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Army Credentialing and Continuing Education Services for Soldiers

Army Personnel Testing Test Control Officer Handbook (APT TCO HB)

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APT Microsoft Teams Channel: [TRADOC CAC AU ACCESS APT | General](#)

16 July 2025

The objective of this handbook (HB), often referred to as the APT TCO HB, is to offer policy guidance and procedural instructions to APT Authorized Users for effective administration of the APT Program. Refer to AR 611-5, AR 11-6, and SIFT Manual for any updates that occur after the date of this HB.

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Typographic Conventions

Type of Text	Visual Appearance
<u>Internal hyperlink</u>	Links to <u>another part of this document</u>
<u>External hyperlink</u>	Link to <u>external Uniform Resource Locator (URL)</u> (i.e., web page)
Blue Text Boxes	<i>Indicates critical information that must not be ignored/important notes about operations.</i>
Orange Text Boxes	Notes/helpful information for the Test Site

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Summary of Changes

SUMMARY OF CHANGES

This revision includes the following, from 10 January 2025 to 16 July 2025—

- Added DA PAM 611-256-2 within the Additional Regulations & Policies section.
- Added clarification on CLPM communication process.
- Added clarification on signature authority.
- Added clarification on the amount of Test Sites and Authorized Users listed on appointment orders.
- Added the required signage that must be posted within the testing facility.
- Added DMDC emails for iCAT-AR and DLPT-AR.
- Added clarification to the Annual Account Validation Process.
- Added information regarding SM's military IDs.
- Added clarification to the N/S rescheduling on the OARS website.
- Added clarification to the INV marking within the iCAT-AR and DLPT-AR websites.
- Added MEPSCOM information for ASVAB testing.
- Added clarification to DLAB Eligibility for civilian testing.
- Added information on locating the "Show Available Test" within DLPT-AR website.
- Added clarification on NEN.
- Added more information on civilian testing for DLPT.
- Added more information on civilian testing for OPI.
- Added information on re-entry/interservice transfer for SIFT exam.
- Added note about scheduling exams without an ETP from the APT PM.
- Added information about DLAB retesting policy.
- Added information about DLAB Waiver Approvals.
- Added clarification on the DLPT Waiver Approvals.
- Added clarification on verbatim statement requirements for DLPT and DLAB exams.
- Added clarification on Sister Service registrations within the DLPT-AR and iCAT-AR websites.
- Clarification on Sister Service requirements and process.
- Added clarification on authorized signatures for ETPs submitted to the APT Program Office.
- Added clarification on Sister Service score conversions authorized signature.
- Added clarification on Sister Service historical score report requests.
- Added clarification on Memorandum for Records.
- Added clarification on the Army Warrant Officer Application.
- Added clarification on Sister Service Members within the Army Warrant Officer Application.

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OVERVIEW

The Army Personnel Testing (APT) Program is a comprehensive testing operation that includes standardized tests to ascertain eligibility for specialized training and to aid the Army's personnel selection and classification process, including language proficiency testing. The APT Program comprises a network of testing facilities, test accounts, and testing personnel trained to ensure consistency and fairness for each examinee.

Scope

The term "personnel testing" encompasses a wide range of elements, including:

- Test Booklets
- Web-based database of test questions
- Computers that can access test questions via the web or network.
- All ancillary materials such as answer sheets, scoring keys, conversion tables, and manuals for administration and scoring.
- Web-based systems, including the hardware and software used for administration and scoring.
- Scratch paper
- Forms used to record results.

The term "APT Personnel" is defined as individuals who require appointment orders to be assigned to a Test Site Account and includes:

- Test Control Officer (TCO)
- Interim Test Control Officer (ITCO)
- Alternate Test Control Officer (ATCO)
- Test Examiner/Test Administrator (TE/TA)
- Test Proctor

The term "Authorized User" is defined as APT Personnel who require access to the APT Databases to conduct their duties and responsibilities and includes:

- TCO
- ITCO
- ATCO
- TE/TA

The term "exam" and "test" are used interchangeably. The term "examinee" refers to the individual needing to take the exam. The term "Examiner" refers to the Authorized User.

APT Communication Business Policy

This business policy is designed to enhance communication and boost the effectiveness of APT Program Operations. If you require support or assistance from the APT Program Office, please adhere to the following guidance: **All inquiries must** be submitted to the APT Group Mailbox by an Authorized User with the Test Site Identifier (ID) (TXXXX) number listed in the SUBJECT line of the email. Authorized Users are defined in the [APT Test Sites](#) section under “Authorized Users”.

All inquiries submitted by non-authorized Test Site personnel will not be processed and will be directed to their local Education Center/Test Site.



APT Group Mailbox: usarmy.knox.tradoc.mbx.armyu-access-apt@army.mil

Example of Email Subject Line:

T0001_Personnel Update

Do not email the APT Program Office Personnel personal emails. If there are any changes to the APT Program Officer Personnel and the systems have not been updated the request will go unanswered. If the APT Program Office Personnel are out of office the emails will go unanswered until they return. **To receive the most efficient customer service, email the APT Group mailbox.**

All emails submitted to the APT Group Mailbox are treated as official military records.

