

**Army Regulation 611–5**

**Personnel Selection and  
Classification**

# **Personnel and Classification Testing**

**Headquarters  
Department of the Army  
Washington, DC  
25 April 2022**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 611–5

Personnel and Classification Testing

This administrative revision, dated 29 January 2024—

- o Changes “usarmy.knox.hrc.mbx.tagd-army-per-sonnel-testing@mail.mil” to “usarmy.knox.tradoc.mbx.armyu-access@army.mil” (throughout).

This major revision, dated 25 April 2022—

- o Adds records management requirements (para 1–5).
- o Adds Army Personnel Testing milSuite web page (chap 2 and paras 5–1a and D–4a).
- o Changes Army Continuing Education Division extranet to Army University website (chap 2).
- o Updates test account closure notification from 90 days to 30 days (para 2–3f).
- o Replaces Army Personnel Testing Distribution Center with Army Personnel Testing Program Office (paras 2–3f(2)(a), 3–1d(3), 3–4b(3), and D–4k).
- o Revises Army personnel testing appointment process (para 2–9).
- o Adds command language program manager duties and responsibilities (para 2–17).
- o Revises DA Form 4187 (Personnel Action) signature requirement for Army personnel testing requests (para 2–19a).
- o Updates test security provisions (para 3–1).
- o Updates policy on destruction and transfer of test material (paras 3–4b and 3–4c(1)).
- o Updates favorable test conditions (para 4–2).
- o Revises guidance on test examiner’s preparation (para 4–3b).
- o Updates guidance for handling cheating (para 4–6).
- o Adds time requirement to report test results (para 4–8a).
- o Revises policy on procurement and release of Army personnel test materials (para 5–1).
- o Updates standard operating procedures guidelines (app B).
- o Updates Army personnel testing facility annual review (app C).
- o Updates internal control evaluation (app D).
- o Changes U.S. Army Human Resources Command to U.S. Army Training and Doctrine Command (throughout).

- o Replaces Army Education Division with Army University, Army Credentialing and Continuing Education Services for Soldiers (throughout).


Effective 25 May 2022

**Personnel Selection and Classification**  
**Personnel and Classification Testing**

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
*General, United States Army*  
*Chief of Staff*

Official:

  
**MARK F. AVERILL**  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

**Summary.** This regulation establishes policy for test administration and addresses forwarding inquiries and requests dealing with Army personnel testing.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to the United States Military Academy and the Reserve Officers' Training

Corps. It applies only to Army personnel tests.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app D).

**Supplementation.** Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401 or email to [usarmy.knox.tradoc.mbx.armyu-access@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access@army.mil).

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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## **Chapter 1**

### **Introduction**

#### **Section I**

##### **General**

##### **1–1. Purpose**

This regulation prescribes policies and responsibilities for procurement, safeguarding, scoring, release of Army personnel tests, and overall administration of the Army Personnel Testing (APT) Program.

##### **1–2. References and forms**

See appendix A.

##### **1–3. Explanation of abbreviations and terms**

See the glossary.

##### **1–4. Responsibilities**

Responsibilities are listed in section II of chapter 1.

##### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

##### **1–6. Scope and uses of Army personnel tests**

- a. Scope.* When the term “personnel test” is used, it includes the following:
  - (1) The test booklets and web-based database of test questions.
  - (2) Computers that can access test questions via the web or network.
  - (3) All ancillary materials (such as answer sheets, scoring keys, conversion tables, manuals for administration and scoring, and web-based systems (hardware and software) for administration, scoring, and recording of results).
- b. Uses.* Army personnel tests are used to accomplish the following:
  - (1) Select applicants for entry into the Regular Army, Army National Guard (ARNG), Army National Guard of the United States (ARNGUS), or U.S. Army Reserve (USAR).
  - (2) Select eligible applicants for appointment as commissioned or warrant officers.
  - (3) Assess skills for initial or subsequent classification of enlisted personnel.
  - (4) Select officers, warrant officers, Reserve Officers’ Training Corps (ROTC) cadets, United States Military Academy cadets, and enlisted personnel for assignment to training or duties needing specialized aptitudes or qualifications.
  - (5) Assess and reassess skills of military personnel and other eligible examinees.

#### **Section II**

##### **Responsibilities**

##### **1–7. Chief, National Guard Bureau**

The CNGB will—

- a.* Appoint ARNG point of contact (POC) for APT matters to coordinate policy issues with each State adjutant general (AG).
- b.* Be responsible for oversight and program execution within ARNG and ARNGUS.
- c.* Monitor resolution of cases involving test loss or compromise within ARNG and ARNGUS.
- d.* Ensure APT facility annual review is completed (see app C).
- e.* Ensure internal control evaluation is completed every 5 years (see app D).
- f.* Manage investigation when APT material is lost or compromised at testing sites and organizations they support.

### **1–8. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

- a.* Advise and assist in the development of policies on the use of Army personnel tests for personnel selection, classification, and personnel program goals.
- b.* Provide guidance on priorities for the development of new or revised Army personnel tests and related instruments.
- c.* Advise and assist in the development of policy for the release of Army personnel test materials with the exception of foreign language aptitude and proficiency tests.
- d.* Designate a POC in the office of the DCS, G–1 for testing matters.
- e.* Coordinate military accession policy working group issues as they relate to APT Program management.
- f.* Through the Director, U.S. Army Research Institute—
  - (1) Perform professional psychological research to provide the Army with tests and related instruments needed for effective personnel management.
  - (2) Provide advice and guidance for operational use of research findings.

### **1–9. Chief of Army Reserve**

The CAR will—

- a.* Appoint USAR POC for APT matters to coordinate policy issues.
- b.* Be responsible for oversight and program execution within USAR.
- c.* Monitor resolution of cases involving test loss or compromise within USAR.
- d.* Ensure APT facility annual review is completed (see app C).
- e.* Ensure internal control evaluation is completed every 5 years (see app D).
- f.* Manage investigation when APT material is lost or compromised at testing sites and organizations they support.

### **1–10. Commanding General, U.S. Army Materiel Command**

The Commanding General (CG), AMC, through the Commander, U.S. Army Installation Management Command (IMCOM) will—

- a.* Appoint an IMCOM POC for APT matters to coordinate policy issues.
- b.* Be responsible for oversight and program execution within IMCOM.
- c.* Monitor resolution of cases involving test loss or compromise within IMCOM.
- d.* Conduct staff assistance visits.
- e.* Ensure APT facility annual review is completed (see app C).
- f.* Ensure internal control evaluation is completed every 5 years (see app D).
- g.* Manage investigation when APT material is lost or compromised at installations and organizations they support and within their command.
- h.* Provide authorized test personnel access to automated test delivery systems.
- i.* Through garrison commanders—
  - (1) Provide proper command supervision of APT operations.
  - (2) Provide adequate personnel and facilities for administration of Army personnel tests.
  - (3) Appoint, in writing, a test control officer (TCO), alternate test control officer (ATCO), interim test control officer (ITCO), and test examiner (TE) to the APT (program manager (PM)).
  - (4) Ensure Army personnel tests and computers that are used for the administration of tests are effectively safeguarded from loss and compromise; and take corrective action when loss or compromise is indicated.
  - (5) Ensure APT facility annual review is completed (see app C).
  - (6) Ensure internal control evaluation is completed every 5 years (see app D).
  - (7) Manage investigation when testing material is lost or compromised within their command.

### **1–11. Commanding General, U.S. Army Training and Doctrine Command**

The CG, TRADOC will—

- a.* Serve as POC between Headquarters, Department of the Army (HQDA) and Army field elements for all matters concerning Army personnel tests.
- b.* Oversee the APT Program through Army Credentialing and Continuing Education Services for Soldiers (ACCESS), Army University (ArmyU). The APT PM will—
  - (1) Manage, monitor, and evaluate the administration of the APT Program.
  - (2) Manage personnel test materials, inventory, and distribution; determine funding requirements for APT testing; and arrange for centralized scoring when required.



- (3) Grant permission to retest except for retesting of applicants for enlistment as governed by AR 601–210.
- (4) Perform all actions related to establishment, maintenance, validation, closure, and restoration of all test accounts.
- (5) Approve appointments of TCO, ATCO, ITCO, and TE.
- (6) Develop procedures to safeguard Army personnel tests.
- (7) Develop systems and procedures for collecting and processing operational test score data.
- (8) Prepare or provide technical advice and assistance in preparation of directives prescribing the use of Army personnel tests.
- (9) Announce the release of Army personnel test materials, including foreign language aptitude and proficiency tests and information, in accordance with established policy.
- (10) Ensure security of all test material during the distribution process.
- (11) Provide authorized test personnel access to automated test delivery systems.

*Note.* The Director and Associate Director, ACCESS, ArmyU have the authority to add or remove exams to the listing of APT and non-APT exams.

