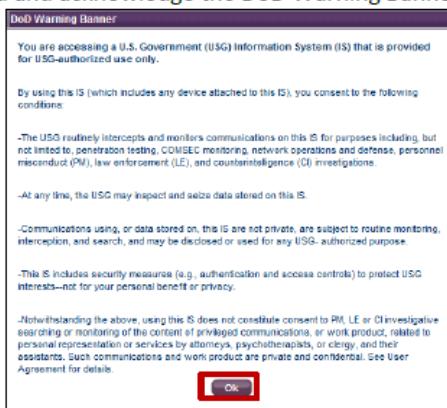
# Appendix 12. JKO Enrollment Process

## Step 1: Create Joint Knowledge Online (JKO) Account

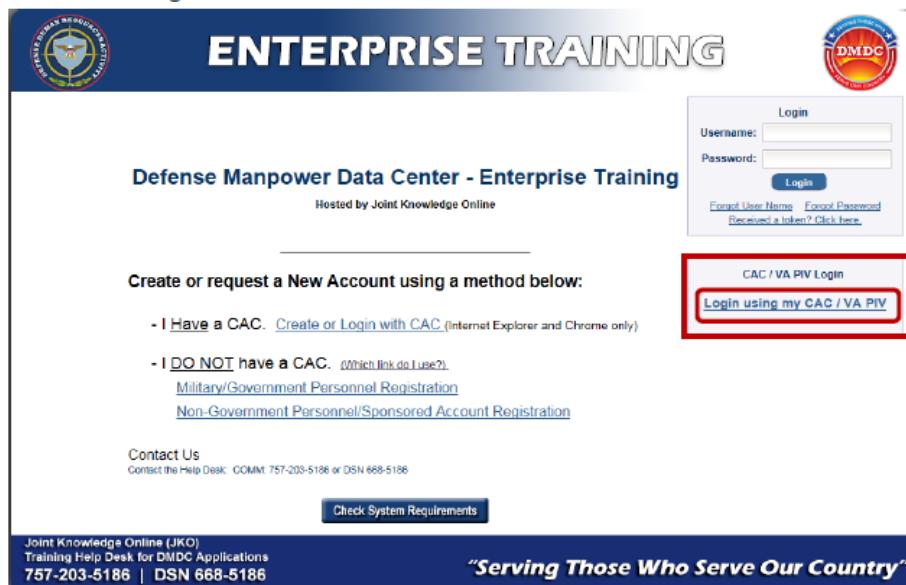


### Joint Knowledge Online (JKO) CAC Create Account Instructions

1. Login to the DMDC Learning site hosted JKO Learning Management System at:  
<http://learning.dmdc.osd.mil/>
2. You will be prompted to read and acknowledge the DoD Warning Banner. Click the "OK" button.



3. Select the "Login using my CAC / VA PIV" link within the "CAC Login" box located on the middle right-hand side of the login screen.



4. You will then be prompted to "Select a Certificate" from your CAC. Either certificate will work.

5. If you are a first time JKO user, you will be prompted to update your student profile. This is a critical step in setting up your account. This data is used for tracking and reporting JKO course completions. The fields with **red, bold** labels are required to be completed. Previous users must select the “**My Profile**” link at the top left of the screen to access your profile page. Upon completion of entering your information you must click the “**Save**” button at the bottom of the page.

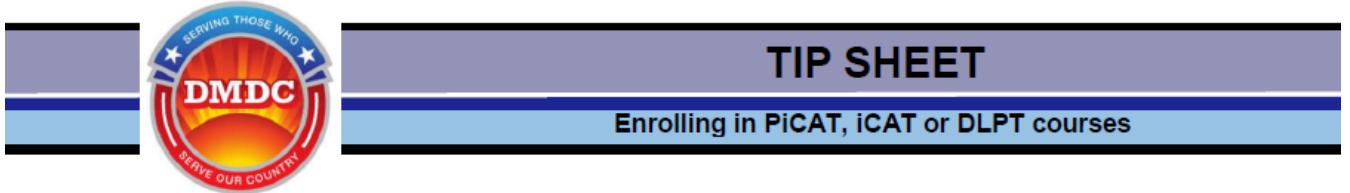
The screenshot shows the "My Profile" section of the JKO enrollment process. It includes sections for Personal Data, Career Information, Organizations, Audience Association, and Contact Information. Red annotations provide instructions for each section:

- Personal Data:** A red box contains the text: "RED label indicates a required field". Another red box contains: "The system will assign your role as student. Only an authorized System Administrator can change this field." An arrow points from the "Role" dropdown to this box.
- Career Information:** A red box contains: "This data is retrieved from your CAC automatically." Arrows point from the "Edip" and "Country of Citizenship" fields to this box.
- Organizations:** A red box contains: "Choose your Primary organization IAW your local policy, otherwise you will be in the DMDC organization." An arrow points from the "Primary Organization" dropdown to this box.
- Contact Information:** A red box contains: "Enter your Email". An arrow points from the "Business Email" input field to this box. A red box also surrounds the "Save" button at the bottom.

#### Help Desk Information:

For assistance accessing JKO, enrolling in a course, test resets, or if you have general training questions, contact the JKO Training Help Desk for DMDC Applications at COMM: 757-203-5186; DSN: 312-668-5186

## Step 2: Enroll in JKO PiCAT, iCAT or DLPT course



### Joint Knowledge Online (JKO) Enrolling in PiCAT, iCAT or DLPT courses

1. Login to the JKO Learning Management System at <http://learning.dmdc.osd.mil/>

**NOTE:** You likely already have accessed JKO for other DOD training, but if you haven't, follow the instructions in the JKO Create Account Tip Sheet.

2. **If you know you are currently certified in all the PiCAT, iCAT, or DLPT courses** **STOP HERE and skip to step 7.**
3. If you are certifying in the PiCAT, iCAT or DLPT curriculum for the first time, you will need to manually add your new audience to your profile in order to begin training. To change your audience, click on the "My Profile" link at the top left of the screen to access your profile page. Upon completion you must click the "**Save**" button at the bottom of the page.

