

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)**



AIR FORCE MANUAL 36-2664

**AIR FORCE RESERVE OFFICER
TRAINING CORPS
Supplement**

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Personnel

PERSONNEL ASSESSMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements AFMAN 36-2664, *Personnel Assessment Program*. It establishes Air Force Reserve Officer Training Corps (AFROTC) policy regarding the use of CONTROLLED TEST MATERIAL (CTM) within the AFROTC testing program. Users must read this supplement in conjunction with implemented publications. It prescribes methods and procedures for use by personnel responsible for administering, processing, controlling and shipping CTM. Waivers, as authorized only in designated paragraphs of this supplement, are submitted using the AFROTC Form 22, *Cadet Personnel Action Request*, to the Cadet Actions Section (AFROTC/RRFP) at Headquarters (HQ) AFROTC. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. This publication may not be supplemented or further implemented/extended. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 33, 10 U.S.C. 103, 10 U.S.C. 2107, and E.O. 9397. System of Records Notices F036 AETC I, *Cadet Records*, and F036 AETC X, *College Scholarship Program (CSP)*, apply. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The provisions of this publication apply to all senior AFROTC units.

SUMMARY OF CHANGES

This revision must be reviewed in its entirety. Detachment commanders are authorized to appoint APAS contractors and NCOs as Test Examiners. Test administrators are no longer required to document an inventory, by serial number, for each time a booklet is removed from the storage container. AFROTC cadets no longer have to score a minimum combined pilot + navigator

AFOQT score of 50 in order to take the TBAS.

4.2.12.4.1. (Added) At a minimum, the TCO and TE will complete the AFOQT and TBAS training within 60 days of appointment.

4.3.6.1.2.1. (Added) Detachment Commanders (Det/CC) are authorized to appoint Assistant Professors of Aerospace Studies (APAS) contractors as Test Examiners (TE) only but they are not authorized to serve as the Test Control Officer (TCO).

4.3.6.1.2.2. (Added) AFPC/DP3SP has granted an Exception to Policy (ETP) that authorizes AFROTC Det/CCs to appoint NCOs to serve as TEs only but they are not authorized to serve as TCOs.

4.4.6.1.1. (Added) If an individual becomes ill during a test session, terminate the examinee's test noting the time elapsed in the current subtest and the last question answered. Store the answer sheet and test booklet in the safe until the status of illness is resolved. If the individual provides documentation verifying the illness, the individual may resume testing. When resuming testing, have the individual start where he/she stopped, allowing only the remaining amount of time for that subtest and then continue with the rest of the test. Use the original answer sheet. If the individual does not provide medical documentation, forward the answer sheet to HQ AFPC/DPSOE in accordance with normal mailing procedures noting on the AFPT 238 that the test was terminated and the reason why. If the individual provides medical documentation, include a copy of this report paper clipped to the answer sheet.

4.4.8.1.1. (Added) The TCO or TE will account for all Controlled Test Material (CTM) on the current inventory when returning the materials to the storage container following testing.

4.6.4.1. (Added) The incoming and outgoing TCOs will sign a memorandum endorsed by the commander, stating a joint inventory was completed within 7 calendar days of appointment of the incoming TCO. Use the most recent authenticated copy of the Test Material Inventory (TMI) history for this inventory if the incoming TCO will not arrive before the departure of the outgoing TCO, and the detachment commander will appoint, in writing, a commissioned officer to assist with the TMI in place of the incoming TCO. If no discrepancies are found, the outgoing TCO will certify the bottom of the current inventory and maintain it in the detachment's security container. If discrepancies are found, refer to paragraph 4.6.10.1 of this supplement. File the inventory memorandum with the appointment letter and provide a copy of the TMI to AFPDC/PPL. The subject line of the email should read "TCO Number __ TMI."

4.6.10.1. (Added) Immediately notify AFROTC/RRFP and the HQ AFPC Test Management Office of any TMI discrepancies. If differences cannot be resolved and a potential compromise is suspected, begin an investigation within 7 calendar days of discovery and accomplish actions in paragraphs 4.12.8 of AFMAN 36-2664 and 4.12.8.2.1 through 4.12.8.2.6 of this supplement.

4.8.4.1. (Added) Attach the certified mail receipt to the detachment's copy of the AFPT 238 until you receive confirmation that HQ AFPC/DPSOE has received the package.

4.11.2.1. (Added) HQ AFPC waived the requirement that AFROTC detachments must utilize GSA-approved security containers for the CTM. The detachment may continue to store

unclassified, controlled test material in a GSA-approved security container until the detachment's current container is no longer serviceable. At that time, each detachment must follow current acquisition procedures and replace the non-GSA-approved containers. Do not store petty cash funds or different test material in the same container as CTM.

4.11.2.2. (Added) The interim container must meet the following minimum standard. The minimum requirement is a steel filing cabinet with built-in, three-position, and dial-type combination lock; or as a last resort, a steel filing cabinet with a steel lock bar and a GSA-approved, and changeable combination padlock.

4.11.2.3. (Added) CTM from the AFOQT, TBAS and DLAB may be stored in the same container.

4.11.10. (Added) When transporting test material outside of the detachment (e.g., across campus or to a cross-town school), the test material must be packaged as follows.

4.11.10.1. (Added) Place test material inside an envelope. On the outside of the envelope, stamp or mark plainly: "Controlled Test Material. Do Not Open: For TCO or TE Use Only." Place TCO or TE contact information on this envelope.

4.11.10.2. (Added) Place the first envelope inside another envelope, briefcase, or some other container not marked as containing test material.

4.12.8.2.1. (Added) The Det/CC will report the test compromise situation to the region commander, and the host base installation commander IAW AFMAN 36-2664.