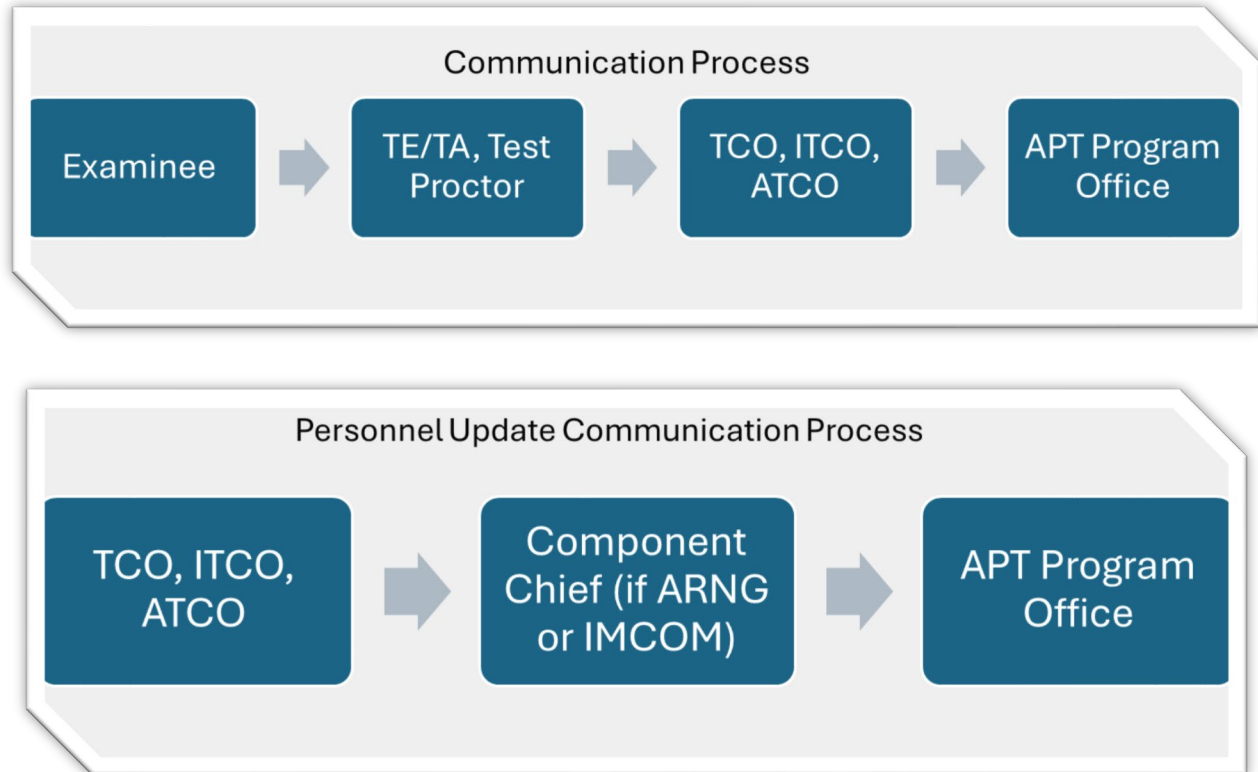
The Training and Doctrine Command (TRADOC) Common Access Card (CAC) Army University (ArmyU/AU), Army Credentialing and Continuing Education Service for Soldiers (ACCESS) APT Teams Channel: [TRADOC CAC AU ACCESS APT | General | Microsoft Teams](#) is a community of practice to share thoughts, questions, and acquire all relevant documentation, which includes templates, regulations, policies, as well as any exam application outages and announcements from the APT Program Manager (PM).

Non-Authorized Users are not authorized access to the APT Teams Channel or the documents within the APT Teams Channel. If the examinee needs the document, the Test Site will download a copy and provide the document.

Overview

All Army National Guard (ARNG) Test Sites **must** contact the ARNG Point of Contact (POC) before contacting the APT Program Office (see [Appendix C: Point of Contacts](#)).

Personnel updates procedures are located within the [Test Site Personnel Updates](#) section.



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

Critical updates will be posted in the general chat within the APT Teams Channel such as scheduled updates, Defense Manpower Data Center (DMDC) power outages, immediate suspension of tests, etc.

Encrypting Emails

The APT Group Mailbox encryption does not always work and affects certain emails. (The APT Program Office does not have a list of which email types are affected). All emails that have documents, information in the body, subject line, etc. that contain Personally Identifiable Information (PII) **must be encrypted**.

If the user receives a message stating that the email cannot be sent encrypted, unencrypt the email, remove the documents and/or language that contains the PII and request the APT Program Office to encrypt the email.

The APT Program Office Personnel will encrypt the reply and provide their personal email address (if the user cannot send the email). The Authorized User should first try to send the documents to the replied email. **IF** the error message persists, then the Authorized User should send the information/document/request to the personal email provided.



APT GOVERNING ARMY REGULATIONS & POLICIES

This handbook (HB) is to be used in conjunction with the below regulations, referenced regulations, and various test administration manuals (see [Appendix A: References](#) and [Appendix D: Websites and Links](#)).

To verify that this HB is the up-to-date version, navigate to the APT Teams Channel -> Regulations, Policies, Memorandums folder -> [APT Program Policy](#) folder.

AR 611-5: Personnel and Classification Testing

Army Regulation (AR) 611-5 sets the policy for:

- Test Site responsibility.
- Test Site Personnel responsibilities.
- Requirements for Armed Forces Classification Test (AFCT) and Armed Forces Vocational Aptitude Battery (ASVAB).
- Outlines the process for forwarding inquiries and requests related to the APT Program.

It applies to:

- The Regular Army (RA)
- ARNG/Army National Guard of the United States (ARNGUS)
- The United States (U.S.) Army Reserve (USAR)
- United States Military Academy (USMA)
- Reserve Officer's Training Corps (ROTC)

AR 611-5 is the APT Program's guiding concept; read it carefully before sending inquiries to the APT Group Mailbox. The more preliminary research you undertake on your end, the faster the APT Program Office Personnel can respond to the request or query. AR 611-5 can be found on Army Publications (Army Pub) under "Publications" - [AR 611-5](#) (open the hyperlink, download and save the "Portable Document Format (PDF)" link).

AR 11-6: Army Foreign Language Program

AR 11-6 outlines policies and procedures for:

- Providing linguist support to military operations.
- Command Language Program Manager (CLPM) and Language Proficiency User (LPU) responsibility and requirements.
- Requirements for Defense Language Proficiency Test (DLPT), Defense Language Aptitude Battery (DLAB), and Oral Proficiency Interview (OPI).

It applies to:

- RA
- ARNG
- USAR

Furthermore, this regulation sets minimum proficiency standards, establishes program planning and reporting requirements, and inspection standards for:

- The Army Command Language Program

Additionally, this regulation details the responsibilities for the management of the Army Linguists and policy for the payment of the Army's Foreign Language Proficiency Bonus (FLPB). AR 11-6 can be found on Army Pubs under "Publications" - [AR 11-6](#) (open the hyperlink, download and save the "PDF" link).

AFCT Web-based User's Guide

The AFCT Web-based User's Guide is intended for individuals authorized to administer web-based AFCT and ASVAB exams. The guide assists Test Site Authorized Users in preparing to administer exams (registering examinees) and readying the Test Site to ensure it operates in accordance with (IAW) the regulations specified: AR 611-5 and in this HB.

The User's Guide is located on the Internet-based Computerized Adaptive Testing Authorization & Reporting ([iCAT-AR](#)) website within the "Documents" hyperlink located in the upper right-hand corner near the "Contact" and "Log Off" hyperlinks. **Please reference the "Document" hyperlink as it is updated frequently.**

DLPT/DLAB Web-based Test Admin Guide

The DLPT Web-based User's Guide is intended for individuals authorized to administer the DLPT and DLAB exams. The guide assists Test Site Authorized Users in preparing to administer exams (registering examinees) and readying the Test Site to ensure it operates IAW the regulations specified: AR 11-6 and in this HB.