- c. Through the Commander, U.S. Army Cadet Command (USACC)—
  - (1) Appoint a USACC POC for APT testing matters to coordinate policy issues with each Army ROTC unit.
  - (2) Be responsible for oversight and program execution within USACC.
  - (3) Direct resolution and disciplinary actions in regard to test loss or compromise.
  - (4) Ensure APT facility annual review is completed (see app C).
  - (5) Ensure internal control evaluation is completed every 5 years (see app D).
  - (6) Manage investigation when APT testing material is lost or compromised at ROTC units.
- d. Through the Commandant, Defense Language Institute Foreign Language Center (DLIFLC)—
  - (1) Develop foreign language tests and related instruments required for effective personnel management of the Defense Foreign Language Program (DFLP) (see AR 350–20).
  - (2) Establish standards for administering, scoring, evaluating, and recording results of foreign language aptitude and proficiency tests for DFLP.
  - (3) Establish policy, in conjunction with the Defense Language Steering Committee, on requests for and making final determination on release of foreign language aptitude and proficiency tests to other Federal, State, and local government agencies. Requests by private organizations, individuals, and foreign governments are also included.
  - (4) Establish policy on reporting test compromises to foreign language aptitude and proficiency tests and make final determination of appropriate course of action for DFLP.

## **Chapter 2**

### **Army Personnel Testing Program**

#### **Section I**

#### **Operations**

##### **2–1. General**

a. 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.

b. Due to the frequent changes in APT Program, the applicable regulations are posted on the ArmyU website at <https://armyuniversity.edu/> and the APT milSuite page at <https://www.milsuite.mil/book/groups/army-personnel-testing-program>.

##### **2–2. Methods of prescribing use of Army personnel tests**

a. The use of Army personnel tests is prescribed in the AR governing the specific personnel program for which the test is to be used. The following information covering the use of Army personnel tests will be found in the appropriate regulations:

- (1) A description of qualifications required of examinees to be eligible to take designated tests.
- (2) Instructions for recording test scores on personnel records and reports.
- (3) Policies governing retesting.

*Note.* The list of applicable regulations is listed on the APT Program milSuite page available at <https://armyuniversity.edu/>.

*b.* TRADOC, ACCESS, and ArmyU messages are issued to—

- (1) Announce the availability of new test materials.
- (2) Announce changes in the use of existing Army personnel tests.
- (3) Provide guidance for the administration of new or revised tests in support of specific programs.
- (4) Announce changes in procedures (such as inventory, account validation, and test delivery).

### **2–3. Test accounts**

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

*a.* To establish a test account, an activity or organization must—

- (1) Forward a memorandum requesting the establishment of a new account through local channels to the APT PM.

The memorandum should justify establishment of an APT test account, list tests to be administered, and specific component to be tested.

- (2) Include memorandum appointing the TCO, ITCO, ATCO, and TE.

*b.* Requirements for test accounts are—

- (1) Testing and administrative facilities consistent with requirements in this regulation.
- (2) Secure storage for test materials.
- (3) Equipment and necessary accessory material for test administration.

(4) Internet connectivity to receive email, access online websites and archived policies, and submit semiannual inventories.

- (5) Hardware or software requirements necessary for the administration of automated tests.

(6) Must be able to send mail via package delivery services or registered mail. Mailing of test material via certified mail is not authorized.

*c.* No activity or organization will receive APT materials or authorization to administer APT without establishing a test account.

*d.* When the physical address of the account changes, a TCO should send a memorandum updating the test account’s information to the APT PM.

*e.* No test account may remain open without an assigned TCO or ITCO assuming responsibility for it.

*f.* If an account is closing, notify the APT PM a minimum of 30 days prior to account closure. No test material may remain at a closed test site. All incomplete investigations must be resolved prior to account closure. APT PM will direct site to—

(1) Submit test site closure memorandum, including a final reconciliation of test material inventory. Consult the ArmyU website at <https://armyuniversity.edu/> and the APT milSuite page at <https://www.milsuite.mil/book/groups/army-personnel-testing-program> for specific submission procedures.

(2) Dispose of test material by—

(a) Returning materials to the APT Program Office at U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401.

(b) Transferring materials to another APT TCO.

(c) Destroying materials, if directed by the APT PM. A copy of the destruction certificates for all APT material must be submitted with the notification of closure memorandum to the APT Program Office at [usarmy.knox.tradoc.mbx.armyu-access@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access@army.mil).

### **2–4. Requirements, documentation, and accountability of all test materials**

*a.* Test materials must be accounted for at all times. When test materials, except unused answer sheets, are taken from and returned to the safe, exact counts of these components will be annotated on DA Form 7633 (Army Personnel Testing Material Check-In and Check-Out Log). DA Form 7633 will be maintained for 2 years from the last entry or check-in date.

*b.* Test materials, except for blank answer sheets, will be kept in locked containers when not in transit or in actual use. Test scoring keys will not be stored in the same file drawer as test booklets and blank answer sheets. Only persons whose duties require use of the test materials will have keys or combinations to test storage areas and files.

*c.* A physical inventory of all test materials will be conducted annually by the TCO and ATCO or TE. If no changes have occurred within the inventory, the testing staff must send an email to [usarmy.knox.tradoc.mbx.armyu-access@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access@army.mil).

access@army.mil stating, “All inventory items are present.” If there are changes, use these instructions to report discrepancies. Sign or initial all pages, report any discrepancies to the APT Program Office, and keep a copy of the inventory on file for 2 years.

- d.* The TCO will ensure “controlled unclassified information (CUI)” is stamped or printed on all test components.
- e.* Test materials will not be copied in whole or in part for any reason except as required for official purposes and approved, in writing, by the APT PM.

## **2–5. Maintenance of test accounts**

*a.* Test accounts will be maintained in accordance with the policy in this regulation, operational guidance, and references issued by the APT PM. Due to the sensitivity of the testing materials, there is zero tolerance for violation of regulatory and operational guidance.

- b.* When violations occur, only the APT PM may suspend test accounts.
- c.* If violations are not corrected, the APT PM may direct closure of test accounts.

## **2–6. Remote site testing**

*a.* Remote site testing may be established where units are scattered, isolated, or geographically split and where a heavy testing schedule exists or under other circumstances where testing operations would be facilitated.

(1) Security requirements are the same for testing materials and operations although testing materials can be stored for no longer than 90 days.

(2) An ATCO must be appointed for all remote site operations. Appointment and approval processes are outlined in paragraphs 2–9 and 2–10.

(3) Scoring tests at remote sites is prohibited.

*b.* Remote site testing also includes TCO, ITCO, or ATCO traveling to test personnel in units scattered, isolated, or geographically split.

(1) Security of testing material and equipment is critical. Testing materials must be transported in a locked container. The container, if not on the person, must be secured, such as locked in a car trunk or hotel room. Under no circumstances should testing materials be checked as luggage if traveling by commercial carrier. If testing materials cannot be carried on board, material should be shipped as outlined in paragraph 3–1*e*.

(2) The testing facility should be well lit, well ventilated, and quiet. When scheduled, the room must be used only for testing purposes and have adequate seating to allow reasonable separation during testing. The test administrator must be able to maintain constant surveillance of examinees.

(3) Web-based testing may occur at remote sites provided minimum technical requirements and security is ensured. A TCO, ITCO, ATCO, or TE must be present during web-based testing.

## **2–7. Use of computer labs or classrooms**

Computer labs or classrooms may be required for some test sessions. If needed, tests (for example, Defense Language Proficiency Test (DLPT)) may be scheduled at established Army digital training facilities, Distributed Training Technology Project classrooms, or other facilities as may approved by the APT PM.

## **2–8. Deployment of Army testing personnel**

*a.* Deploying units must ensure rear-detachment personnel are appointed to manage the APT account. If no authorized personnel are available and the unit will be deployed for a period exceeding 90 days, the TCO must initiate procedures to close and cease APT.

*b.* Upon return from deployment, a unit can reactivate an account by contacting the APT Program Office.

## **Section II**

### **Personnel**

## **2–9. Appointment process**

*a.* All TCOs, ATCOs, ITCOs, and TEs will be appointed, in writing, by the commander to the APT PM. Appointment or relief letters must include test site address, test account identification number, telephone number (commercial or Defense Switched Network), and email address. Mail to U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401 or email to usarmy.knox.tradoc.mbx.army-access@army.mil. APT PM has the authority to approve and disapprove all appointments by

commanders. Appointment packages will be accompanied by a signed APT account validation, duties and security awareness briefing, and completion of the TCO certification exam found in Army Learning Management System at <https://www.lms.army.mil/> or Joint Knowledge Online at <https://jko.jten.mil/>.

b. Appointed TCOs, ITCOs, ATCOs, and TEs will not be administrated an APT exam during their length of appointment and for at least 1 year after their appointment is rescinded. This requirement will not be waived.

c. Linguists, language instructors, basic skills instructors, career counselors, recruiters, and any other personnel (or spouses of such personnel) who have a conflict of interest may not be nominated as a TCO, ITCO, ATCO, TE, or proctor.

d. Contractors (including retired military personnel) are not eligible to serve as a TCO. Contractors who are members of the ARNG, ARNGUS, or USAR cannot serve as the TCO for their contract position, but can serve as the ATCO as long as they are not required to take an APT exam for their military duties. Contractors must also meet the additional criteria outlined in paragraph 2–13 to serve as ATCO.

e. Contact the National Guard Bureau Education Services Branch (ARNG–HRH–C) for guidance regarding the appointment and relief of ARNG or ARNGUS TCOs.

## **2–10. Approval process**

a. Once individuals have been appointed, the APT PM will approve or disapprove TCO, ITCO, ATCO, and TE in writing.

b. Written appointment and subsequent approval is required prior to functioning as a TCO, ITCO, ATCO, or TE.