4.12.8.2.2. (Added) The Det/CC will notify AFROTC/RRFP and Holm Center/JA by memorandum and provide copies to HQ AFPC/DPSOE and HQ AFPC/DPMA. Indicate if personnel implicated in the case have been reassigned or are pending reassignment.

4.12.8.2.3. (Added) The Det/CC will notify the support base MPS to ensure the individuals involved are placed in assignment availability code "17" and promotion eligibility status code "B."

4.12.8.2.4. (Added) The Region Commander (Region/CC) will appoint an investigating officer to conduct a formal investigation. The investigating officer cannot be someone who reports to the Det/CC. The report of investigation will not include copies of the test or any questions on them unless the entire report is identified as CONTROLLED TEST MATERIAL and handled as such. All other reports are identified as FOR OFFICIAL USE ONLY (TEST CONTROL PERSONNEL) unless classified information is included; then follow the procedures in DODM 5200.1, *DoD Information Security Program*/AFI 16-1404, *Air Force Information Security Program*.

4.12.8.2.5. (Added) AFROTC/RRFP will suspense the investigation for 60 days from the date the case is initiated. The Det/CC can approve written requests for extensions from the investigating officer for good cause. A detailed investigation report must be prepared in the original copy and one copy mailed to AFROTC/RRFP. The Region/CC's transmittal memorandum must include the following information:

4.12.8.2.5.1. (Added) A comprehensive statement of the extent of the compromise, if any.

4.12.8.2.5.2. (Added) Corrective actions taken, if any, including administrative or disciplinary action taken against the offenders.

4.12.8.2.5.3. (Added) Actions taken to prevent recurrence of any actual compromise, or the condition leading to the potential compromise if no compromise occurred.

4.12.8.2.6. (Added) AFROTC/RRFP will staff the report and forward to AFROTC/RR who will close the case and notify the detachment's host base MPF Chief to update the appropriate personnel codes from the individual's records or, if deemed necessary, take action as required and forward a copy of the completed investigation to HQ AFPC/DPSOE.

CHRISTOPHER L. BENNETT, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 5200.01, *DoD Information Security Program*, May 2018

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015

AFROTCI 36-2011, *Cadet Operations*, 22 June 2018

Adopted Forms

AFROTC Form 22, *Cadet Personnel Action Request*.

Attachment 2

AIR FORCE OFFICER QUALIFYING TEST (AFOQT)

A2.6.3.1. (Added) Refer to AFROTCI 36-2011, *Cadet Operations*, for waiver process for cadets who have failed the AFOQT twice.

A2.6.3.2. (Added) Requests to waive the 150-calendar-day rule must be approved by AFROTC/RRFP (via AFROTC Form 22 package) prior to being submitted to AFPC/DPSOE for approval. **NOTE:** The date of the previous test does not count toward completion of the 150-day requirement (e.g., date tested is 11 February; the 150-day requirement begins on 12 February). Submit the approved HQ AFROTC waiver (AFROTC Form 22) with the cadet's test (in those instances where an applicant inadvertently retested prior to the 150-day requirement) when forwarded to HQ AFPC/DPSOE for scoring (failure to do this, will void the test, as it violates the 150-day retest rule).

A2.10.1. (Added) Prior to sending completed answer sheets to HQ AFPC/DPSOE, the TCO or TE will:

A2.10.1.1. (Added) Check each answer sheet for stray marks, smears, smudges, tears, folds, or wrinkles, and marks outside the specified bubbles. Make sure the examinee has thoroughly erased the first response when they have made changes. Stray marks and incomplete erasures can reduce an examinee's score. If the form does not pass inspection, either clean it up by additional erasing or copy it onto a clean form. Forward both the original and re-accomplished answer sheets. **NOTE:** DPSOE will return answer sheets not signed by the examinee or severely blotted to the TCO for compliance with these instructions.

A2.10.1.2. (Added) Look at the bottom front side of the form to ensure all required bubbles have been darkened. Make sure the test administrator has completed required items (e.g., TCO account number, etc.). Refer to AFPT 983 for instructions on the proper coding of these items. Students often transpose numbers when writing their social security number (SSN), or darken incorrect ovals.

A2.10.1.3. (Added) Use the original AFPT 238 as a cover letter to send the completed answer sheets to HQ AFPC/DPSOE for scoring. If an examinee is retesting on a waiver of the 150-day requirement or maximum retests, attach a copy of the waiver approval to the AFPT 238.

Attachment 3

TEST FOR BASIC AVIATION SKILLS (TBAS)

A3.1. Purpose. The TBAS equipment must be handled as test material with the exception that it cannot be stored in a GSA-approved safe. Keep TBAS equipment behind locked doors when not in use.

A3.4.3. (Added) The TCO or TE does not need to be physically present during the testing session after the face-to-face instructions have been completed and the individual has started the exam. However, the administrator must be immediately available for questions and administration problems.

A3.7.1. (Added) Results from the most recent test must be used as the scores of record for those individuals with more than one set of scores. This is not waivable. Units must inform all examinees of this policy and counsel the applicant in writing. If examinees fail to tell of a previous TBAS administration, they will be permanently disqualified for Air Force pilot training programs.

Attachment 7**DEFENSE LANGUAGE APTITUDE BATTERY (DLAB)**

A7.1.1. (Added) The DLAB is no longer a pre-commissioning requirement. AFROTC may retain materials to continue testing cadets to help identify their ability to learn a foreign language. It is not required to retain DLAB testing material. If materials are retained, all testing materials and equipment will remain in place, and the TCO must administer the web-based DLAB test. If detachment commanders choose not to administer the DLAB, do not maintain the testing materials. Any cadets wishing to take the test can do so at the host base. All new accessions will be required to update their foreign language capability at their first duty assignment and can take the test at that time.