The User's Guide is located on the Defense Language Proficiency Test – Authorization & Reporting ([DLPT-AR](#)) website within the “Documents” hyperlink located in the upper right-hand corner near the “Contact” and “Log Off” hyperlinks. **Please reference the “Document” hyperlink as it is updated frequently.**

Additional Regulations & Policies

- Department of Defense (DoD) Instruction ([DoDI](#)) [5160.71](#)
- OPI User's Guide (located on OPI Authorization and Reporting System ([OARS](#)) website, under “Help”, “Army ETP Request”).
- Selection Instrument for Flight Training (SIFT) Manual (located on the [SIFT](#) website).
- [DA PAM 611-256-2](#) – Selection Instrument for Flight Training Information
- Army University [APT Resource page](#).
- Defense Language Institute Foreign Language Center ([DLIFLC](#)) [Resource](#) page.

Additional regulations, policies, and memorandums are located on the APT Teams Channel: APT Teams Channel -> [Regulations, Policies, Memorandums](#) folder or [Language Release Memos](#) folder.

Additional regulations and policies referenced in this HB is located in the [Appendix A: References](#) and linked in [Appendix D: Websites and Links](#) sections.

APT TEST SITES

The term “Test Account” or “Test Site” refers to an activity or organization, approved by the ACCESS ArmyU APT PM, where APT exams are administered. Each Test Account is assigned a unique identifier known as “Test Account Identifier” or “Test Site ID” (for example, T0001).

The APT Program Office uses the Test Site ID to identify the Test Account. It is crucial that **all** Test Site Authorized Users are aware of their Test Site ID. The Test Site ID must be annotated within any document submitted to the APT Program Office for processing.

Every Test Site location, where a Soldier will test, will have its own Test Site ID attached to the exam and the Soldier to ensure proper accountability, oversight, and tracking of issues. Each Test Site must maintain and follow the Local Standard Operating Procedure (SOP) IAW AR 611-5.

Failure to submit/update TCO information, provide security of test materials, or maintain a SOP may result in closure of the delinquent Test Site.

Submit updates whenever there is a change in contact information for the Test Site.

Test Sites participating in the Future Soldier Prep (FSPC) and/or Academic Skills Development Program (ASDP) **must** follow all Test Site procedures outlined in this HB.

Authorized Users

All Test Accounts must have one or more of the following roles IAW AR 611-5:

- TCO – authorized one per Test Site
- ITCO – authorized one per Test Site, if the TCO will be out-of-office for more than 30 days not to exceed 90 days.
- ATCO – no limit to the amount
- TE/TA – no limit to the amount.

The only role required to establish a Test Site is the TCO. Additional roles are not needed, however, depending on the demand, additional roles may improve the Test Site workflow. All

No authorized users may have more than one role assigned with one Test Account. (i.e., T0001 – John Doe (TCO), John Doe (ATCO))

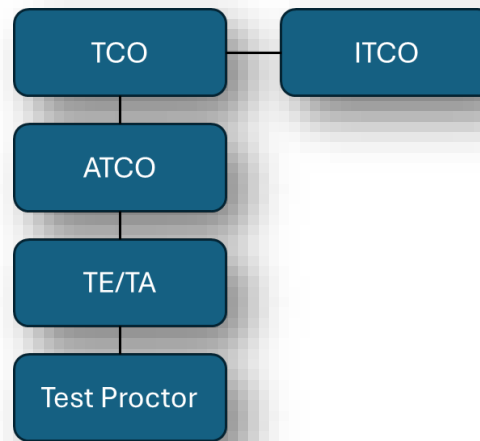
roles are authorized to perform the duties of the User Roles below their role; however,

APT Test Sites

they cannot perform the duties above their role. For example, a TCO can perform the duties of a TE, but a TE cannot perform the duties of a TCO.

Role Hierarchy:

1. TCO/ITCO
2. ATCO
3. TE/TA
4. Test Proctor



Test Site Authorized Users/Test Proctors (APT Personnel) are the **only** authorized personnel allowed in the testing facility besides the examinees.

Conflict of interest within the APT Test Sites could potentially harm the credibility of the APT Program. To avoid such conflicts, certain personnel **cannot** and **will not** be appointed as Authorized Users:

- Test Proctors
- CLPM
- LPU
- Linguists and spouses
- Language Instructors and spouses
- Basic Skills Instructors and spouses
- Recruiters and spouses
- Retention Non-Commissioned Officers (NCOs)
- DoD Contractors (including retired military personnel) as TCO/ITCO, however, can be appointed at ATCO/TE/TAs.
- DoD Contractors who are also members of the ARNG or USAR cannot serve as the TCO/ITCO while acting in a contractor capacity.

APT Test Sites

Test Control Officer

To ensure that test administration procedures and security protocols are followed, the TCO **must** have administrative authority over the Test Site during test administration. A Test Site **must** have a TCO or ITCO assigned to the Test Site. The APT PM has the authority to close the Test Site IAW AR 611-5 if there is not a TCO or ITCO assigned. One TCO or ITCO can be appointed to the Test Site at one time.

Authorized to hold the position:

- Military Service Members (SM) (E-7 or above)

Authorized to hold the position **if there are no available** Commissioned Officer, Warrant Officers, or senior enlisted Soldier in the grade of E-7 or above:

- Department of the Army (DA) Civilian (DAC) employee General Schedule (GS) (GS-05 or above)
- Any ARNG or ARNGUS technician or Active Guard Reserve (AGR) (E-6 or above)

Responsibilities:

- Advise the installation, organization, activity commander, or State Adjutant General (AG) on the administration of personnel testing programs under the jurisdiction of the command.
- Manage APT operations providing primary oversight and safeguarding of the APT Test Account.
- Ensure all personnel in the testing facility are IAW the required regulations in Appendix A of AR 611-5, test administration and scoring manuals, and directives from the APT PM.
- Maintain a testing facility (Test Site) Local SOP.
- Ensure all personnel assigned to the Test Site are thoroughly trained regarding test security, test administration, and have completed, and passed the relevant APT training courses, and reviewed the Test Site Local SOP upon their assignment.
- Initiate APT Facility Annual Review process.
- Monitor all procedures prescribed in the Local SOP.
- Ensure all test results are reported within three business days to examinees.
- Ensure testing is properly handled and administered, which will ensure test booklets, scoring keys, and complete answer sheets are handled only by authorized personnel.
- Ensure all test results are transmitted to the electronic military personnel office for inclusion in individual personnel records.