RED label indicates a required field

**Personal Data**

First Name: FIRST  
Middle Name: MIDDLE  
Last Name: LAST  
User Name: FIRST.M.LAST  
Edipi: 1234567890  
Country of Citizenship: UNITED STATES

Role: Tech Administrator | Reset my Password

**Career Information**

Account Type: Other  
Pay Grade: N/A  
Branch of Service: N/A  
Duty Station:

**Organizations**

Primary Organization: UNASSIGNED | Select Primary Organization  
Secondary Organization: None Assigned | Add Secondary Organization

**Audience Association**

DMDC - DLPT \*  
DMDC - DLPT SSM \*  
DMDC - EMMA \*  
**DMDC - ICAT SSM \***   
DMDC - ICAT TA \*  
DMDC - PiCAT (Recruiter, Analyst) \*

**Choose your role and click on Copy.  
\*\*Note: Only if you are a new certification. If you are currently certified, do not change your audience.**

**Contact Information**

Phone / Email Information:  
Business Email: first.m.last.civ@mail.mil

**Save** **Reset**

4. Upon self-enrolling (setting your audience) you will be assigned the courses for certification. Your required courses will now be listed under the My Training tab course list on the Assigned Training gadget of the student desktop, which is a list of courses you are currently assigned/enrolled in (please see example below).

5. Select the Enroll button to enroll in the applicable courses (enrolled courses will move to the bottom of your course list).

Assigned Training								
Shown below are courses and curricula which have been assigned to you by training staff.								
Course Number	Title	Status	Status Date	Actions	Due Date	Enrollment Expiry Date	Source	Student Tools
DMDC-US1396-RPD	RAPIDS Certification Welcome	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	
DMDC-US1397-RPD	RAPIDS Certification Introduction and DoD ID Card Policy	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	
DMDC-US1398-RPD	RAPIDS 7 Basics for Verifying Officials and Site Security Managers	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	
DMDC-US1400-RPD	Getting Familiar With the RAPIDS Desktop Workstation	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	
DMDC-US1421-RPD	RAPIDS Verifying Officials (VO) Desktop Certification	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	

6. Select the Launch button to take the desired course.

Note the status change

Assigned Training								
Shown below are courses and curricula which have been assigned to you by training staff.								
Course Number	Title	Status	Status Date	Actions	Due Date	Enrollment Expiry Date	Source	Student Tools
DMDC-US1421-RPD	RAPIDS Verifying Officials (VO) Desktop Certification	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	
DMDC-US1397-RPD	RAPIDS Certification Introduction and DoD ID Card Policy	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	
DMDC-US1400-RPD	Getting Familiar With the RAPIDS Desktop Workstation	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	
DMDC-US1398-RPD	RAPIDS 7 Basics for Verifying Officials and Site Security Managers	Assigned	08/23/2017	Enroll	12/31/2017		DMDC - RAPIDS VO (Desktop)	
DMDC-US1396-RPD	RAPIDS Certification Welcome	Enrolled	08/23/2017	Launch	12/31/2017	08/22/2017	DMDC - RAPIDS VO (Desktop)	Show/Hide

7. Once you have certified, in order to retake any of the courses within your certification, you must contact the JKO Training Help Desk for DMDC Applications at COMM 757-203-5186; DSN: 312-668-5186.

8. PiCAT, iCAT and DLPT courses on JKO have the same name but different course numbers. There is also one additional course added to the curriculum that sends your certificate to DEERS upon launching the certification course. Below is the mapping by audience (role):

PiCAT Recruiter	
DMDC	JKO
PiCAT001	DMDC-US1384-PiCAT
	DMDC-US1414-PiCAT

PiCAT SSM/PO	
DMDC	JKO
PiCAT001	DMDC-US1384-PiCAT
EMMA001	DMDC-US1378-EMMA
EMMA002	DMDC-US1379-EMMA
EMMA003	DMDC-US1380-EMMA
	DMDC-US1417-PiCAT

iCAT TA	
DMDC	JKO
CAT002	DMDC-US1376-iCAT
	DMDC-US1416-iCAT

iCAT SSM/PO	
DMDC	JKO
CAT002	DMDC-US1376-iCAT
EMMA001	DMDC-US1378-EMMA
EMMA002	DMDC-US1379-EMMA
EMMA003	DMDC-US1380-EMMA
	DMDC-US1415-iCAT

DLPT TA	
DMDC	JKO
DLP001	DMDC-US1377-DLPT
	DMDC-US1412-DLPT

DLPT SSM	
DMDC	JKO
DLP001	DMDC-US1377-DLPT
SEC000	DMDC-US1402-SEC
SEC001	DMDC-US1403-SEC
SEC002	DMDC-US1404-SEC
	DMDC-US1426-DLPT

#### Help Desk Information:

For assistance accessing JKO, enrolling in a course, test resets, or if you have general training questions, contact the JKO Training Help Desk for DMDC Applications at COMM: 757-203-5186; DSN: 312-668-5186

## Additional Information for DLPT Training Courses on JKO

For existing users (SSMs, TAs), the move to JKO does not mean much. As long as a user has completed the DLPT or DLPT SSM training course(s) no further action is required. However, if an existing user decides to use JKO to re-register for any training courses they have already passed, the internal flag which shows them as having passed the course(s) will not be reset. However, the user will receive reminder E-mails from JKO until the course(s) is/are completed.

Newly-provisioned users must follow the instructions above. Handout 1 (JKO Create Account PiCAT iCAT DLPT 10132017.pdf) covers getting an account set up in JKO. Handout 2 (JKO Enrollment PiCAT iCAT DLPT 10132017.pdf) covers creating a JKO “audience association” so the right courses will populate for the users.

DLPT and DLPT SSM courses are not available in the JKO general catalog. In the past, when a new user was provisioned for DLPT, he/she would have automatically been registered for the required courses, but this is no longer possible. Therefore, it is critical for the new user to choose an Audience Association in Step 3 for either “DMDC - DLPT SSM” or “DMDC – DLPT” (for TAs, other users) as appropriate. This set of steps is the quickest way (currently) for users to get enrolled in the courses. For those who also oversee iCAT users, it's possible to have both iCAT and DLPT audiences set at the same time, so those users can register for all the required courses.

Lastly, a new JKO phone number is listed above. While only hosted on JKO, the training courses are still managed by and associated with DMDC/RAPIDS. When calling the regular Tier-1 DMDC Support Center Helpdesk (800-372-7437 / DSN 312-878-2856), one of the options will give the number directly to the JKO helpdesk.