## **2–11. Consolidation of test control officers functions**

The TCO designated under the provisions of AR 621–5 or the personnel survey control officer designated under the provisions of AR 25–30 may also be appointed as a TCO. Consolidation of TCO functions should be accomplished when possible. The experience gained in test administration and scoring may be used to the maximum advantage. Also, procedures and facilities for safeguarding test material may be made more effective.

## **2–12. Test control officer**

A TCO is a military member or Federal civil service employee appointed by the commander and approved by the APT PM. The TCO is fully responsible for test account management and the safeguarding of examinations. One TCO will be appointed for each test account. The TCO can serve as TE.

a. The TCO may be a commissioned officer, warrant officer, or enlisted Soldier in the grade of E–7 or above.

b. A Department of the Army (DA) Civilian (DAC) employee (in grade equivalency of general schedule (GS)–5 or higher) or any ARNG or ARNGUS technician or Active Guard Reserve (AGR) personnel (E–6 or higher) may be appointed as TCO when there are no available commissioned or warrant officers or senior enlisted Soldier in the grade of E–7 or above.

c. The TCO must receive minimum score of 90 percent on the TCO certification exam.

d. The TCO will—

(1) Advise the installation, organization, activity commander, or State AG on the administration of personnel testing programs under the jurisdiction of the command.

(2) Manage APT operations providing primary oversight and safeguard for the APT account (see app D for the internal control evaluation used to evaluate key controls in APT Program).

(3) Ensure all personnel in the testing facility are in compliance with the required regulations listed in appendix A, test administration and scoring manuals, and directives from the APT PM.

(4) Maintain a testing facility standard operating procedure (SOP) (see app B for a comprehensive list of questions and issues that should be addressed in a local SOP). This SOP will include the following:

(a) A records system for administrative operations of the testing facility.

(b) Procedures for requisitioning, handling, storing, scheduling, administration, and scoring of tests.

(c) Procedures for disposition of test materials.

(d) Procedures for electronic transmittal of test results to the proper office, board, or agency.

(e) Procedures governing security of test materials in accordance with this regulation.

(f) Procedures for designating, in writing, personnel who are authorized access to and handle test materials.

(5) Ensure all personnel assigned to the testing facility are thoroughly trained regarding test security, have completed and passed the relevant APT examinations, reviewed the testing facility SOP upon their assignment to the testing facility and quarterly thereafter, and signed a security briefing within 30 days of appointment.

(6) Initiate APT facility annual review process (see app C).

(7) Monitor all procedures prescribed in the testing facility SOP.

- (8) Ensure all test results are reported within 3 business days to examinees.
- (9) Monitor testing sessions to ensure testing is properly handled and administered. This will ensure test booklets, scoring keys, and completed answer sheets are handled only by authorized personnel.
- (10) Ensure test results are transmitted to the electronic military personnel office for inclusion in individual personnel records.
- (11) Ensure personnel who administer and score tests are qualified to perform their duties and have demonstrated they understand and practice correct procedures for administering and scoring each assigned test.
- (12) Ensure accurate and up-to-date inventories are maintained for test material and that test material is accounted for at all times.
- (13) Ensure only current tests are used.
- (14) Ensure automated test security by safeguarding systems and authorizations (such as user identifications and passwords). Ensure test password is used only by the testing personnel to whom it was issued.
- (15) Ensure timely reporting of all testing irregularities to local chain of command and APT PM at [usarmy.knox.tradoc.mbx.army-access@army.mil](mailto:usarmy.knox.tradoc.mbx.army-access@army.mil).
- e. The delegation of TCO duties by a TCO to other APT personnel is prohibited.

## **2-13. Alternate test control officer**

An ATCO is a military member, Federal civil service employee, local national government employee (in grade equivalency of GS-5 or higher), or contractor appointed by the commander and approved by the APT PM. One or more ATCOs will be appointed for each test account. An ATCO can serve as a TE.

- a. An ATCO performs all duties of the TCO, but is not fully responsible for test center operation. The ATCO has the same requirements as a TCO and assists the TCO in carrying out all the TCO duties.
- b. A contractor may be appointed as an ATCO when the applicable contract has a clause providing financial responsibility for redevelopment, printing, and distribution of a test if it is compromised by a contractor.
- c. An ATCO will assume the duties and responsibilities of a TCO when the TCO is absent for a period not to exceed 30 days, except at those testing sites with a contract ATCO.
- d. Additional ATCOs may be appointed—
  - (1) Where units are scattered, isolated, or geographically split.
  - (2) Where a high demand testing schedule exists.
  - (3) Under other circumstances where testing operations would be facilitated.
- e. The ATCO must receive minimum score of 90 percent on the TCO certification exam.

## **2-14. Interim test control officer**

An ITCO is a military member or Federal civil service employee nominated by the commander and approved by the APT PM who will assume the duties of the TCO when the TCO is absent for a period longer than 30 days but does not exceed 90 days. An ITCO must meet the same requirements as those of a TCO.

## **2-15. Test examiner**

- a. A TE is any commissioned or warrant officer or enlisted member, DAC employee, ARNG or ARNGUS technician, or AGR member or contractor. Maintenance technicians or AGR personnel in organizational maintenance positions are excluded. Linguists, language instructors, basic skills instructors, career counselors, recruiters, and any personnel (or spouses of linguists, language instructors, basic skills instructors, career counselors, and recruiters) who may have a conflict of interest will not be designated a TE.
- b. The TCO will recommend the TE appointment to the commander, who will appoint in writing. The TCO will forward the TE appointment to the APT PM for approval.
- c. The TEs are authorized to administer Army personnel tests under the supervision of the TCO, ITCO, or ATCO.
- d. The TE must be physically present during all phases of testing.
- e. The TE must receive minimum score of 90 percent on the TCO certification exam.

## **2-16. Test proctor**

- a. A test proctor is military member, DAC employee, or contractor assigned to monitor test sessions as a deterrent to improper test conduct.
- b. The test proctors are authorized to monitor Army personnel tests administration under the supervision of the test site APT personnel. The TCO will recommend the test proctor nomination in writing to the APT PM for approval. The test proctors nomination must be accompanied by updated APT account validation form.
- c. Test proctors must be physically present during all phases of testing.

*d.* One proctor is required for every 30 examinees in a testing session. Any appointed test site APT personnel counts as one of the needed number of proctors. Test proctors should be briefed on all requirements of test security. The appointed test site APT personnel may serve as the sole test proctor (except when administering U.S. Military Entrance Processing Command exams where proctors must be assigned to meet a 30:1 student-to-proctor ratio) when giving tests to 29 or fewer examinees.

*e.* The test proctors are not authorized access to the APT databases. The test sites APT personnel are prohibited to provide any access for registration, administration, or APT administrative tasks. The test proctor performs duties described in paragraph 4–3c as assigned by the test site’s APT personnel.

## **2–17. Command language program manager**

*a.* The command language program manager (CLPM) is a military member or DAC employee appointed by the commander. CLPM duties, responsibilities, and functions are outlined in AR 11–6.

*b.* The CLPM must provide appointment to the APT Program Office by email to [usarmy.knox.tradoc.mbx.armyaccess@army.mil](mailto:usarmy.knox.tradoc.mbx.armyaccess@army.mil).

*c.* The CLPM must coordinate with the TCO at the servicing APT test site for all APT questions, issues, and concerns. TCOs will escalate the issue to the APT Program Office if needed.

*d.* The CLPM is responsible for the exception to policy (ETP) request submission to the servicing APT test site TCO.

## **2–18. Individual examinees**

*a.* Provide required documentation to the testing staff, to include ETPs if necessary.

*b.* Ask questions if they are unclear about test guidance or do not understand the test administration statement.

*c.* Inform the TE immediately of any problems arising during the exam. Soldiers should not wait until completing the exam if there is an error with their materials or technical problems with computer listening equipment. Soldiers must notify the TE prior to completion of test.

*d.* Reschedule if not physically or mentally ready to take the test. In this case, the examinee should place a checkmark on the DA Form 5160 (Test Administration Statement) 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.

*e.* Ensure scores have been posted properly and accurately in their personnel record.

## **Section III**

### **Eligibility for Army Personnel Testing**

## **2–19. Army personnel**

*a.* Soldiers in the Regular Army, USAR, ARNG, ARNGUS, and Individual Ready Reserve are eligible for the APT Program with an approved request (DA Form 4187 (Personnel Action)). The unit commander’s signature indicates the Soldier’s personnel records verify the Soldier meets the criteria to take the specified Army personnel test. The unit commander’s signature is not required for E–7 grade or higher. Soldiers possessing Department of Defense (DoD) Armed Forces/Uniformed Services of the United States identification cards are eligible for testing.

*b.* United States Military Academy cadets and ROTC cadets are eligible to take APT exams including the Selection Instrument Flight Training exam. They are authorized to take any APT exam as directed in AR 11–6 and AR 601–210.

*c.* The Individual Ready Reserve Soldiers must provide DA Form 4187 in conjunction with military, State, or Federal photo identification.

## **2–20. Other personnel**

*a.* Other sister Servicemembers may test at Army personnel test sites after the proper coordination with POCs from other Services. Consult the APT testing guidance at the ArmyU website at <https://armyuniversity.edu/> and the APT milSuite page at <https://www.milsuite.mil/book/groups/army-personnel-testing-program> regarding POCs and Service-specific procedures to provide testing for members of other Services.