APT Test Sites

- 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.
- Ensure accurate and up-to-date inventories are maintained for test materials and that test materials are always accounted for.
- Ensure only current tests are used.
- 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.
- Ensure timely reporting of all testing irregularities to local chain of command and APT PM at usarmy.knox.tradoc.mbx.armyu-access-apt@army.mil. Test irregularities submitted to the APT PM are to be reported through a Memorandum for Record (MFR) – located on APT Teams Channel -> Required Memos -> [MFR](#) folder. (**Do not edit the documents.** **Download and save the document** to your desktop before adding the information into the document.)
- Ensure individual testing accounts are active prior to conducting testing. **Requests for account reactivation must be submitted at least 48 business hours in advance.**

If out-of-office for any period-of-time, it is their responsibility to ensure that the remaining Authorized Users have access to all testing regulations, messages, and resources. **No test account may remain open without an assigned TCO or ITCO assuming responsibility for it.** If the TCO is aware that they will be out-of-office, for more than 30 days, the TCO will submit the required information needed to assign an ITCO to the Test Site (see Test Site Personnel Updates -> [Adding/Removing Users](#) -> Adding Authorized Users section).

If an emergency occurs and the TCO is unable to provide the required information for updating personnel to the APT Program Office, the Education Services Officer (ESO) or Directorate of Human Resources (DHR) will submit the required information needed to add an ITCO to the Test Site (see Test Site Personnel Updates -> [Adding/Removing Users](#)) to the APT Office as soon as possible.

All Authorized Users **must** report any issues or discrepancies to the TCO, who will then contact the APT Program Office. TCOs must ensure that actions are taken at the lowest level prior to escalating to the APT Program Office.

Test Site Authorized Users **should not provide** the contact information for the APT PM or APT Program Office personnel to examinees for any reason. Examinees' issues and concerns should be addressed by the TCO or ATCO, and if necessary, escalated to the APT Program Office by the TCO or ATCO through the APT Group Mailbox.

APT Test Sites

TCOs **must** take proper precautions as specified in respective Service Regulations to ensure proper test security, protections of PII, Controlled Unclassified Information (CUI), and safeguarding of usernames and passwords that allow access to tests.

TCOs must ensure that the testing staff is trained and held accountable for policies IAW the AR 611-5, AR 11-6, SIFT Manual, and APT TCO HB.

Interim Test Control Officer

An ITCO is a military member or Federal Civil Service employee nominated by the Commanding Officer (CO) 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.** A Test Site **must** have a TCO or ITCO assigned, or the APT PM has the authority to close the Test Site IAW AR 611-5.

If the TCO is absent for longer than 90 days:

- The ITCO can be appointment as the TCO. The absent TCO will need to be removed from the Test Site and the ITCO will need to update their user role (see Test Site Personnel Updates -> [Adding/Removing Users](#)).

-or-

- The ITCO will need to provide ITCO appointment orders requesting an extension of ITCO duties before the 90-day expiration.

Alternate Test Control Officer

An ATCO performs the same duties of a TCO but **is not fully responsible** for the Test Site operations. The ATCO has the same responsibilities as the TCO and assists the TCO in carrying out all the TCO duties. 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. Currently, there is no limit to the amount of ATCOs that can be appointed to the Test Site at one time.

If the Test Site participates in the Future Soldier Prep Course (FSPC) and/or Academic Skills Development Program (ASDP) program the ATCO is not authorized to request changes to the Test Site, due to the sheer number of Authorized Users associated to the Test Site.

Additional ATCOs may be appointed:

- Where units are scattered, isolated, geographically split.
- Where a high demand testing schedule exists.

APT Test Sites

- Under other circumstances where testing operations would be facilitated.

Authorized ATCO Positions:

- Military SM.
- Federal Civil Service employee.
- ARNGUS SMs if they are not required to take an APT exam for their military duties.
- Local national government employee (in grade equivalency of GS-05 or higher).
- Contractor appointed by the CO and approved by the APT PM.
 - 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 comprised by a contractor.

Test Examiner/Test Administrator

The TE/TA is overseen by a TCO and monitors all examinees throughout each testing session, with exception to "Break." TE/TAs are authorized to administer APT exams under the supervision of the TCO, ITCO, or ATCO. The TE/TA must be physically present during all phases of testing.

Authorized TE/TA positions:

- Military SM
- DAC employee
- ARNG or ARNGU technician
- AGR member
- A qualified government contractor

Unauthorized TE/TA positions:

- Maintenance technicians
- AGR personnel in organizational maintenance positions
- Linguists
- Language Instructors
- Basic Skills Instructors
- Career Counselors
- Recruiters
- Any personnel (or spouses) who may have a conflict of interest

TE/TAs **must** never leave an examinee or group of examinees unmonitored at any time during the testing session and should walk around the testing room to have an unobstructed view of all examinees. TE/TAs **must** be especially vigilant of examinees returning from their test breaks to ensure the examinees are not bringing in prohibited

APT Test Sites

items. TE/TAs **must** remind examinees that there can be no discussions of test contents at any time before, during or after taking the exam. TE/TAs can **never** allow unauthorized personnel into the testing room while testing is in progress and never disclose their username/password to examinees.

Test Proctors

A Test Proctor is a military member, DAC employee, or contractor assigned to monitor test sessions as a deterrent to improper test conduct. The Test Proctors are authorized to monitor APT Exam administrations under the supervision of the Test Site Authorized Users. The TCO will recommend the Test Proctor nomination in writing to the APT PM for approval. Test Proctors **must** be present during all phases of testing.

One Test Proctor is required for every 30 examinees in a testing session. Any appointed Test Site Authorized User counts as one of the needed numbers of Test Proctors. Test Proctors should be briefed on all requirements of test security. **Test Site Authorized Users may serve as the sole Test Proctor when giving tests to 29 or fewer examinees**, except when administering U.S. Military Entrance Processing Command (USMEPCOM) exams where a Test Proctor **must be** assigned to meet a 30:1 student-to-proctor ratio.

The Test Proctors **are not** authorized access to the APT Databases (iCAT-AR, DLPT-AR, OARS, and SIFT websites). The Authorized Users are prohibited to provide any access for registration, administration, or APT administrative taskers to the Test Proctors.

Duties:

APT Authorized Users will instruct the Test Proctors in their duties. Each Test Proctor will be assigned responsibility for a certain section of the testing facility room. Before the testing period, Test 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, Test Proctors will patrol their assigned areas and observe test-taking behavior. They will—

- Carry out in sequence all instructions given by the APT Authorized Users.
- Verify each examinee has the necessary materials for taking the test.
- Ensure examinees are following directions correctly and they understand what must be done and how to do it.
- Test Proctors **must** 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.
- Ensure each examinee is doing their own work.

APT Test Sites

- Excuse from the test any person who is or becomes too ill to continue.