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# Appendix 13. Sample Forms

This appendix contains samples of the following forms:

Figure	Form Title	Page
Figure F-1	DA Form 4187 – Personnel Action - Request for Language Test: DLPT, OPI, SIFT	118
Figure F-2	DA Form 330 – Language Proficiency Questionnaire	124
Figure F-3	Foreign Language OPI Request	126
Figure F-4	OPI Verification of Eligibility and Scheduling	127
Figure F-5	DA Form 3964 – Classified Document Accountability Record	128
Figure F-6	SF Form 702 – Security Container Check Sheet	129
Figure F-7	DA Form 5160 – Test Administration Statement	130
Figure F-8	Account Validation Form	131

**Figure F-1. DA Form 4187 – Personnel Action - Request for Language Test:  
DLPT, OPI, SIFT**

DA Form 4187 – Request for DLPT Test – Page 1

<b>PERSONNEL ACTION</b>																								
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.																								
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>																								
<b>AUTHORITY:</b> Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended <b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. <b>ROUTINE USES:</b> The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system. <b>DISCLOSURE:</b> Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.																								
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Army Education Center Name Education Center Address City State ZIP	3. FROM (Include ZIP Code)																						
<b>SECTION I - PERSONAL IDENTIFICATION</b>																								
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER																						
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>																								
7. The above Soldier's duty status is changed from _____ to _____ _____ effective _____ hours, _____																								
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>																								
8. I request the following action: (Check as appropriate) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Service School (<i>Enl only</i>)</td> <td style="width: 25%;"><input type="checkbox"/> Special Forces Training/Assignment</td> <td style="width: 25%;"><input type="checkbox"/> Identification Card</td> </tr> <tr> <td><input type="checkbox"/> ROTC or Reserve Component Duty</td> <td><input type="checkbox"/> On-the-Job Training (<i>Enl only</i>)</td> <td><input type="checkbox"/> Identification Tags</td> </tr> <tr> <td><input type="checkbox"/> Volunteering For Oversea Service</td> <td><input type="checkbox"/> Retesting in Army Personnel Tests</td> <td><input type="checkbox"/> Separate Rations</td> </tr> <tr> <td><input type="checkbox"/> Ranger Training</td> <td><input type="checkbox"/> Reassignment Married Army Couples</td> <td><input type="checkbox"/> Leave - Excess/Advance/Outside CONUS</td> </tr> <tr> <td><input type="checkbox"/> Reassignment Extreme Family Problems</td> <td><input type="checkbox"/> Reclassification</td> <td><input type="checkbox"/> Change of Name/SSN/DOB</td> </tr> <tr> <td><input type="checkbox"/> Exchange Reassignment (<i>Enl only</i>)</td> <td><input type="checkbox"/> Officer Candidate School</td> <td><input checked="" type="checkbox"/> Other (Specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Airborne Training</td> <td><input type="checkbox"/> Asgmt of Pers with Exceptional Family Members</td> <td><input type="checkbox"/> DLPT- Language</td> </tr> </table>				<input type="checkbox"/> Service School ( <i>Enl only</i> )	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training ( <i>Enl only</i> )	<input type="checkbox"/> Identification Tags	<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	<input type="checkbox"/> Exchange Reassignment ( <i>Enl only</i> )	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> DLPT- Language
<input type="checkbox"/> Service School ( <i>Enl only</i> )	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card																						
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training ( <i>Enl only</i> )	<input type="checkbox"/> Identification Tags																						
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations																						
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS																						
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB																						
<input type="checkbox"/> Exchange Reassignment ( <i>Enl only</i> )	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) _____																						
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> DLPT- Language																						
9. SIGNATURE OF SOLDIER (When required) 		10. DATE (YYYYMMDD)																						
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>																								
1. Soldier requests to take the Defense Language Proficiency Test (DLPT) in _____ (language). 2. Soldier verifies he/she has not taken the DLPT in _____ (language) in the last 6 months. The last test date was ____ / ____ / ____. OR 2. Soldier has never been administered the DLPT in _____ (language).																								
Statement from Soldier: I acquired my language skill set through: (Please only include the ones that apply to you. You must choose at least one, but no more than 3.) Civilian School, DLIFLC, Foreign Residence, Home Environment, Military School other than DLIFLC, Self-Study																								
I am currently on active duty with the US Army.																								
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>																								
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <table style="margin-left: auto; margin-right: auto;"> <tr> <td><input type="checkbox"/> HAS BEEN VERIFIED</td> <td><input type="checkbox"/> RECOMMEND APPROVAL</td> <td><input type="checkbox"/> RECOMMEND DISAPPROVAL</td> <td><input checked="" type="checkbox"/> IS APPROVED</td> <td><input type="checkbox"/> IS DISAPPROVED</td> </tr> </table>				<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input checked="" type="checkbox"/> IS APPROVED	<input type="checkbox"/> IS DISAPPROVED																
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input checked="" type="checkbox"/> IS APPROVED	<input type="checkbox"/> IS DISAPPROVED																				
12. COMMANDER/AUTHORIZED REPRESENTATIVE Type Commander's Name	13. SIGNATURE 	14. DATE (YYYYMMDD)																						

## DA Form 4187 – Request for DLPT Test – Page 2

15. NAME OF INDIVIDUAL		16. SSN			
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					

## DA Form 4187 – Request for OPI – Page 1

<b>PERSONNEL ACTION</b>																								
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.																								
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>																								
<p><b>AUTHORITY:</b> Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended</p> <p><b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.</p> <p><b>ROUTINE USES:</b> The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.</p> <p><b>DISCLOSURE:</b> Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.</p>																								
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Army Education Center Name Education Center Address City State ZIP	3. FROM (Include ZIP Code)																						
<b>SECTION I - PERSONAL IDENTIFICATION</b>																								
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER																						
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>																								
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____																								
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>																								
<p>8. I request the following action: (Check as appropriate)</p> <table border="0"> <tr> <td><input type="checkbox"/> Service School (Enl only)</td> <td><input type="checkbox"/> Special Forces Training/Assignment</td> <td><input type="checkbox"/> Identification Card</td> </tr> <tr> <td><input type="checkbox"/> ROTC or Reserve Component Duty</td> <td><input type="checkbox"/> On-the-Job Training (Enl only)</td> <td><input type="checkbox"/> Identification Tags</td> </tr> <tr> <td><input type="checkbox"/> Volunteering For Overseas Service</td> <td><input type="checkbox"/> Retesting in Army Personnel Tests</td> <td><input type="checkbox"/> Separate Rations</td> </tr> <tr> <td><input type="checkbox"/> Ranger Training</td> <td><input type="checkbox"/> Reassignment Married Army Couples</td> <td><input type="checkbox"/> Leave - Excess/Advance/Outside CONUS</td> </tr> <tr> <td><input type="checkbox"/> Reassignment Extreme Family Problems</td> <td><input type="checkbox"/> Reclassification</td> <td><input type="checkbox"/> Change of Name/SSN/DOB</td> </tr> <tr> <td><input type="checkbox"/> Exchange Reassignment (Enl only)</td> <td><input type="checkbox"/> Officer Candidate School</td> <td><input checked="" type="checkbox"/> Other (Specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Airborne Training</td> <td><input type="checkbox"/> Asgmt of Pers with Exceptional Family Members</td> <td><input type="checkbox"/> OPI - Language</td> </tr> </table>				<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> OPI - Language
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card																						
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags																						
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations																						
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS																						
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB																						
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) _____																						
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> OPI - Language																						
9. SIGNATURE OF SOLDIER (When required) 		10. DATE (YYYYMMDD)																						
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>																								
<p>1. Soldier requests to take the Oral Proficiency Interview (OPI) in _____ (language).</p> <p>2. Soldier has not taken the OPI in _____ (language) in the last 6 months. The last test date was ____ / ____ / ____. OR</p> <p>2. Soldier has never been administered the OPI in _____ (language).</p> <p>3. Reason for taking the OPI is _____. List reason, such as to receive FLPB or MOS requirement.</p>																								
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>																								
<p>11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -</p> <p><input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED</p>																								
12. COMMANDER/AUTHORIZED REPRESENTATIVE  Type Commander's Name	13. SIGNATURE 	14. DATE (YYYYMMDD)																						