*b.* Normally, Army personnel tests are not used in civilian personnel administration. Civilians are eligible for APT without ETP in the following circumstances:

(1) Civilians engaged in the enlistment process are eligible to take the Armed Services Vocational Aptitude Battery (ASVAB) and other special purpose tests.

(a) Within continental United States (CONUS), military entrance processing stations are responsible for testing individuals. Those enrolled in the Delayed Entry Program are not eligible for testing on the ASVAB; however, they may be tested on other APT exams at a military entrance processing station test facility only.

(b) Outside CONUS, IMCOM Army Continuing Education System administers the ASVAB and other special purpose tests in support of the enlistment process, including testing at overseas DoD high schools.

(2) When a civilian is applying for a Government job requiring language proficiency, the Civilian Personnel Advisory Center (CPAC) documents the individual is applying for such a position and needs to test on the relevant DLPT, Defense Language Aptitude Battery (DLAB), or oral proficiency interview.

(3) Defense Intelligence Agency civilians are authorized to take the DLAB, oral proficiency interview, and DLPT. CPAC must provide memorandum with testing requirement and eligibility for the DLPT.

(4) Eligible programs where APT testing is a requirement for civilians are the Foreign Area Officer Program, Central Intelligence Agency, Defense Attaché Program, National Security Agency, Military Intelligence Civilian Accepted Career Program, and Federal Bureau of Investigation. For these programs, CPAC can provide the TCO with a written job description to include requirement for DLPT or DLAB testing.

(5) If an Army personnel test is specified as a job requirement, then approval for such use must be obtained from the APT PM. This approval must be consistent with the guidance regarding the use of personnel tests issued by the Office of Personnel Management or contained in civilian personnel regulations issued by HQDA.

(6) Civilian and contract basic skills and language instructors are not authorized to test on Army personnel exams.

## **Chapter 3**

### **Test Control and Records**

#### **3–1. Security**

##### *a. General provisions.*

(1) Test security is a command responsibility.

(2) Test components must be accounted for at all times.

(3) Functions required to be performed in the establishment and maintenance of adequate procedures for test security are performed by a TCO or ITCO. They must exercise close supervision over all phases of test receipt, storage, protection, issue, administration, scoring, and destruction.

(4) Security measures will be established by all elements where Army personnel tests are received, handled, or administered.

(5) Security requirements established in this regulation meet the requirements for handling CUI material. These components bear the designation “CUI” or “Controlled Item (Test Material).”

(6) Test components used by the Army are to be shown to no one unless it has been determined that such disclosure is essential to the performance of official duties prescribed in appropriate directives and necessary for those individuals administering, and scoring tests.

(7) Test security and safeguards apply at all locations and administration methods, to include safeguarding user identifications and passwords for web-based test administration, scoring, and reporting.

(8) Test materials will not be copied in whole or in part for any reason except as required for official purposes and approved by the APT PM.

##### *b. Receiving controlled test materials.*

(1) Controlled test materials may be picked up at the installation mailroom only by APT personnel authorized to sign for registered or certified mail. Test logs will be maintained for 2 years. If mail is delivered directly to the office or unit of the APT account, non-APT or administrative personnel responsible for receiving mail must ensure the packages addressed to “test control officer” are hand-carried immediately to the TCO or ITCO. If the TCO or ITCO are not available, the package must be secured in a locked container until their return. Test staff must be notified of the package location.

(2) The TCO or ITCO, ATCO, and TE will jointly inventory the contents immediately upon receipt of test materials. If an inventory cannot be conducted immediately, then the package must be secured, unopened, by the TCO, ITCO, ATCO, or TE until an inventory can be conducted. The timeframe to inventory received test material cannot exceed 5 business days. Inventory includes—

(a) Verifying all items listed on the packing slip were received.

(b) Verifying accurate serial numbers were listed on the packing slip.

(c) Ensuring materials are printed clearly and pages are not missing by checking each page of the test booklets.

(d) Checking the front and back of scoring keys to ensure correct test sheet numbers are received and, if appropriate, conversion tables are present.

(3) Discrepancies will be immediately reported to the APT PM.

*c. Securing test materials.*

(1) Test materials will be secured in a locked room or container secured with a combination lock not accessible to unauthorized individuals. Combinations will be changed every time there is a change in APT test site personnel with access. Key locks are not authorized unless a waiver has been granted by the APT PM.

(2) When test components, except blank answer sheets, are taken from and returned to the security container, exact counts of these components will be recorded on DA Form 7633.

(3) Test materials, except for blank answer sheets, will be kept in locked rooms or containers when not in transit or in actual use. Test scoring keys will not be stored in the same drawer as test booklets and blank answer sheets. Only persons whose duties require use of the test materials will have keys or combinations to storage facilities.

(4) If the CUI designation has not been preprinted on test components, the TCO, ITCO, ATCO, or TE will ensure all test components will be so marked.

(5) Most test booklets, manuals, and scoring keys will be distributed with preprinted serial numbers for internal security control. If the materials are not numbered, the TCO should number the materials using the test account as the prefix to the serial numbers (for example, T5555–000003). Serial numbers will be permanent. Serial numbers of previously destroyed materials will not be assigned to newer test materials. If ASVAB testing materials are received without a serial number, send the material back to the U.S. Military Entrance Processing Command (J3/MOP–TD) and request a replacement.

(6) “For official use only” label need not be attached to Army personnel test material when the material is actually being used for test administration and scoring purposes.

(7) Army personnel test material is exempt from automatic time-phased downgrading. Army personnel test material will remain CUI unless specific instructions are issued by the APT PM.

*d. Inventorying test materials.* The TCO, ITCO, or ATCO will—

(1) Maintain an inventory of test materials.

(2) Perform a physical inventory quarterly of APT materials and maintain a signed copy of the test inventory for 2 years. The inventory will include test booklets, audio components, administration and scoring manuals, and scoring keys. More frequent inventories may be performed at the discretion of the TCO.

(3) Submit annual inventory between the first and last days of October to the APT Program Office via email at [usarmy.knox.tradoc.mbx.armyu-access@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access@army.mil).

*Note.* The APT Program Office will initiate the annual inventory process by email and provide the current inventory list to be verified.

(a) Inventories submitted prior to the first day of each period will not meet the annual requirement.

(b) APT accounts that do not submit their inventory and reconcile them in a timely manner may have their accounts suspended.

(c) The APT Program Office processes and reconciles inventories. TCOs will be notified of a successful reconciliation or provided with a list of discrepancies to be resolved.

(4) Perform an inventory whenever there is a change in TCO or APT personnel with access to the security container transferring the responsibility of test security.

*e. Mailing test materials.*

(1) Controlled test material will be double-wrapped and mailed using registered mail or any other traceable delivery method (with the exception of courier services).

(a) The inner envelope or package (also addressed) will be stamped with the following notation: “CUI Controlled Test Material to be Opened Only by APT Test Control Officer.”

(b) The outer package will not indicate it contains controlled test material or it is CUI.

(2) Test booklets, scoring keys, or devices or manuals must be sent using any traceable delivery method (with the exception of courier services). Scoring keys must be mailed separately from other test materials. Completed or partially completed answer sheets will be treated the same as scoring keys and mailed separately from other test components.

(3) Transmittal documentation must be included with all packages.

(4) Non-accountable test materials, such as blank answer sheets, may be sent by regular mail.

### **3–2. Loss, compromise, or possible compromise of test materials**

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

b. A test compromise situation can include, but is not limited to, the following:



(1) Unauthorized access to specific test material by examinees in any circumstance other than during a normal test administration session.

(2) Copying of any test material in whole or in part for any purpose, except as required for official purposes and under proper security conditions.

(3) Oral or written discussion about the contents of test material with examinees or between examinees.

(4) Possession of written answers of an exam at any time by an examinee.

(5) Removal of test material in any form (web-based, photograph, photocopied, or written down) by an examinee from the testing room.

(6) Leaving an examinee or group of examinees unsupervised at any time during a test administration session.

(7) Allowing potential examinees access to test materials when they are not testing.

(8) Removal of test material from storage areas by unauthorized personnel.

(9) Failure to properly secure test materials, including maintaining test material in an unlocked container in the testing room.

(10) Failure to properly destroy or dispose of test materials.

(11) Marking correct or incorrect answers on examinees answer sheet unless directed to by specific administration guidance.

c. Loss or possible unauthorized disclosure of Army personnel test materials may have Armywide implications. Upon discovery of loss, compromise, or suspected compromise, the following procedures will be strictly followed:

(1) The responsible TCO will—

(a) Immediately notify the local commander or the center commander in the case of USAR units.

(b) Suspend all testing on the jeopardized tests and impound all tests, test batteries, and completed answer sheets associated with the incident. Answer sheets completed before the compromise, suspected compromise, or loss will not be impounded. Separate the lost or compromised test materials in the safe or locked cabinet.

(c) Immediately notify the APT PM and appropriate headquarters POC. Include the following information:

1. Test name, answer sheet number, version, and date of exam.

2. Date of possible compromise.

3. Date compromise was reported to chain of command.

4. Detailed description of circumstances surrounding suspected loss or compromise.

5. Detailed description of current test administration security procedures, to include test material access and storage.

6. Name and contact information of the APT test site TCO.

(d) Have all personnel immediately write a memorandum for record on the chain of events.