Command Language Program Manager

The CLPM is a military member or DAC employee appointed by the CO and is not considered an Authorized User. CLPM duties, responsibilities, and functions are outlined in AR 11-6. The CLPM is responsible for the Exception of Policy (ETP) request submission to the Test Site TCO. The CLPM **must** coordinate with the TCO at the Test Site for all APT questions, issues, and concerns. TCOs will escalate the issue to the APT Program Office, if needed.

Per AR 611-5, "CLPMs must provide appointment orders to the APT Program Office by email". They **must** provide the following documents to the APT Program Office to receive CLPM access within the DLPT-AR website:

- Appointment orders – with DoD ID
- CLPM Training Certificate
- Joint Knowledge Online (JKO) DLPT-TA training certificates (see [Training Certificates](#))

A CLPM is provisioned within the DLPT-AR website with the Active Operator status. Authorized Users must be aware that if a CLPM needs to take a DLPT exam, their registration will populate as an "Active Operator". This means that the TCO will need to email the APT Program Office requesting an Active Operator DLPT waiver approved. This gives the CLPM "version B" of the DLPT exam.

Per AR 611-5, "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." If the CLPM needs to take their own DLPT exam, they follow the same procedure as a SM would and must coordinate through a Test Site to take the exam.

Per AR 611-5, "The CLPM is responsible for the exception to policy (ETP) request submission to the servicing APT test site TCO" which means that they are authorized to sign the DLPT ETPs for the SM's that require an ETP (not for themselves).

Language Proficiency User

LPUs have all the same requirements and responsibilities as a CLPM but hold the position of DA Civilian and are not considered an Authorized User. LPUs do not need to take a DLPT exam as an Active Operator.

The LPU **must** provide the following documents to the APT Program Office to receive CLPM access within the DLPT-AR website:

- Appointment orders – with DoD ID
- CLPM Training Certificate
- JKO DLPT-TA training certificates (see [Training Certificates](#))



TEST SITE REQUIRED DOCUMENTS

The APT Program Office requires the following documents to be up to date and within the Test Site records:

- [Test Site Establishment Form](#) (TSE)
- [Test Site Account Validation Form](#) (TAV)
- [Local SOP](#)
- [Appointment/Rescinded orders](#)
- Required appropriate [Training Certificates](#)

To establish/re-establish a Test Site, the requestor **must** email the APT Program Office and request to establish a Test Site. The APT Office will verify that there has not been a Test Site at the requestor's location. If there was a previous Test Site at the location, the request will escalate to a re-establishment (all required documents and processes are the same for an establishment and re-establishment of a Test Site).

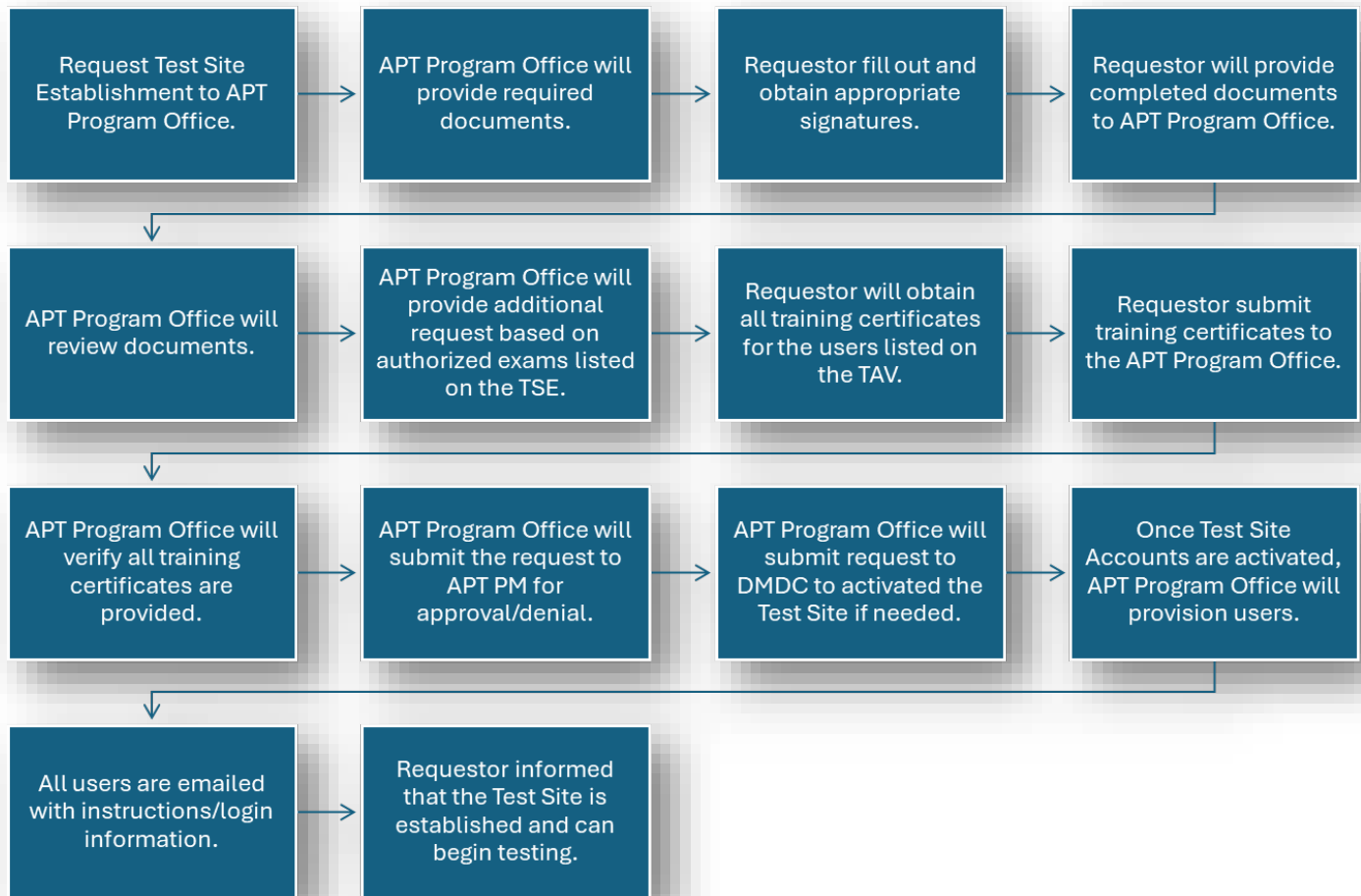
The APT Program Office will provide the Test Site ID and a copy of all the required documents listed above along with the AR 611-5 and this HB to help facilitate the new TCO to their duties and responsibilities.

All required documents must have the same Test Site ID to ensure proper filing and handling of Test Site documents.