DA FORM 4187, MAY 2014

SUPERSEDES DA FORM 4187, JAN 2000  
AND REPLACES DA FORM 4187-1-R, APR 1995Page 1 of 2  
APD LC v1.03E9

## DA Form 4187 – Request for OPI – Page 2

15. NAME OF INDIVIDUAL		16. SSN			
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					

DA FORM 4187, MAY 2014

Page 2 of 2  
APD LC v1.03ES

## DA Form 4187 – Request for SIFT Test – Page 1

<b>PERSONNEL ACTION</b>			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b>	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
<b>PRINCIPAL PURPOSE:</b>	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
<b>DISCLOSURE:</b>	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Army Education Center Name Education Center Address City State ZIP	3. FROM (Include ZIP Code)	
<b>SECTION I - PERSONAL IDENTIFICATION</b>			
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER	
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/>	Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/>	Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/>	Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/>	Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/>	Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/>	Other (Specify) _____
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/>	SIFT
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>			
<p>1. Soldier requests to take the Selection Instrument Flight Test (SIFT).</p> <p>2. Soldier has a GT score of at least 110.</p> <p>3. Soldier was administered the SIFT on ____ / ____ / ____ (date) and received a score of _____. OR</p> <p>3. Soldier has never been administered the SIFT.</p>			
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input checked="" type="checkbox"/> IS APPROVED
12. COMMANDER/AUTHORIZED REPRESENTATIVE		13. SIGNATURE	14. DATE (YYYYMMDD)
Type Commander's Name			

DA FORM 4187, MAY 2014

SUPERSEDES DA FORM 4187, JAN 2000  
AND REPLACES DA FORM 4187-1-R, APR 1995Page 1 of 2  
APD LC v1.03ES

## DA Form 4187 – Request for SIFT Test – Page 2

15. NAME OF INDIVIDUAL		16. SSN			
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					

DA FORM 4187, MAY 2014

Page 2 of 2  
APD LC v1.03ES

Figure F-2. DA Form 330 – Language Proficiency Questionnaire

**DA Form 330 – Page 1**

DA FORM 330, MAY 2008

PREVIOUS EDITIONS ARE OBSOLETE

Page 1 of 2  
APD LC v1.02ES

## DA Form 330 – Language Proficiency Questionnaire – Page 2

15. NAME OF INDIVIDUAL		16. SSN			
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					
AUTHORITY	a. TO		b. FROM		
c. ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	RECOMMEND:	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
d. NAME (Last, First, Middle)		e. RANK		f. DATE (YYYYMMDD)	
g. TITLE/POSITION		h. SIGNATURE			
i. COMMENTS					

Figure F-3. Foreign Language OPI Request

FOREIGN LANGUAGE OPI REQUEST				
EXAMINEE INFORMATION				
NAME OF CANDIDATE (Last, First, MI):				
DOD CAC NUMBER:				
BRANCH OF SERVICE:				
SPECIAL OPERATIONS FORCES:	Y E S	N O		
REQUESTED LANGUAGE:				
LAST DLPT DATE ON THIS LANGUAGE:			LISTENING SCORE	READING SCORE
LAST SPEAKING TEST DATE ON THIS LANGUAGE:				
IS EXAMINEE A LINGUIST?	If Yes, Control/Primary Language			
LANGUAGE CODED BILLET?	If Yes, Control/Primary Language			
FIRST TIME TESTING REQUESTED LANGUAGE (Yes or No):				
EXPIRATION DATE OF FLPP ENTITLEMENT:				
Please select up to 3 options to describe how you learned the language:				
Option 1: Option 2: Option 3:				
A- Civilian School				
B – Defense Language Institute Foreign Language Center (DLIFLC)				
C- Foreign Residence				
D- Home Environment				
E- Military School other than DLIFLC				
F – Self- Study				
Test will be cancelled if no confirmation is received at least 24 hours prior to test date				
JUSTIFICATION FOR REQUESTING TEST (One selection ONLY)				
<input type="checkbox"/>	FLPB	OTHER (Explain on Remarks Section)		
REMARKS (Fully Explain)				
DATES and TIMES you will NOT be available to test:				
Phone # where you can best be reached:				
Email address where you would like to receive your test appointment details:				

Figure F-4. OPI Verification of Eligibility and Scheduling

<p style="text-align: center;"><b>Scheduling an OPI</b></p> <p>In order to be eligible to schedule an OPI, you must meet one or more of the following requirements per AR 11-6 Army Foreign Language Program (23 Aug 2013) and ALARACT 236/2013 DTG: R 192002Z SEP 13:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If there is no DLPT/DLRPT offered in the language requested, the Soldier is eligible to test.</li> <li><input type="checkbox"/> The following MOS's are eligible to test if they have reached a 2/2 on all sections <u>and</u> at all levels (lower range and upper range, CR if available): 35M, 351M, and 09L</li> <li><input type="checkbox"/> Special Forces MOSSs are eligible to test: 18A, B, C, D, E, F, X, Z, and 180A</li> <li><input type="checkbox"/> If a Soldier (in non specified MOSSs) receives a 3/3 on all sections <u>and</u> at all available levels (lower range and upper range, CR) <b>AND</b> that language is on the Current Language Payments List per ALARACT 236/2013 DTG: R 192002Z SEP 13 (or determined as mission essential, through memorandum, by the commander), they are eligible to test.</li> </ul> <p>If requesting an OPI, the above eligibility requirements must be verified through the Testing Office before an OPI can be scheduled.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name (Last, First, MI):</td> <td style="width: 40%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Last Four of Social Security #:</td> <td></td> <td>Phone #:</td> </tr> <tr> <td>DOD ID #</td> <td colspan="2"></td> </tr> <tr> <td>Email:</td> <td colspan="2"></td> </tr> </table> <p style="background-color: #e0e0ff; padding: 5px;">DO NOT schedule OPI test on FRIDAYS. Dates NOT available within the next thirty(30)days</p> <p>Check all that apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If available, I have taken a DLPT/DLRPT in this language previously.</li> <li><input type="checkbox"/> I have not taken an OPI examination within the last 180 days</li> <li><input checked="" type="checkbox"/> This is an initial OPI examination</li> <li><input type="checkbox"/> This is a retest/recertification. Last Test date: _____</li> <li><input type="checkbox"/> I am testing due to a SOF requirement</li> </ul>	Name (Last, First, MI):			Last Four of Social Security #:		Phone #:	DOD ID #			Email:		
Name (Last, First, MI):												
Last Four of Social Security #:		Phone #:										
DOD ID #												
Email:												