(e) Start using the alternate exam if one or more alternate forms of the test are available and use is authorized by current directives.

(f) Resume testing with the form of the test or test battery concerned only when directed to do so by the APT PM.

(g) Continue testing with the jeopardized test or test battery if no other forms are available upon approval from the APT PM. Monitor all future testing sessions very closely for any evidence of compromise.

(2) The local commander will conduct an initial review and immediately notify the APT PM through command channels. If loss or compromise occurs at a location other than the main test site, the commander has an obligation to follow these guidelines. The initial review will include the following:

(a) Description of the material lost or compromised.

(b) Identity of the releasing party.

(c) The recipient.

(d) All other persons involved.

(e) Circumstances surrounding the loss or compromise.

(f) The recurrence of such an incident.

(3) The commander or State AG will ensure a thorough investigation of the compromise, possible compromise, or loss has been made and proper actions are initiated to prevent recurrence of loss or compromise of test materials. After the initial investigation has been reviewed by the APT PM, the commander or State AG may be directed to complete an AR 15–6 investigation.

(4) The APT PM will—

(a) Notify the test proponent and forward the initial review and information.

(b) Review the initial report and provide guidance to the APT test site TCO if an AR 15–6 investigation should be conducted.

(c) Review the investigative report and recommendations.

(d) Coordinate with the test proponent; DCS, G–1; Commander, Army Research Institute; and the Commandant, DLIFLC.

- (e) Authorize the major commander or State AG to resume testing or take other appropriate action.
- (5) The APT PM may authorize continued use of the jeopardized exam if no alternate forms exist.
- d. If circumstances surrounding the loss or compromise of Army personnel test material warrant further investigation, the commander will appoint an investigation officer as prescribed in AR 15–6. Upon the completion of the investigation, the commander will—
  - (1) Forward results through command channels to U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401, along with recommendations and actions taken to prevent future compromise or loss.
  - (2) Forward U.S. Army Military Enlistment Processing Command results to the Deputy Chief of Staff, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300.
  - (3) Direct resumption of testing with the test or test battery concerned when authorized by APT Program Office in conjunction with the proponent of the personnel program in which the test is used.
  - (4) Take further action, if requested by the APT PM.

### **3–3. Records of testing**

- a. *Test score transmittal data.* Activities conducting APT will prepare correspondence to transmit test scores to custodians of personnel records, selection and evaluation boards, or other agencies authorized to receive test scores. Testing activities will keep copies of this correspondence for 1 year in accordance with AR 25–400–2. Records will contain, as a minimum, the individual’s name, social security number, organization, and all parts and composite scores. These records are required to be recorded on personnel records or applications for programs for which the test was administered.
- b. *Testing operations records.* The TCO will maintain records of the items below. These records will be maintained in accordance with AR 25–400–2.
  - (1) Requisitions for test materials.
  - (2) Test materials received by automatic distribution or requisition.
  - (3) The number of each personnel test administered, including a separate count for each form of the test.
  - (4) The reasons for testing. Indicate whether the test is an initial test, first retest, second retest, third retest, and so forth.

### **3–4. Destruction or transfer of test materials**

- a. *Destroying test materials.* TCOs may destroy materials only when instructed by the APT PM under the following circumstances:
  - (1) When tests are withdrawn from use or become obsolete upon issuance of a replacement test.
  - (2) When test materials become mutilated or marked through use and cannot be made usable by erasing, transparent tape, or re-stapling.
  - (3) When the APT PM directs destruction.
- b. *Destruction actions.* TCOs will use methods outlined in this paragraph to destroy materials, unless the directive announcing their withdrawal gives specific retention guidance.
  - (1) Destruction will be accomplished by burning or shredding. Destruction of such test components will be accomplished by the TCO. If the TCO is not available, the ITCO or ATCO may accomplish the destruction.
    - (a) A witness must be present at the actual destruction. If burn bags are used, the witness must be present during the filling and sealing of bags. The witness can be a TE.
    - (b) A destruction certificate must be created to document the destruction. DA Form 3964 (Classified Document Accountability Record) must be used. The certificate must list every item by form number, description or title, form date, and serial number. The certificate must be signed and dated by either the TCO or ATCO and a witness to the destruction. The witness may be a TE.
    - (c) If shredding is the method of destruction, a quarter-inch, cross-cut shredder or smaller will be used. Shredders currently not meeting this standard are allowed; however, new purchases should conform to the more secure method of destruction.
  - (2) Segregation of test materials to be destroyed can be accomplished prior to the actual date of destruction. Destruction of test materials must be accomplished within 5 business days of removing items from current inventory. Segregated materials must be clearly marked for destruction so that all personnel are aware these items are not to be used. If possible, testing materials ready for destruction should be stored separately from current inventory. On the actual day of destruction, TCO, ITCO, or ATCO along with a witness must verify each item by nomenclature, date, and serial number before destruction.

(3) Test accounts are required to submit destruction certificates to the APT Program Office via email at [usarmy.knox.tradoc.mbx.armyu-access@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access@army.mil). Upon receipt of destruction records, the APT Program Office will update the test account inventory. Destruction documents must be maintained for a minimum of 5 years.

(4) After a DFLP exam has been superseded, the superseded version or test may be used for 90 days after the new version or test has been released. TCOs will immediately order revised tests when released. If a DFLP exam is replaced by a web-based test, previous exams will cease administration on the effective date of the web-based test.

(5) All superseded DFLP tests must be destroyed within the 90 days, unless otherwise directed by the APT PM.

*c. Transferring test materials.* TCOs may transfer surplus tests to other TCOs who need them.

(1) The transferring TCO must notify the APT PM.

(2) The activity commander must approve and monitor all transfers of CUI test materials between TCOs.

(3) Both TCOs will update the most recent inventory to reflect the transaction. The gaining and the losing TCOs will keep a copy of the document transferring test materials for 1 year in accordance with AR 25–400–2.

(4) Any transfer of test material between Services requires approval from each Service testing PM.

## **Chapter 4**

### **Test Administration**

#### **4–1. Standard test administration**

*a. General.* Testing procedures and conditions can affect test scores. Poor conditions may decrease examinees' test scores significantly below the scores of those tested under favorable circumstances. For this reason, Army tests must be given under standard conditions and procedures that give each person the opportunity to do their best. Such test conditions are outlined in this chapter.

*b. Authorized test instructions.* Specific directions for test administration and scoring are contained in manuals accompanying each Army personnel test. They must be strictly adhered to.

#### **4–2. Favorable test conditions**

*a. Administering tests.* The procedures for administering tests should bring out a person's best performance. Make sure the person who takes the test is—

(1) Reasonably free from distraction in the surrounding environment.

(2) Aware of the importance of and reasons for taking the test.

(3) Reasonably comfortable in the testing facility.

*b. Testing environment.* Ideal testing conditions are very hard to achieve. However, close attention to the following features will provide adequate conditions:

(1) Ensure a quiet testing room. Frequent or loud noises may interfere with test performance. Never give tests in a location where ordinary business is being conducted. Testing facilities located near areas where frequent loud noises occur should be soundproofed.

(2) Ensure testing instructions are loud and clear to all examinees. The APT personnel's voice must be clearly heard by all persons being tested. If a loudspeaker and microphone are used, place the speakers carefully.

(3) Arrange the testing room so the APT personnel can see or be seen by all persons being tested. In some cases, a raised platform or rostrum may be needed to improve visibility.

(4) Provide adequate, comfortable lighting for the room and working surfaces. Avoid shadows and strong glare on working surfaces.

(5) Control ventilation, temperature, and humidity to provide for the examinee's comfort. Do not conduct testing when environmental conditions interfere with concentration.

(6) Provide a flat, smooth working surface that is large enough to hold authorized test material. Chairs with writing arms may not be used for testing.

(7) Arrange the seating to allow adequate separation of examinees. Use alternate versions of the same test where available and not otherwise restricted by the governing directive. Distribute the versions of the test alternately so that adjacent examinees do not take the same version of the test.

(8) To prevent collaboration, no examinee may give or receive help on the meaning of test questions during the test.

(9) Give verbal and written information required by the Privacy Act of 1974 (Section 552a, Title 5, United States Code (5 USC 552a)) before the APT personnel reads the instructions.

(10) Confirm all examinees are comfortable and not fatigued, ill, or distracted. All examinees will complete and sign DA Form 5160 before being tested. If a person shows on this statement that there are personal conditions preventing optimum test performance, then testing will be rescheduled. The new test date should be acceptable to the TCO, the unit commander, and the person concerned. The examinee's signed DA Form 5160 will be maintained in

accordance with AR 25–400–2. It is the examinee’s responsibility to ensure they are fit, mentally and physically, to test.

(11) Do not test for more than 2 hours without a break or test more than 4 hours in one session. However, a break will not be given when testing with the ASVAB or Armed Forces Classification Test (AFCT). When more than one session is needed for the same examinee, recommend scheduling separate sessions on separate days, preferably mornings. Evening testing is not conducive to adequate evaluation of the examinee’s performance and should be avoided.

(12) No electronic devices such as watches, smartwatches, computers, smartphones, or cell phones capable of recording or transmitting video images or text messages are allowed in the testing room. If an examinee brings such items, the APT personnel will maintain the items in a predetermined location to prevent access during test administration. The APT personnel will request that all devices be silenced.