Once the required documents listed above are submitted to the APT Program Office, the APT Program Office will review the TSE and provide the appropriate information for the required training certificates needed from the Authorized Users.

Once training certificates are provided, APT Program Office Personnel will verify **all** required documents are correct. If all documents are correct, a request will be submitted to the APT PM for approval/denial. After APT PM approval, the APT Program Office will request the establishment of the Test Site's accounts in their respective exam areas. Once the Test Site's accounts are established, the APT Program Office will provision each user with their appropriate accounts. Once the Test Site and Authorized User accounts are complete, the TCO and all Authorized Users will be notified and provided with their account information.

APT Test Site Required Documents



Test Sites belonging to the ARNG components **must** submit their documents through their Component Point of Contact, who will then review and submit the required documents to the APT Program Office (this applies to TSE, Closure, and updates). If the Test Site does not fall under a specific Component Point of Contact, all documents will be submitted to the APT Program Office through the APT Group Mailbox.

TEST SITE ESTABLISHMENT/UPDATE/CLOSURE

Test Site Establishment/Re-Establishment

The TSE provides the APT Program Office with the justification of the establishment of the Test Site, lists all exams authorized at the Test Site, and specific administrative data of the Test Site.

Authorized Signature:

- CO/Officer in Charge (OIC) of the command or unit hosting the Test Site
- DHR or an equivalent authority
- ROTC – Professor of Military Science
- ARNG – Deputy Chief of Staff-G1

If the authorized user is or will be a part of the Test Site and falls under the authorized signature positions listed above, they cannot sign the TSE forms. The next higher position or CO/OIC must sign in their stead.

Only **one** Test Site is authorized to be listed on a TSE form.

A delegation of signature memorandum **must** be provided if none of the above authorized signatures are listed on the TSE forms.

The TSE/Re-Establishment forms are located on APT Teams Channel -> Required Memos -> [Test Site Establishment Form](#) folder.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

Instructions on converting a word document into a PDF file and adding the signature block:

1. Click “File” located in the upper-left hand corner.
2. Click “Save as Adobe PDF” with the name convention already stated on the word document.
3. When the PDF populates click on “Tools” tab.
4. Select “Prepare Form” and ensure that the document is the newly created PDF, click “Start”.
5. Scroll to the signature section of the document, click on the blue box, and right click and delete.
6. In the tool bar of the PDF select the icon that is a box with a fountain pen tip, move the mouse to the line above “First Last Name”. This is inserting the signature box.

APT Test Site Required Documents

7. Click “Close” and the “Save” icon.

Test Site Update

If any information listed on the original TSE is no longer valid and needs to be updated, the TCO will submit an Update TSE located on the APT Teams Channel -> Required Memos -> [Test Site Establishment Form](#) folder.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

For example, the Test Site needs to add/remove the authorized exams at the Test Site, or the testing facility location will be changing.

Remote Test Site Establishment

This guidance is intended to provide testing personnel with general guidance on establishing and administrating APT exams at a Remote Test Site. Additional guidance on remote site testing is provided in AR 611-5.

Remote site testing authorizes TCOs, ITCOs, and/or ATCOs to administer APT exams:

- Where units are scattered.
- Units are isolated.
- Units are geographically split.
- When Soldiers are located outside of normal driving distance to a permanent Test Site.
- To support an increased demand for a specific test(s).
- Other unique circumstances that would prevent a Soldier from testing at a permanent Test Site.

To obtain approval to conduct testing at a remote test site, the TCO must provide:

- [TSE](#)
- [TAV](#)
- [Local SOP](#)
- [Appointment](#)
- Required appropriate [Training Certificates](#)

Remote Test Sites have the same requirements for their testing facilities as permanent Test Sites (see [Testing Facility Requirements](#)).

Remote Test Sites **must** follow the same procedural standards as permanent Test Sites. This includes providing Department of the Army Form (DA Form) 4187, DA Form

APT Test Site Required Documents

5160, and signing DA Form 7634 (see [Appendix B: DA and SF Forms](#)). Identification procedures and other processes and standards are outlined in [AR 611-5](#) and [AR 11-6](#).

The Remote TSE form is located on the APT Teams Channel -> Required Memos -> [Test Site Establishment Form](#) folder.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

Test Site Closure

If the TCO is aware that the Test Site will close, the TCO will need to provide a Test Site Closure memorandum (located in the APT Teams Channel -> Required Memos -> [Test Site Establishment Form](#) folder) to the APT Program Office, no later than (NLT) 30 days of the known closure date.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

Authorized Signature:

- CO/OIC of the command or unit hosting the Test Site
- DHR or an equivalent authority
- ROTC – Professor of Military Science
- ARNG – G1

The TCO will:

- File a Final Reconciliation of Test Materials Inventory (if applicable)
- Dispose of Test Materials (if applicable)
- Submit Test Site Closure Memorandum NLT 30 days from closure date (required)

A Test Site can close due to deactivation, which can occur when the Test Site **does not comply** with:

- Annual Account Validation Process
- Failure to appoint TCO or ITCO

The Test Site will receive a deactivation memorandum from the APT Program Office signed by the APT PM notifying the Test Site all Authorized Users provisions have been revoked, and the Test Site accounts are suspended.

APT Test Site Required Documents

If the APT Program Office is notified that there is no TCO/ITCO appointed to the Test Site, the APT PM will complete a Test Site Closure memorandum for the Test Site, IAW AR 611-5.

The following actions are taken when a Test Site is closed/deactivated:

- Test Site accounts are deactivated.
- Test Site Personnel accounts are deactivated. Test Site Account Validation Form

Overview

The TAV form is a tracking tool used by the Test Sites and the APT Program Office to properly track any personnel changes and **must** be submitted to the APT Program Office when personnel changes do occur. The TCO will complete the entire form, sign, and date the TAV before submission to the APT Program Office.

When submitting the TAV form the following documents are required to be provided as well:

- [Appointment Orders](#) (if adding personnel)
- [Rescinded Orders](#) (if removing personnel)
- Appropriate Required [Training Certificates](#) (if adding personnel)

A blank copy of the TAV form is located on APT Teams Channel -> Required Memos -> [Test Site Account Validation Form](#) folder.

The below sections provide information and guidance on the specific sections within the TAV form.

Demographics Section

The Test Site Demographics page lists the administrative data of the Test Site. All fields within this section **must** match the information listed on the Test Site's TSE. If any changes are made through the TAV form and do not match within the TSE, the TCO must provide an updated TSE form (see [Test Site Establishment/Closure](#) -> Test Site Update section).