Figure F-5. DA Form 3964 – Classified Document Accountability Record

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD <small>For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.</small>				DATE	
<b>SECTION A - GENERAL</b>					
TO:		FROM:			
DATE RECEIVED		ACTION OFFICE(S)		SUSPENSE DATE(S)	REGISTER OR CONTROL NO.
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION <small>(Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)</small>		DATE OF DOCUMENT
<b>SECTION B - ROUTING</b>					
TO	COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON		
			PRINTED NAME	SIGNATURE	
1.					
2.					
3.					
4.					
5.					
<b>SECTION C - DESTRUCTION CERTIFICATE</b> <small>(Check appropriate block)</small>					
MATERIAL DESCRIBED HEREON HAS BEEN:				PAGE OR COPY NO.	
<input type="checkbox"/> DESTROYED		<input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER <small>(AR 380-5)</small>			
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP		SIGNATURE	
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.		SIGNATURE	
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL		SIGNATURE	
<b>SECTION D - REPRODUCTION AUTHORITY</b>					
NUMBER OR COPIES TO BE REPRODUCED		AUTHORIZED BY		DATE	
<b>SECTION E - RECEIPT/TRACER ACTION</b> <small>(Check appropriate block)</small>					
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED			<input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED		
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.					
DATE	PRINTED NAME, GRADE OR TITLE			SIGNATURE	
COMMENTS					

DA FORM 3964, JUL 1979

EDITION OF 1 NOV 72 IS OBSOLETE.

APD LC V2.00

Figure F-6. SF Form 702 – Security Container Check Sheet

**STANDARD FORM 702** (8-85) (EG)  
Prescribed by GSA/ISOO  
32 CFR 2003  
Designed using Perform Pro, WHS/DIOR, Jul 94

Figure F-7. DA Form 5160 – Test Administration Statement

<b>TEST ADMINISTRATION STATEMENT</b> For use of this form, see AR 611-5; the proponent agency is DCS, G-1.		
<b>FOR IN-SERVICE EXAMINEES ONLY</b>		
1. NAME OF EXAMINEE	2. RANK	3. DATE (YYYYMMDD)
4. UNIT OF ASSIGNMENT	5. NAME OF TEST OR BATTERY	
6. NAME OF TEST EXAMINER	7. TEST SITE LOCATION	8. TEST ACCOUNT ID
<p>9. I understand that I am not required to take the above named test, this date, provided that there are extenuating circumstances such as fatigue, illness, emotional distress, family, or financial problems, etc., which may interfere with my performance in the test; and that the test will be administered at another time acceptable to me, the Test Control Officer concerned, and my unit commander.</p> <p><input type="checkbox"/> I AM PHYSICALLY AND MENTALLY ABLE TO BE TESTED THIS DATE.</p> <p><input type="checkbox"/> I AM NOT PHYSICALLY AND MENTALLY ABLE TO BE TESTED THIS DATE. I WILL BE ADMINISTERED THIS TEST AT ANOTHER TIME.</p> <p>10. I certify that I am eligible to take this test because:</p> <p><input type="checkbox"/> I HAVE NOT TAKEN A DLPT IN THIS LANGUAGE WITHIN THE LAST SIX MONTHS AS PER AR 611-6.</p> <p><input type="checkbox"/> I HAVE NOT TAKEN THE DLAB WITHIN THE LAST SIX MONTHS, NOR ACHIEVED A SCORE OF 95 OR HIGHER ON A PREVIOUS DLAB TEST, NOR HAVE I TAKEN MORE THAN TWO DLAB TESTS.</p> <p><input type="checkbox"/> I HAVE NOT TAKEN THE SIFT WITHIN THE LAST SIX MONTHS, NOR ACHIEVED A SCORE OF 90 OR ABOVE ON PREVIOUS AFAST TEST, NOR HAVE I TAKEN MORE THAN ONE SIFT TEST.</p> <p><input type="checkbox"/> I HAVE NOT TAKEN THE ASVAB OR THE AFCT WITHIN THE LAST SIX MONTHS, NOR HAVE I TAKEN MORE THAN THREE AFCT TESTS.</p> <p><input type="checkbox"/> I HAVE NOT TAKEN THIS ARMY PERSONNEL TEST WITHIN THE LAST SIX MONTHS AS PER AR 611-5.</p> <p>- OR -</p> <p><input type="checkbox"/> I HAVE BEEN GRANTED AN EXCEPTION TO POLICY TO RETEST WITHIN SIX MONTHS LIMITATION AND HAVE PROVIDED A COPY OF THE EXCEPTION TO THE TEST CONTROL OFFICER.</p> <p>Further, I understand that making a false statement on this form may subject me to criminal prosecution under the provisions of Article 107, Uniform Code of Military Justice, or section 1001, Title 18, U.S. Code.</p>		
11. SIGNATURE OF EXAMINEE 	12. SIGNATURE OF EXAMINER 	13. DATE (YYYYMMDD)