#### **4–3. Preparation for testing session**

*a. General.* Examiners will be selected for the quality of their speaking voice and ability to handle groups of people. If the examinees being tested are from many parts of the country, the examiner’s accent should be easily understood by all. Good testing administration requires—

- (1) Careful selection of the testing team.
- (2) Thorough preparation.
- (3) Following directions exactly.
- (4) Accurate timing.
- (5) Complete and continuous observation of examinees during testing session.
- (6) Care of test materials.

*b. Test examiner’s preparation.* The APT personnel will study the manual prescribing the procedures for administration of the test. This will help the TE to know the purpose and use of the test, the materials needed to give the test, the directions to be read, and the problems that may arise. The TE must be proficient in instruction delivery before testing. APT personnel must ensure access to testing platforms are granted and valid at least 24 hours prior to a scheduled testing session.

*c. Duties of proctors.* APT personnel will instruct the proctors in their duties. When practical, regular testing teams will be appointed to administer tests. Each proctor will be assigned responsibility for a certain section of the room. Before the testing period, proctors will check the materials to be used to make sure there are enough. They will know the order in which these materials are to be distributed and collected. While directions are being read and the test is being taken, proctors will patrol their assigned areas and observe test-taking behavior. They will—

- (1) Carry out in sequence all instructions given by the APT personnel.
- (2) Verify each examinee has the necessary materials for taking the test.
- (3) Ensure examinees are following directions correctly and they understand what must be done and how to do it. Proctors should be alert to detect and correct wrong methods of marking answers where separate answer sheets are used. They should observe the examinees in their section to be sure each is working on the proper part of the test during the prescribed time.
- (4) Ensure each examinee is doing their own work.
- (5) Excuse from the test any person who is or becomes too ill to continue.

#### **4–4. Administration of test**

*a. Initial process.* The APT personnel will check each examinee’s identification card upon arrival to ensure they are the person scheduled for testing. For each test session, examiner will fill out DA Form 7634 (Army Personnel Testing Test Log). Multiple examinees can be listed on each form. APT personnel may pass out the booklets, answer sheets, and special equipment after the examinees are seated or place test materials on the desks where examinees are to sit. Examinees are prohibited from bringing their own equipment such as calculators (including those on watches), pencils, or scratch paper into the testing room.

*b. Standard directions.* The APT personnel will read the oral directions from the administration manual of the test concerned. The oral directions will include a standard statement on the test to be given, how results will be used, and why it is important for each person to do their best. These remarks help to dispel anxiety and relieve tension, yet stress the necessity for earnest effort. The APT personnel will read the appropriate marked passages in each administrative manual aloud to the examinees. These directions will be read verbatim. They will not be paraphrased or given from notes or memory; nor will they be adapted to the APT personnel’s idea of what is more appropriate for local conditions unless directed to do so by the administration manual. After reading the directions, the examinees will be allowed to ask questions.

*c. Time limits.* Time limits stated in the test manual must be strictly observed. When a timer is not used, the start and stop times for each test or subtest will be conspicuously posted. APT personnel will review manuals carefully before giving a test to be sure they know how the time limits are to be applied. Some tests have parts that are separately timed. APT personnel must be sure examinees stop work when the time limit for a part of the test is reached and do not start to work on the next part of the test until the time for that part begins.

(1) All military members must 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 Servicemember and others. The Armed Forces gauge vital language ability, in part, by requiring all potential recruits to complete the ASVAB under certain time and format conditions without assistance. Any score obtained from an ASVAB given under different time restrictions or with some other type of assistance, such as a reader or translator, is invalid for enlistment purposes.

(2) Requests for extension to time limits or test aids based on the Americans with Disabilities Act (Public Law 101–336) when testing military personnel on any APT exam including the AFCT will not be approved.

*d. Standard test material.* Examinees will use pencil and paper only during the test session. They may not use unauthorized testing aids such as calculators, slide rules, and so forth. Army personnel tests were standardized on personnel who were required to take these tests using pencil and paper only. The value and accuracy of test scores can be affected by the procedures and conditions of test administration. Score norms are based on the administration of tests under standard conditions. Such standards are established for the benefit of both the examinee and the APT personnel. This will ensure there is an equal opportunity for examinees and proper testing and test control are possible.

*e. Computer-based testing.* The TE will prepare the computer system or rooms as directed for each test. Precautions will be made to ensure computer systems meet all minimum hardware and software specifications. The APT personnel will log in and oversee test administration. Examinees must not possess any electronic or data devices that could be used to copy or share test information.

#### **4–5. Answering examinees’ questions**

Routine questions, such as testing procedures, time limits, purpose, and uses of the test, will be answered by the examiner. Examiners and proctors will avoid revealing information that might influence the proper evaluation of the individual. At no time, including after the scoring of the test, will explanations or answers to test questions be furnished to examinees, command language programs managers, or commanders. At no time after the completion of testing will examinees be permitted to have access to their answer sheets.

#### **4–6. Handling cheating**

*a. Examples of cheating behaviors are—*

(1) Manipulating DA Form 4187 in any way since it certifies an individual’s eligibility for testing. The commander’s signature is not required for Soldiers in the rank of E–7 and above.

(2) Manipulating DA Form 5160 or falsely certifying eligibility for testing. Falsifying DA Form 5160 is punishable under the Uniform Code of Military Justice.

(3) Possessing test answers in any way, including, but not limited to—

(a) Memorizing the answers.

(b) Writing answers on scratch paper.

(c) Hiding answers.

(d) Attempting to copy another’s answers.

(e) Leaving the testing room and accessing answers.

(f) Discussing testing material with other examinees or potential examinees during the test, breaks, or afterwards.

(g) Leaving the testing room with test material or scratch paper.

(h) Using scratch paper when test guidelines do not allow it.

(i) Disregarding test administration directions (for example, beginning prior to the start time, turning to a previous subsection, or marking additional answers after time has expired).

*b. If an examinee is caught exhibiting any of the behaviors in paragraph 4–6a, the APT personnel must terminate the examinee’s testing and collect test materials. The TCO must—*

(1) Report incident through the chain of command to the Soldier’s commander.

(2) Report to the APT PM and component headquarters POC. The nature of the incident and potential impact on APT worldwide must be considered.

(3) Investigate how cheating was possible.

(4) Install safeguards and train testing staff.

(5) Ensure documentation regarding the test is posted to the individual’s personnel records.

c. If an individual is caught cheating during the exam, the individual will not be allowed to finish the exam. The exam will not be graded. The individual will be given the minimum possible score which will be posted in the individual's record.

#### **4-7. Collection and disposition of test materials**

a. *Collection.* After the signal to stop work has been given, materials will be collected as quickly as possible. All test forms and scratch paper, if provided, must be strictly accounted for. Test booklets must be collected from all examinees. They must be counted and examined to ensure no pages are missing or any major marks have been made before examinees are dismissed.

b. *Dismissal of examinees.* Frequently, some of the examinees may finish before the time limit for the test has expired. If these persons are permitted to leave before the end of the test, care will be taken to ensure they do not disturb the other examinees. The TE will be sure they have complied with all directions in the administration manual and that all testing materials and scratch paper have been turned in. Test materials, if applicable, will be checked for completeness prior to the dismissal of an examinee from the testing room for any reason.

c. *Disposition of mutilated or marked materials.* After each testing session, all answers or stray marks of any kind will be erased from test materials that are to be reused. If marks cannot be erased or if the booklet is worn or torn and cannot be repaired, it will be destroyed in accordance with paragraph 3-4b. All used scratch paper will be collected and destroyed as controlled test materials. All tests and testing supplies will be stored according to test security guidelines in paragraph 3-1.

d. *Retention of scored answer sheets.* Unless specific guidance is given in test directives, scored answer sheets for Army testing programs will be retained for 2 years by the element administering the tests (see AR 25-400-2). Scored answer sheets must be secured according to test security guidelines in paragraph 3-1. During the retention period, the scored answer sheets should be organized by date of testing. This is done to aid identification of answer sheets completed by particular individuals or groups. Answer sheets will be destroyed after 2 years by shredding or burning.

#### **4-8. Reporting test results**

a. The TCO or ITCO will report all test results to the person tested within 72 hours after the test has been scored. Scores should be explained to the person tested in terms of significance for the various personnel programs concerned. Under no circumstances will answers or explanation of answers be provided to the person tested.

b. Completed test answer sheets will not be returned to the examinees. The only information that will be furnished to the examinee is the test score or subtest scores and other administrative information found in the identification portion of the answer sheet.

c. Test scores will be reported to the individual's unit and Military Personnel Service Division for inclusion in personnel files.

d. A copy must be maintained in the local APT files for 2 years.

e. Scores will be reported on DA Form 330 (Language Proficiency Questionnaire) or memorandum as prescribed by the proponent.

#### **4-9. Retesting**

a. *Policies governing retesting.*

(1) Retesting may be permitted when acquired in-Service education, job experience, or training are considered to have changed the person such that the original score no longer is representative of the person's potential qualification for the following:

(a) Advancement.

(b) Specialized training.

(c) Retention in the Service.

(2) Retesting will be done as authorized by the regulation applying to the specific test and personnel selection program.

(3) Retesting may be permitted on any test when the APT PM determines that extenuating circumstances invalidated the test results.