APT Test Site Required Documents

TEST SITE DEMOGRAPHICS			
		DATE:	
TEST SITE ID:		TEST ACCOUNT NAME:	COMPONENT:
		REMOTE TEST SITE:	
PHYSICAL ADDRESS:			
POSTAL ADDRESS:			
TESTS ADMINISTERED:			
AFCT		DLAB	OPI
ASVAB		DLPT	SIFT

- Date – Select the date of when the TAV form was updated.
- Test Site ID – Type the Test Site ID number “TXXXX”.
- Test Site Name – Type the Test Site Account Name.
- Component – Select the component the Test Site belongs to.
- Addresses –
 - Physical – Type in the testing facility physical address.
 - Postal – Type in the testing facility postal (mailing) address.
- Test Administered – Click the box or boxes of the authorized exams provided by the Test Site.

If the number of pages is not needed by the Test Site, select “Edit” (located next to “File” in the upper left-hand corner) -> “Delete Pages” and delete the extra pages. This form is to accommodate all Test Sites.

APT Test Site Required Documents

Authorized Personnel Section

All current APT Personnel with appointment orders **must** be listed in the “Authorized Users” section.

AUTHORIZED USERS					
ROLE	NAME	EMAIL ADDRESS	PHONE NUMBER	APPT. DATE	ACTION REQUEST

- Role – What role does the user have? (Must match the user’s appointment orders.)
- Name – At least the first and last name **must** be provided.
 - If the user’s name is long, the document will autoformat the name to fit within the cell.
- Email Address – provide the user’s email address.
 - If the email address is long, the document will autoformat the email to fit within the cell.
- Phone Numbers
 - Commercial Phone Number (COMM) Phone Number (if applicable)
 - Defense Switch Network (DSN) Phone Number (if applicable)
- Appt. Date – Date of appointment orders.
- Action Request
 - Blank – no changes to the Authorized Personnel status (i.e., the Authorized User is currently active within the Test Site)

APT Test Site Required Documents

- Add – the user needs to be made an Authorized User
- Remove – the user is no longer active within the Test Site and needs to be removed as an Authorized User
- Update – the user's information (name, email address, or phone number) and/or role needs to be updated.

Example:

ROLE	NAME	EMAIL ADDRESS	PHONE NUMBER	APPT. DATE	ACTION REQUEST
TCO	JOHN SMITH	JOHN.S.SMITH.CIV@ARMY.MIL	123-123-1234	10/4/22	
ATCO	JILL SANCHEZ	JILL.E.SANCHEZ.CIV@ARMY.MIL	123-123-1234	10/4/22	REMOVE
TE	MARY MARTIN	MARY.L.MARTIN.CTR@ARMY.MIL	123-123-1234	10/10/24	ADD
TE	JILL SANCHEZ	JILL.E.SANCHEZ.CIV@ARMY.MIL	123-123-1234	10/4/22	UPDATE

John Smith is still currently the TCO, and no action is needed to remove the user. Jill Sanchez is requesting a role change from ATCO to TE. Mary Martin is requesting to be added to the Test Site.

Please see [Test Site Personnel Update](#) section for more information on adding and removing Authorized Users from the Test Site.

Signature Section

The TCO will ensure all information listed within the Demographics and Personnel sections of the TAV form are correct, before signing the document. Each page that lists the Test Site's Authorized Users must be signed. The TCO and/or ATCO can sign the TAV form.



LOCAL STANDARD OPERATING PROCEDURE

The TCO is responsible for creating and maintaining a Local SOP for the Test Site. The Local SOP **must** contain detailed step-by-step instructions to assist in the daily operations of each APT Test Site. These instructions should be developed locally for and for each Test Site. A SOP template can be found on the APT Teams Channel -> Required Memos -> [SOP](#) folder.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

Maintaining an SOP is a requirement stipulated by AR 611-5. It not only aids in ensuring continuity through personnel changes at the Test Site but can also be a valuable resource in training testing staff and new personnel. SOPs should be easy to read, understand, and follow. Newly appointed personnel should be able to pick up the SOP and conduct daily business seamlessly.

The TCO can add additional information into the SOP template and remove some required information if the required information does not apply to the Test Site.

For example, the Test Site does not have test materials at their location, therefore, storing of the test materials do not apply.

Required Information

General Information:

- Test Site ID, Account Name, and list of authorized exams administered.
- Layout of the testing facility, room assignments, etc.
- How Authorized User changeovers are managed? (Test security, appointment orders, inventory, training, etc.)
- How is the management control checklist performed? By whom? Where are copies of the DA Form 11-2, Internal Control Evaluation Certification, maintained?
- Identifies where APT messages are maintained.

Scheduling Procedures:

- How is scheduling handled?
- Is there a calendar of specific dates with specific exams, or is it based upon requests by examinees?
- Who is allowed to set up test calendars?
- Overseas locations should consider the time difference between local APT Test Site, the APT Program Office, and the Language Training Institute for OPIs to

APT Test Site Required Documents

establish local procedures for timely scheduling of exams and approvals of waivers to administer exams.

Eligibility:

- How is eligibility determined for each examinee to include ROTC Cadets and Sister SMs?
- Local procedures for completing the DA Form 4187.
- How are eligibility requirements verified prior to testing examinees?
- How is communication with CLPM maintained?
- Will CLPMs be responsible for submission of ETP directly to Human Resource Command (HRC), or must they be routed through the TCO?

Preparation for Test Administration:

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

Test Administration:

- Ensure Test Administration Statement (DA Form 5160) is signed by every examinee.
- Briefing of examinee responsibilities, Test Administration Statement, and after test administration.
- Once test administration is completed, how are test materials gathered from examinees and checked to ensure all materials are present?
- Who returns test materials to the safe?
- Who completes test log returning materials to the safe?
- What actions must the TE/TA take if the test environment is impacted (ex. power outage, emergency/building evacuation occurs while testing)?

Scoring Procedures:

- What will be the standard time frame to complete score reports for the Test Site?
- Who is responsible for preparing score results?
- Who is authorized to sign score reports?

APT Test Site Required Documents

- Who is responsible for forwarding score reports to the Military Personnel Division (MPD) and ensuring timely entry?
- Is there a follow-up to be performed to ensure scores have been posted? When will that occur and how frequently?

APT Records:

- How is the test material stored and organized?
- Mail procedures/mail security (if applicable).
- How are packages with test materials received and handled when the TCO and ATCO are absent?
- Compromise Policy and Procedures (see AR 611-5).
- Who is responsible for receiving and inventorying test materials?
- Who is authorized to access test materials?
- Where is the test log and how is it maintained when test materials are removed from the safe (if applicable)?
- How are compromised or suspended materials secured?
- Are suspended materials isolated from other materials in files with a note regarding compromise or suspension?