DA FORM 5160, DEC 2015

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.00ES

## Figure F-8. Account Validation Form

<b>Army Personnel Testing (APT) Test Account Validation</b>										
<p>Annual validation of account information is a requirement for all APT test accounts. This document contains the contact information on file for your Test Account and personnel. Review all of the address, phone, fax, and email information. If any information is incorrect, draw a single line through the incorrect information and write the correct information below it. If you have subsites, ensure all subsite personnel are correctly identified with their subsite. If any subsite is not listed, write in that subsite's information at the bottom of the list of addresses. Sign and return all pages, even if there are no changes, to the APT Program Office using just one of the following methods: scan and email to usarmy.knox.hrc.mbx.tagd-army-personnel-testing@mail.mil, fax to (502) 613-4565 or DSN 312-983-4565, or send by regular mail to US Army Human Resources Command, ATTN: TAGD AHRC PDE/APT, 1600 Spearhead Division Avenue, Dept 410, Fort Knox KY 40122-5401. Additionally, if any personnel have a "No" in the Orders Submitted column, we need a copy of their appointment orders. If any have a "No" in any of the Test columns, they need to pass the applicable online test. The briefing and online tests can be accessed from the ACES Extranet: <a href="https://www.hrc.army.mil/TAGD/APT%20Resources">https://www.hrc.army.mil/TAGD/APT%20Resources</a>. If you have any new personnel, send a copy of their appointment orders to the APT Program Office as above. Only those sites that administer language tests or the Defense Language Aptitude Battery are required to take the DFLP Test and the DLPT5 Test.</p>										
<b>Test Account:</b>	Choose Your Test Site ID	<b>Date Generated:</b>	Number of Pages: 1 of 2							
<b>Category:</b>	ARNG	<b>Sub-Category:</b>	ARNG							
<b>Information to Verify</b>										
Account (Non-Individual) Email:		Phone:	Fax:	DSN Phone:	DSN Fax:					
<b>Addresses:</b>										
Postal Address: **Choose Your Test Site ID above for the Postal Address										
Physical Address: **Choose Your Test Site ID above for the physical Address										
<b>Personnel:</b>										
Type	Name	AKO ID	Subsite	Phone	DSN Phone	Email	Date Appointed	Submitted Orders	Passed TCO Tests Basic DFLP DLPT5	
DATE	PRINTED NAME OF TCO OR ATCO			SIGNATURE OF TCO OR ATCO						
<b>Test Account:</b>				<b>Date Generated:</b>	Number of Pages: 2 of 2					
<b>Category:</b>	ARNG			<b>Sub-Category:</b>	ARNG					
<b>Personnel:</b>										
Type	Name	AKO ID	Subsite	Phone	DSN Phone	Date Appointed	Submitted Orders	Passed TCO Tests Basic DFLP DLPT5		
DATE	PRINTED NAME OF TCO OR ATCO			SIGNATURE OF TCO OR ATCO						
Sub-Sites/Additional Information:										
DATE	PRINTED NAME OF TCO OR ATCO			SIGNATURE OF TCO OR ATCO						

NGB APT Form 18TAV01Y

# Appendix 14. Sample Memorandums

Each of the following pages contains one example of each type of memorandum mentioned in the main chapters.

## ❖ Special content conventions:

- Content that is intended to give instruction is set off in curly braces { } and is italicized. It should be replaced with normally-formatted text that fits the provided description.
- Content that is enclosed in square brackets (but not italicized) is a placeholder. The placeholder should be replaced with the indicated value.

Convention	Placeholder Example	Example of Replacement
Simple Placeholder	[Name], [Rank]	John Q. Public, 2LT
Extended Placeholder	[Full mailing address]	Headquarters ATTN: HQ-SYMBOL 1234 Main Street Anytown ST 99999-9999
Option (pick one)	Effective [immediately   date]	Effective immediately -or- Effective 15 January 2020
Instructions	{Please be sure to allow ample time to process the request.}	No replacement. The text is instructional and does not need elaboration in the memo.

## ❖ List of Sample Memos

- Figure M-1 – Sample TCO Appointment Memorandum
- Figure M-2 – Sample TE Appointment Memorandum
- Figure M-3 – Sample APT Account Verification Memorandum
- Figure M-4 – Sample OPI Memo
- Figure M-5 – Sample ETP Request, SIFT
- Figure M-6 – Sample ETP Request, DLPT or OPI
- Figure M-7 – Sample ETP Request, AFCT
- Figure M-8 – Sample ETP Request, DLAB
- Figure M-9 – Sample Test Site Closure Memorandum
- Figure M-10 – Sample Request for ASVAB Conversion Memorandum
- Figure M-11 – Sample Memorandum for Requesting DLPT Testing of DoD Civilians
- Figure M-12 – New Test Site Establishment Request Document

Figure M-1

*Figure M-1. Sample TCO Appointment Memorandum*

[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Appointment of Test Control Officer (TCO) for the Army Personnel Testing (APT) Program, [Test Account ID]

1. Effective [immediately | date], [FULL NAME], [RANK], [DoD ID], [DSN & COM PHONE], [ENTERPRISE EMAIL ADDRESS] is assigned the additional duty of TCO [or ATCO] for APT replacing [NAME], [RANK], [DoD ID].
2. Authority: AR 611-5, Personnel Selection and Classification Testing, AR 11-6, Army Foreign Language Program.
3. Purpose: To administer the APT program IAW AR 611-5; AR 11-6, Army Foreign Language Program; test administration manuals; and directives from the APT Program Office.
4. Period: Until officially relieved or released from appointment or assignment. Orders will be provided when the person appointed above has been rescinded.
5. Special Instructions: To secure, properly safeguard, and correctly administer all APT tests IAW AR 611-5, and in particular,
  - a. Conduct an immediate physical inventory upon assumption of duties, and once a quarter; to ensure that all items on the previous inventory are present or documented as destroyed, and that all tests are current. Submit inventory to the APT Program Office for reconciliation when directed.
  - b. Properly secure all APT materials when materials are in use, out for inventory, scoring, or testing; ensure that materials are never left unattended.
  - c. Mail all APT test materials, including completed answer sheets, double-wrapped and properly addressed and marked IAW AR 611-5, and establish proper organizational mail-handling procedures to ensure APT test materials are promptly hand delivered to the TCO or ATCO.
  - d. Ensure that all examinees are eligible for the given test, possess proper authorization documentation, and are tested in a suitable environment.
  - e. Maintain a current APT SOP.

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

DISTRIBUTION:

- 1 – Education Division (AHRC-PDE-P)  
Attn: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401
- 1 - Individual Concerned  
1 - Personnel File

*Figure M-2. Sample TE Appointment Memorandum*

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[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Appointment of Test Examiner for the Army Personnel Testing (APT) Program, [Test Account ID]

1. Effective [immediately | date], [FULL NAME], [RANK], [DoD ID], [DSN & COM PHONE], [ENTERPRISE EMAIL ADDRESS] is appointed an APT Test Examiner replacing [NAME], [RANK], [DoD ID].
2. Authority: AR 611-5, Army Personnel Selection and Classification Testing.
3. Purpose: To administer and score the APT tests under the direction of a Test Control Officer IAW AR 611-5; AR 11-6, Army Foreign Language Program; test administration manuals; and directives from the APT Program Office.
4. Period: Until officially relieved or released from appointment or assignment. Orders will be provided when person appointed above has been rescinded.
5. Special Instructions: Secure, properly safeguard, and correctly administer all APT tests IAW AR 611-5, and in particular:
  - a. Properly secure all APT material when not in use. Maintain security of materials during inventory, scoring, or testing.
  - b. When preparing APT test material for mailing, ensure package is double-wrapped, properly addressed and marked IAW AR 611-5.
  - c. Ensure that all examinees are eligible for the given test, have proper authorization documentation, and are tested in a suitable environment and condition.
  - d. Serve as a witness during test destruction and test inventory when required.