(4) When possible, different versions of the test will be used for each retest.

b. *Time limits for retesting.* Retests on Army personnel tests will not be given until at least 6 calendar months have passed since the date of the last administration of the test unless extenuating circumstances exist or retesting complies with the regulation applying to the specific test and an ETP was submitted through the TCO and approved by APT PM.

*c. Retesting on the in-Service Armed Services Vocational Aptitude Battery or Armed Forces Classification Test.* Retest of Army enlisted personnel on the in-Service ASVAB or AFCT will consist of all components of the battery or test. Retesting may be authorized under one of the following conditions:

(1) Duty performance by the person reflects a progressively higher level of technical skill, verbal comprehension, or job knowledge.

(2) The person successfully completes preparatory high school instruction with IMCOM Army Continuing Education System (see AR 621–5).

(3) The person successfully completes the high school level general education development test.

(4) The person successfully completes the Basic Skills Education Program.

(5) The person is applying for officer candidate school, commission, or appointment as a warrant officer and does not have the required scores.

(6) The Regular Army member applies for immediate reenlistment in the Regular Army and does not have the required aptitude area scores of 85 or higher.

(7) When a U.S. Army recruiting battalion commander (or higher) requests, in writing, a Soldier be retested due to an ongoing investigation of recruiter misconduct or fraudulent enlistment, the TCO will administer the AFCT, test the individual, and provide results to the appropriate authorities.

*d. Requests for retesting of Regular Army, Army National Guard, and Army Reserve personnel.* Such requests will be initiated and signed by the company commander of the person concerned. Requests will be on DA Form 4187 and will contain the following information:

(1) Specific purpose for which retest is desired.

(2) Reasons previously attained scores are not considered valid or do not meet requirements.

(3) Extent of effort the person has made to improve their general ability and effectiveness in the Army since the last test was given.

(4) Date and score attained on each previous test. This may be extracted from the individual's personnel record.

*e. Retesting of Defense Language Aptitude Battery or Defense Language Proficiency Test.* Requirements and authority for retesting of DLAB or DLPT are found in AR 11–6 and DoDI 5160.71.

*f. Approval of retesting of Regular Army, Army National Guard, Army National Guard of the United States, and U.S. Army Reserve personnel.*

(1) Requests for retesting as an ETP will be forwarded through the TCO to U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401.

*g. Recording and use of test scores.* Scores of authorized Army personnel tests will be recorded on the individual's personnel qualification record. These scores will be used in lieu of previously attained scores for all classification, selection, training, assignment, or retention purposes.

*h. Invalidate test scores.* The APT PM has the authority to invalidate test scores based upon documented justification (compromise, cheating, and so forth). Most recent test scores will be used as the score for record unless they are invalidated by APT Program Office.

*i. Retention of requests for retesting.* Activities administering tests will keep copies of requests for retesting. These requests will be kept in accordance with AR 25–400–2, as applicable.

## **Chapter 5**

### **Procurement and Release of Army Personnel Test Materials**

#### **5–1. Procurement**

*a.* The APT PM will announce the availability of newly developed Army personnel test materials by a message on the APT Program milSuite website at <https://www.milsuite.mil/book/groups/army-personnel-testing-program>. Requisitions will be sent to U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401 or email [usarmy.knox.tradoc.mbx.armyu-access@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access@army.mil).

(1) For other Service testing sites, requisition ASVAB and AFCT material from U.S. Army Publishing Distribution through the Army Publishing Directorate website at <https://armypubs.army.mil/>.

(2) For other Service testing sites, requisition DLAB and DLPT material from U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401 or email: [usarmy.knox.tradoc.mbx.armyu-access@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access@army.mil).

b. The APT Program Office will provide test materials to designated TCOs of specific elements of the Regular Army or Reserve Components. These elements are authorized or directed by ARs to use Army personnel test components. The written appointment of the TCO must be on file with the APT PM. It is mandatory that TCOs requisition only the amount of test materials that is actually needed to carry out their testing mission.

c. When test materials are desired for a purpose not specifically authorized in a directive, the requisition for or request to use test materials will be sent to U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401 for necessary action. Request must be signed by person in a position of authority within the activity. A detailed justification must accompany such a requisition or request. The justification will state the purpose for which the test will be used, the number and type of personnel to be tested, and the qualifications of those who will be administered the test.

## **5–2. Release of test materials**

### *a. Release policies.*

(1) Copies of Army personnel test components may be released to proper representatives of Federal, State, or local government agencies; friendly foreign governments; and private organizations and individuals as provided by law or regulation. These releases will be made only if it does not jeopardize the usefulness of the test materials for current or future DA and DoD purposes. In addition, releases must comply with the specifications of AR 25–22, AR 25–55, and 5 USC 552.

(2) The DCS, G–1 will establish policy for the release of Army personnel test materials (except foreign language aptitude and proficiency tests). The DCS, G–1 will make final determination for such release.

(3) The Commandant, DLIFLC, in conjunction with Defense Language Service Center, will set policy for the release of foreign language aptitude and proficiency test materials and will make final determination for their release.

(4) CG, TRADOC will release other Army personnel test materials in conformance with policy established by DCS, G–1.

(5) Requests for release of Army personnel tests will be sent to U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401 or email [usarmy.knox.tradoc.mbx.army-access@army.mil](mailto:usarmy.knox.tradoc.mbx.army-access@army.mil). In the case of release of Army personnel test materials, the gaining Government agency or foreign government may be requested to furnish operating statistics resulting from the use of these materials.

*b. Special control for foreign government requests.* Correspondence and materials to be forwarded to friendly foreign countries will be reviewed by the APT PM for technical factors or reasons of sensitivity. They will be transmitted as follows:

(1) Replies that contain classified materials will be routed through the Assistant Chief of Staff for Intelligence (ACSI) (DAMI–FL), Washington, DC 20310, when sent to—

- (a) Military assistance advisory groups and missions.
- (b) Friendly foreign attachés in Washington, DC.
- (c) Friendly governments to addresses outside CONUS.

(2) Replies that contain only unclassified material will be routed as follows:

- (a) Direct to military assistance advisory groups and missions.
- (b) Through the ACSI (DAMI–FL) when sent to foreign attachés or other officials of friendly foreign governments.
- (c) Through the ACSI (DAMI–FL) when sent to an unofficial representative or nongovernmental person of a friendly foreign country.

(3) The ACSI (DAMI–FL) will coordinate replies with the Director of Counterintelligence (DAMI–CI) to ensure the release of such information is within the constraints of national disclosure policy.



## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 25–22**

The Army Privacy and Civil Liberties Program (Cited in para 5–2a(1).)

###### **AR 25–55**

The Department of the Army Freedom of Information Act Program (Cited in para 5–2a(1).)

###### **AR 350–20**

Management of Defense Foreign Language Training (Cited in para 1–11d(1).)

###### **5 USC 552**

Public information; agency rules, opinions, orders, records, and proceedings (Available at <https://uscode.house.gov/>.) (Cited in para 5–2a(1).)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read a related publication to understand this regulation.

###### **AR 11–2**

Managers' Internal Control Program

###### **AR 11–6**

Army Foreign Language Program

###### **AR 15–6**

Procedures for Administrative Investigations and Boards of Officers

###### **AR 25–30**

Army Publishing Program

###### **AR 25–400–2**

Army Records Management Program

###### **AR 600–8–104**

Army Military Human Resource Records Management

###### **AR 601–210**

Regular Army and Reserve Components Enlistment Program

###### **AR 614–200**

Enlisted Assignments and Utilization Management

###### **AR 621–5**

Army Continuing Education System

###### **DA Pam 25–403**

Army Guide to Recordkeeping

###### **DA Pam 600–8**

Military Human Resources Management Administrative Procedures

###### **DoDI 5160.71**

DoD Language Testing Program (Available at <https://www.esd.whs.mil/>.)

###### **DoDI 5200.48**

Controlled Unclassified Information (CUI) (Available at <https://www.esd.whs.mil/>.)

**Public Law 101–336**

Americans with Disabilities Act of 1990

**Public Law 110–325**

ADA Amendments Act of 2008

**5 USC 552a**

Records maintained on individuals (Privacy Act of 1974) (Available <https://uscode.house.gov/>.)

**Section III****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>).

**DA Form 5160**

Test Administration Statement (Prescribed in para 2–18*d*.)

**DA Form 7633**

Army Personnel Testing Material Check-In and Check-Out Log (Prescribed in para 2–4*a*.)

**DA Form 7634**

Army Personnel Testing Test Log (Prescribed in para 4–4*a*.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 330**

Language Proficiency Questionnaire

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 3964**

Classified Document Accountability Record

**DA Form 4187**

Personnel Action

## Appendix B

### Standard Operating Procedure

#### B–1. Purpose

An SOP provides continuity with personnel changes at test sites and can be a vital instrument when training test staff. An SOP contains detailed step-by-step instructions to control the daily test center operations developed locally for each APT test site. SOPs should be easy to read, understand, and follow.

#### B–2. Standard operating procedures guidelines

##### *a. General information.*

- (1) List of exams administered at the test center.
- (2) Layout of test facility, room assignments, and so forth.
- (3) Duties of all testing staff.
- (4) How are TCO changeovers managed (test security, appointment orders, inventory, training, and so forth)?
- (5) How is the internal control evaluation performed? By whom? Where are copies of DA Form 11–2 (Internal Control Evaluation Certification) maintained?