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

DISTRIBUTION:

1 – Education Division (AHRC-PDE-P)  
Attn: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

1 – Individual Concerned  
1 – Personnel File

---

*Figure M-3. Sample APT Account Verification Memorandum*

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[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Information Verification of Army Personnel Test (APT) Account, [Test Account ID]

1. Test Control Officer (TCO): [Name], [Rank], [DoD ID], [Enterprise Email Address]
2. Alternate TCO: [Name], [Rank], [DoD ID], [Enterprise Email Address]  
*{List all ATCOs for the account if more than one}*
3. Test Account Site Physical Address:  
[Address used for delivery companies such as FedEx and UPS]  
*{Physical address must include a complete street address and suite or room number.}*
4. Test Account Postal Address:  
[Address used for the US Postal Service (USPS)]  
*{This can be a Post Office Box. Be sure to include attention lines, and do not use abbreviations.}*
5. Test Account personnel may receive packages using the following delivery methods:  
[ ] FedEx    [ ] UPS    [ ] USPS    [ ] Registered Mail    *{Check all that are appropriate}*
6. Test Account Site Email Address: [Email address]  
*{List generic email address for account or list email addresses for both TCO and ATCO(s).}*
7. Test Account Site Phone Numbers: DSN [DSN number], COM [Com number]
8. Test Account Site Fax Numbers: DSN [DSN number], COM [Com number]
9. Test Account Sub site Information:  
*{If your account has sub sites, include unit, ATCO names, mailing address and contact information for each.}*
10. TCO and ATCO orders are enclosed.  
*{If your account has sub sites ATCO orders must be submitted for each location}*
11. POC for this memo is [Name], [phone number].

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

*Figure M-4. Sample OPI Memo*

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<b>[Command Letterhead]</b>	
[Office Symbol]	[Date]
MEMORANDUM FOR: S1 [Unit Name] [Unit Address] [City State ZIP]	
SUBJECT: Oral Proficiency Interview (OPI)	
1. The following Soldier took the OPI examination on [Examination Date]: [Name] [Rank] [DoD ID] Unit: [Unit Name]	
2. Standard Score Received Speaking/Listening: = [Numerical Score] Language: [Language]	
// SIGNED //	// SIGNED//
[Test Examiner Name] Test Examiner	[Test Control Officer Name] Test Control Officer

---

Figure M-5. Sample ETP Request, SIFT

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[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Exception to Policy – Selection Instrument for Flight Training (SIFT)

1. Request the following individual(s) be granted an exception to policy to retest on the Selection Instrument for Flight Training (SIFT) within the six month limitation:  
[Name], [Rank], and [DoD ID]
2. Individual was last administered the SIFT on [test date], and received a score of [score]
3. Proposed [retest date]. Proposed [retest location].

*{Provide us with the last possible test timeframe to allow the maximum amount of time between exams, and allow sufficient time for Exception to Policy to be processed.}*

4. Justification. Individual needs to take exam prior to the six month limitation due to [list complete reason, if it is due to re-enlistment window or application deadline, provide dates]
5. Point of Contact:

Name: [Name]  
DSN: [DSN]  
Phone: [COM telephone]  
Fax: [COM fax]  
Email: [email]

*{Point of Contact must be able to verify need and eligibility for testing}*

// SIGNED//

[COMMANDER'S SIGNATURE BLOCK]

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Figure M-6. Sample ETP Request, DLPT or OPI

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[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Exception to Policy – Defense Language Proficiency Test or Oral Proficiency Interview

1. Request the following individual(s) be granted an exception to policy to retest on the Defense Language Proficiency Test or Oral Proficiency Interview [specify language] within the six month limitation:

[Name], [Rank], [DoD ID]

2. [Last test date] and [score], [proposed retest date], [proposed retest location]

*{Allow sufficient time for Exception to Policy to be processed.}*

3. Justification. Include list of courses, course start and completion dates, and number of course hours since last test date. The certificate of completion is also required.

*{Requests cannot be processed without all of this information.}*

4. Point of Contact.

Name: [Name]  
DSN: [DSN]  
Phone: [COM telephone]  
Fax: [COM fax]  
Email: [email]

*{Point of Contact must be able to verify need and eligibility for testing}*

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

Figure M-7. Sample ETP Request, AFCT

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[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Exception to Policy – Armed Forces Classification Test

1. Request the following individual(s) be granted an exception to policy to retest on the Armed Forces Classification Test (AFCT) within the six month limitation:

[Name], [Rank], [DoD ID]

2. [Name] has taken the AFCT a total of [x] times. [List all previous test dates] and [previous test scores].
3. Proposed [retest date]. Proposed [retest location]

*{Provide us with the last possible test timeframe to allow the maximum amount of time between exams, and allow sufficient time for Exception to Policy to be processed.}*

4. Retest Preparation. Include [list of courses], [number of course hours], and [date of course completion] since last test date. Practice GT test scores are [list scores or attach separate sheet of scores from GT Improvement Course or a screenshot of the OASC GT Predictor scores].
5. Justification. Individual needs to take exam prior to six month limitation in order to re-enlist by [ETS date] soldier can test no later than [proposed retest date].

*{There must be sufficient documentation that soldier has completed some sort of education or training that could reasonably be expected to result in improved scores.}*

6. Point of Contact:

Name: [Name]  
DSN: [DSN]  
Phone: [COM telephone]  
Fax: [COM fax]  
Email: [email]

*{Point of Contact must be able to verify need and eligibility for testing}*

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

---

Figure M-8. Sample ETP Request, DLAB

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[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Exception to Policy – Defense Language Aptitude Battery

1. Request the following individual(s) be granted an exception to policy to retest on the Defense Language Aptitude Battery (within the six month limitation, for the third or subsequent retest, or in spite of achieving a 95 or higher on the previous test):

[Name], [Rank], [DoD ID]

2. [Name] has taken the DLAB [x] times. [Last test date], and [score], [proposed retest date] [if request is for third or subsequent retest list all test dates and scores].

(Allow sufficient time for Exception to Policy to be processed).

3. Justification. In order to re-enlist by [ETS date] soldier can test no later than [proposed retest date], [proposed retest location].

*(There must be sufficient documentation that soldier has completed some sort of education or training that could reasonably be expected to result in improved scores.)*

-Or

Above soldier has been accepted into the [Name of Program] and requires a DLAB score of [x].

4. Point of Contact.

Name: [Name]  
DSN: [DSN]  
Phone: [COM telephone]  
Fax: [COM fax]  
Email: [email]

*{Point of Contact must be able to verify need and eligibility for testing}*

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

---

*Figure M-9. Sample Test Site Closure Memorandum*

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[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Closure of Army Personnel Testing Center Test Account [Test Account ID]

1. Due to the [provide justification: i.e., downsizing of the military population, no requirement for testing] at [site name], Army Personnel Testing will cease operation on [date].
2. Request the deactivation of Test Account Number [acct. #] as of [date], due to the closure of [Complete mailing address]
3. All current test materials have been returned to the APT Distribution Center. All obsolete materials have been destroyed and destruction certificates forwarded to the APT Distribution Center.
4. Point of Contact.

Name: [Name]  
DSN: [DSN]  
Phone: [COM telephone]  
Fax: [COM fax]  
Email: [email]

*{Point of Contact must be able to verify need and eligibility for testing}*

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

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*Figure M-10. Sample Request for ASVAB Conversion Memorandum*

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[Command Letterhead]

[Office Code]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Request for Conversion of ASVAB Scores

1. Request conversion of [ASVAB/AFCT] Scores for [Rank], [Name (First, Last, M.I.)], [DoD ID] from [Air Force/Navy] Standards to Army Standards:
2. The following information is provided:

- a. Command Address:  
[Complete command mailing address to include office symbol, no acronyms]
- b. Mailing Address:  
[Complete mailing address for individual if it is NOT to be mailed back to the command]
- c. Program: [Warrant Officer Flight/Engineering/Mechanical etc.]

3. The above named individual requests to take the Selection Instrument Flight.

*{This is for individual's applying for Warrant Officer Flight only. If this is not specified, authorization will not be provided to take the exam.}*

4. Point of Contact.

Name: [Name]  
DSN: [DSN]  
Phone: [COM telephone]  
Fax: [COM fax]  
Email: [email]

*{Point of Contact must be able to verify need and eligibility for testing}*

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

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*Figure M-11. Sample Memorandum for Requesting DLPT Testing of DoD Civilians*

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[Command Letterhead]

[Office Code]

[Date]

MEMORANDUM FOR: [APT Test Site Address]

SUBJECT: Request DLPT Administration for DoD Civilian

1. Request the DLPT in [Language] be administered to the following named individual, and that upon completion of the test, individual be provided with corresponding DA Form 330, as well as a copy furnished to their personnel office:

Name: [Name of individual]

DoD ID: [DoD ID number]

Rank: [Rank]

Service: Civilian

Duty Assignment: [complete address]

Position: [Example: Analyst, Mid-East Team, Military Industries Division, and Operational Support Group]

Date of Last DLPT: [Date]

Personnel Office Address: [Complete mailing address]

2. DLPT will satisfy the annual requirement for individual testing for FLBP Pay.

3. Point of Contact.

Name: [Name]

DSN: [DSN]

Phone: [COM telephone]

Fax: [COM fax]

Email: [email]

*{Point of Contact must be able to verify need and eligibility for testing}*

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

---

*Figure M-12. New Test Site Establishment Request Document*

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[Command Letterhead]

[Office Code]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Request for Establishment of new Army Personnel Test (APT) Account

1. Request the establishment of a new APT Account.
2. This account will conduct the following tests:  
[ ] SIFT    [ ] AFCT    [ ] ASVAB    [ ] DLAB    [ ] DLPT
3. Component: {Check one}  
[ ] Active Army [ ] Army Reserve [ ] Navy [ ] DOD  
[ ] National Guard        [ ] Marine Corps [ ] Air Force    [ ] Other: \_\_\_\_\_
4. Justification: [include approximately how many soldiers your site will be servicing, and current distance to closest test facility.]  
*{If you are Army National Guard, be sure to list whether this is the main account with the ESO, or a subsite.}*
5. Test Account Site Mailing Address: [Mailing address]  
*{This is the address used by the US Postal Service (USPS) and can be a post office box. Do not use abbreviations or acronyms and be sure to include attention line.}*
6. Test Account Site Physical Address: [Physical address]  
*{This must be a complete street address and must include a room or suite number if appropriate.}*
7. This test account is able to receive mail/packages via the following delivery methods:  
[ ] FedEx    [ ] UPS        [ ] USPS Certified Mail    [ ] USPS Registered Mail
8. Test Account Site Email Address: [Email address]
9. Test Account Site Plain Language Address (PLA) AUTODIN Message Address: [PLA]
10. Test Account Site Distinguished Name (Defense Messaging System) Address: [DMA]
11. Test Account Site Phone Numbers: DSN [DSN number], COM [Com number]
12. Test Account Site Fax Numbers: DSN [DSN number], COM [Com number]
13. TCO orders are enclosed.
14. This test account will be administered IAW AR 611-5.

// SIGNED //

[COMMANDER'S SIGNATURE BLOCK]

Enclosure: TCO Orders

*Figure M-13. Sample APT Retest due to Technical Problems SOU*

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[Command Letterhead]

[Office Code]

[Date]

MEMORANDUM FOR: Education Division (AHRC-PDE-P)  
ATTN: APT, U.S. Army Human Resources Command  
1600 Spearhead Division Avenue Dept 410  
Fort Knox KY 40122-5401

SUBJECT: Army Personnel Testing (APT) Retest due to Technical Problems Statement of Understanding (SOU)

The following Test Examinee is scheduled to complete the web-based APT test on the following date:

NAME:

DATE:

RANK:

UNIT:

It is important that the Test Examinee understands each of the provisions below:

Exception To Policy (ETP) for APT retests can be requested due to:

1. Two or more computer failures
2. In a listening test, a passage could not be heard and the problem could not be corrected using the HELP function or by performing a failure/recovery
3. The testing website was down for more than 30 minutes

In event of a technical problem, Test Examinee that willingly completes their test will not be granted an ETP for APT retest.

By signing this form you are acknowledging that you understand and agree to the retest policy. A copy of the APT Retest due to Technical Problems SOU will be filed in the Test Examinee's GoArmyEd e-file.

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TEST CANDIDATE SIGNATURE

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TEST EXAMINER SIGNATURE

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END OF HANDBOOK