##### *b. Scheduling procedures.*

How is scheduling handled? Is there a calendar of specific dates with specific exams or is scheduling based upon requests by individuals?

##### *c. Eligibility.*

- (1) How is eligibility determined for each examinee? Soldiers are required to submit DA Form 4187, ROTC cadets must submit memo, testing other Servicemembers' guidelines, and so forth.
- (2) How do you ensure eligibility requirements are met prior to testing?
- (3) How do you communicate with CLPMs or local units?

##### *d. Preparation for test administration.*

- (1) Are test administration guidelines, to include test environment, available?
- (2) Who handles gathering the material, preparation, and setup for test administration?
- (3) How are test logs filled in to remove materials from the safe?
- (4) What type of equipment do you use?
- (5) Are back-up systems available in the event that problems arise?
- (6) Who is authorized to handle equipment?
- (7) Who maintains the testing log of Soldiers and what booklets were used on specific test dates?

##### *e. Test administration.*

- (1) Ensure the test administration statement is signed by every examinee.
- (2) Perform briefing of examinee responsibilities.

##### *f. After-test procedures.*

- (1) How are test materials gathered from examinees and checked to ensure all materials are present?
- (2) Who returns materials to the safe?
- (3) Who completes test log returning materials to the safe?

##### *g. Army Personnel Testing records.*

- (1) Where are score reports stored?
- (2) How are score reports organized?

##### *h. Test security.*

- (1) How are test materials stored and organized?
- (2) Mail procedures, mail security, and message handling.
- (3) Compromise policy and procedures.
- (4) Who is responsible for receiving and inventory test materials?
- (5) Who is authorized access to test material?
- (6) Where is the test log and how is it maintained when test materials are removed from the safe?
- (7) How are compromised or suspended materials secured?
- (8) Are suspended materials isolated from other materials in files with a note regarding compromise or suspension?

##### *i. Test inventory.*

- (1) Who is responsible for ordering test materials and ensuring test site maintains adequate stock of answer sheets?
- (2) Who conducts and how do they conduct local quarterly physical inventory?
- (3) How are materials segregated for destruction?

(4) How is the destruction process accomplished? Is there a witness present and a TCO or ATCO signature on all destruction documents?

*j. Additional information.*

(1) Has a database or filing system been created to track testing? How is that used?

(2) Has communication been established with supported units and Soldiers?

(3) Are there other unique situations to the test site that should also be outlined concerning APT issues?

## Appendix C

### Army Personnel Testing Facility Annual Review

#### C–1. Purpose

The purpose of this review is to assist TCOs and other responsible personnel in evaluating APT operations.

#### C–2. Instructions

Answers must be based on the actual testing of key operational requirements such as documents analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be expanded and corrective action indicated in supporting documentation. It is required these operational requirements be evaluated each year.

#### C–3. Test questions

- a.* Does the TCO meet requirements as outlined in AR 611–5?
- b.* What training has been completed by the APT test site personnel?
- c.* Are there valid appointment orders for all APT test site personnel on file with the APT Program Office for the test account?
- d.* What type of security container is used?
- e.* Who has regular access to or knows the combination of the safe or security container where APT exams are stored?
- f.* Has the combination of the safe or security container been changed every time a new TCO, ATCO, or TE been appointed?
- g.* Are other types of exams (such as Defense Activity for Non-traditional Education Support, end-of-course tests, and so forth) stored in the same safe with APT exams? If so, are they in the same drawer?
- h.* Are suspended test materials segregated from current materials to prevent accidental usage?
- i.* If a test package arrives when TCO, ITCO, or ATCO is absent, what is done with the package?
- j.* Who opens the test packages, compares the contents with packing lists, and stores the exams in the safe?
- k.* By what method does the TCO, ITCO, or ATCO log incoming APT tests?
- l.* What shipping method is used to return test packages?
- m.* How often does the TCO, ITCO, or ATCO inventory APT exams?
- n.* What identification is required for admittance of the examinee for testing?
- o.* Does the test center maintain test logs for 2 years?
- p.* Is the APT test inventory conducted and submitted to APT Program Office annually?
- q.* Do the test booklets in the safe appear to be worn or damaged?
- r.* Is the safe or security container located in such a way to restrict access to authorized personnel only and under the surveillance of testing personnel?
- s.* Does testing occur under favorable testing conditions (for example, well-lighted, quiet testing room with proper separation of examinees)?
- t.* Are proper scoring and reporting procedures followed?
- u.* Does computer or automation equipment meet minimum requirements as prescribed by the proponents?

## Appendix D

### Internal Control Evaluation

#### D–1. Function

The function covered by this evaluation is the APT Program.

#### D–2. Purpose

The purpose of this evaluation is to assist TCOs and other responsible personnel in evaluating key internal controls. It is not intended to cover all controls.

#### D–3. Instructions

Answers must be based on the actual testing of key internal controls such as documents analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be expanded and corrective action indicated in supporting documentation. It is recommended that these internal controls be evaluated each year, but are required to be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2.

#### D–4. Test questions

- a.* Are there valid appointment orders for all APT test site personnel on file with the APT Program Office for the test account?
- b.* Has the TCO, ITCO, or ATCO verified the APT account validation form on the APT Account Validation milSuite page at <https://www.milsuite.mil/book/groups/apt-account-validations?>
- c.* Are unauthorized personnel (such as linguists or personnel (or spouses of such personnel) required to take an APT test) assigned TCO, ATCO, or TE duties?
- d.* Do all testing personnel have access to AR 611–5, AR 11–6, APT guidance, and APT messages?
- e.* Are local APT SOPs available?
- f.* 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?
- g.* Are the proper security containers used as outlined in AR 611–5?
- h.* Are scoring keys stored in a separate drawer or container from the test booklets and cassettes?
- i.* Are completed answer sheets secured in a safe or locked container?
- j.* Is a physical inventory of APT materials performed quarterly?
- k.* Did the test account's last annual inventory submission to the APT Program Office reconcile successfully?
- l.* Are test materials inventoried immediately upon receipt?
- m.* Are all outgoing packages of test materials and completed answer sheets double-wrapped, properly marked and addressed, and mailed using certified or registered mail?
- n.* Do all outgoing packages include transmittal documentation?
- o.* Are proper procedures followed in securing, transferring, maintaining, and destroying test materials and test score reports, including during test administration?
- p.* Are proper test instructions followed as outlined in manuals for each test?
- q.* Does testing occur under favorable testing conditions (for example, well-lighted, quiet testing room with proper separation of examinees)?
- r.* Are all test eligibility requirements adhered to, including the 6-month retest policy?
- s.* Are APT records maintained for a minimum of 2 years?

#### D–5. Supersession

This evaluation replaces the evaluation previously published in AR 611–5, dated 9 December 2015.

#### D–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to U.S. Army Training and Doctrine Command, Army Credentialing and Continuing Education Services for Soldiers, Army University, Army Personnel Testing Program Office, 1600 Spearhead Avenue, Department 410, Fort Knox, KY 40122–5401 or by email to [usarmy.knox.tradoc.mbx.armyu-access@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access@army.mil).

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACCESS**

Army Credentialing and Continuing Education Services for Soldiers

**ACSI**

Assistant Chief of Staff for Intelligence

**AFCT**

Armed Forces Classification Test

**AG**

adjutant general

**AGR**

Active Guard Reserve

**AMC**

U.S. Army Materiel Command

**APT**

Army personnel testing

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**ArmyU**

Army University

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASVAB**

Armed Services Vocational Aptitude Battery

**ATCO**

alternate test control officer

**CAR**

Chief of Army Reserve

**CG**

commanding general

**CLPM**

command language program manager

**CNGB**

Chief, National Guard Bureau

**CONUS**

continental United States

**CPAC**

Civilian Personnel Advisory Center

**CUI**

controlled unclassified information

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DAC**

Department of the Army Civilian

**DCS**

Deputy Chief of Staff

**DFLP**

Defense Foreign Language Program

**DLAB**

Defense Language Aptitude Battery

**DLIFLC**

Defense Language Institute Foreign Language Center

**DLPT**

Defense Language Proficiency Test

**DoD**

Department of Defense

**DoDI**

Department of Defense instruction

**ETP**

exception to policy

**GS**

general schedule

**HQDA**

Headquarters, Department of the Army

**IMCOM**

U.S. Army Installation Management Command

**ITCO**

interim test control officer

**PM**

program manager

**POC**

point of contact

**ROTC**

Reserve Officers' Training Corps

**RRS-A**

Records Retention Schedule-Army

**SOP**

standard operating procedure

**TCO**

test control officer

**TE**

test examiner

**TRADOC**

U.S. Army Training and Doctrine Command



**USACC**

U.S. Army Cadet Command

**USAR**

U.S. Army Reserve

**USC**

United States Code

**Section II****Terms****Army testing site**

An Army activity or organization with an approved test account from the APT Program Office responsible for administering and scoring Army personnel tests.

**Test status: current**

When an examination is being used.

**Test status: rescinded (or discontinued)**

When an examination is not being used, but no replacement has been designated.

**Test status: superseded**

When an examination is not being used and a replacement has been designated.

**Test status: suspended**

When an examination cannot be used until further notice.

**UNCLASSIFIED**

**PIN 004410-000**