Test Inventory Procedures:

- Who is responsible for ordering test materials and ensure the Test Site maintains adequate stock of answer sheets?
- How/who conducts local annual physical inventory?
- How are materials for destruction kept separate from other controlled materials?
- How is the destruction process accomplished? Are there a witness and a TCO or ATCO signature on all destruction documents?

Optional Additional Information:

- Has a database, filing system, or spreadsheet been created to track testing?
- How are established agreements/communication with units and examinees being managed?
- Are there any unique situations for the conditions present at the Test Site?

APPOINTMENT/RESCINDED ORDERS

Both appointment orders and rescinded orders **must** be signed by the following authorized signature positions:

- CO/OIC of the command or unit hosting the Test Site
- DHR or an equivalent authority
- ROTC – Professor of Military Science
- ARNG – G1

A delegation of signature memorandum **must** be provided if none of the above authorized signatures are listed on the appointment/rescinded orders.

If the authorized user is or will be a part of the Test Site and falls under the authorized signature positions listed above, they **cannot** sign the appointment orders/rescinded orders. The next higher position or CO/OIC **must** sign in their stead.

Appointment orders must list one Test Site and one Authorized User. Authorized Users and Test Sites cannot be combined. This is to ensure proper accountability with PII information and appropriate filing of the documents.

Appointment orders and rescinded orders are not the same. They cannot be combined; this is to ensure proper accountability with PII information. (i.e., John Smith is appointed TCO replacing Jane Smith.) This will work for an appointment order but does not work for a rescinded order.

Instructions on converting a word document into a PDF file and adding the signature block:

1. Click “File” located in the upper-left hand corner.
2. Click “Save as Adobe PDF” with the name convention already stated on the word document.
3. When the PDF populates click on “Tools” tab.
4. Select “Prepare Form” and ensure that the document is the newly created PDF, click “Start”.
5. Scroll to the signature section of the document, click on the blue box, and right click and delete.
6. In the tool bar of the PDF select the icon that is a box with a fountain pen tip, move the mouse to the line above “First Last Name”. This is inserting the signature box.
7. Click “Close” and the “Save” icon.

APT Test Site Required Documents

Appointment Orders

Timely completion of appointments and cancellations is crucial for the continuous operations of the Test Site and to maintain good test security measures.

Required information listed on the appointment orders:

- Test Site Address
- Test Site ID
- Rank Full Name (SGT Smith, John or GS-06 Smith, John)
- DoD ID Number
- Telephone Number (COMM or DSN) (label which version of phone number is provided)
- Email Address

If the authorized user is or will be a part of the Test Site and falls under the authorized signature positions, they **cannot** sign the appointment orders. The next higher position or CO/OIC **must** sign in their stead.

Appointment orders must list one Test Site and one Authorized User. Authorized Users and Test Sites cannot be combined. This is to ensure proper accountability with PII information and appropriate filing of the documents.

The Test Site will be closed if a TCO and/or ITCO is not appointed or there is a failure to appoint a new TCO. No exceptions will be made.

Once appointment orders and the required documents for adding Authorized Users are received at the APT Office, APT Program Office Personnel will verify all documentation is correct and provision the users (see Test Site Personnel Updates ->

[Adding/Removing Users](#) -> Adding Authorized Users).

ITCO appointment orders will expire 90 days from the date of the appointment orders unless an extension is provided (see APT Test Sites -> Authorized Users -> [Interim Test Control Officer](#)).

APT Test Site Required Documents

If there is any change to the required information for the appointment orders, the Authorized User will need new appointment orders generated.

For example, Jane Doe's last name has changed, new appointment orders will need to be provided with the updated name, updated email address, etc.

The current appointment order templates are located on APT Teams Channel -> Required Memos -> [Appointment Orders](#) folder.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

Rescinded Orders

Following the cancellation of an appointment, any Authorized User who is no longer associated with the Education Center/Test Site **will not** be permitted to sit for an APT exam for one year from the date of rescinded orders.

Once rescinded orders and the required documents for removing Authorized Users are received at the APT Office; APT Program Office Personnel will verify all documentation is correct and remove the Authorized User from the Test Site records and de-provision them from all test accounts (see Test Site Personnel Updates -> [Adding/Removing Users/Updating Users](#) -> Removing Authorized Users).

If the authorized user is or will be a part of the Test Site and falls under the authorized signature positions, they **cannot** sign the rescinded orders. The next higher position or CO/OIC **must** sign in their stead.

Rescinded orders must list one Test Site and one Authorized User. Authorized Users and Test Sites cannot be combined. This is to ensure proper accountability with PII information and appropriate filing of the documents.

The current rescinded order template is located in the APT Teams Channel -> Required Memos -> [Appointment Orders](#) folder.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

TRAINING CERTIFICATES

Overview

All Authorized Users (TCO/ITCO/ATCO/TE/TA) must complete the APT TCO Officer Certification Program Course (APTTCO) training regardless of role. Located on Army Training Information System (ATIS) website.

Defense Testing and Assessment Center (DTAC) requires specific training certificates (from JKO website) for access to DLPT-AR and iCAT-AR websites (see “Documents” hyperlink within the respective websites).

If the training certificates state Site Security Manager (SSM) they are the incorrect training courses and **do not** apply to the Authorized Users at the Test Site level.

If the Test Site is authorized to administer the DLPT and DLAB exams, **all** Authorized Users must provide the following training certificates:

- DMDC-US1377-DLPT: DLPT Test Administrator Certificate Training (45 mins)
- DMDC-US1412-DLPT: Defense Language Proficiency Test (DLPT) Certification

If the Test Site is authorized to administer the AFCT and ASVAB exams, **all** Authorized Users must provide the following training certificates:

- DMDC-US1376-iCAT: iCAT Test Administrator Certificate Training (1 hr.)
- DMDC-US1416-iCAT: Internet-based Computerized Adaptive Testing (iCAT) Test Administrator (TA) Certification

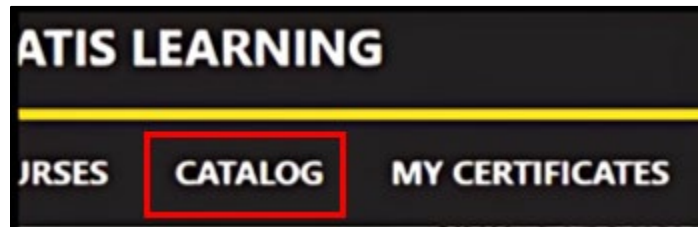
If the Test Site is authorized to administer the SIFT exam, all Authorized Users **must** read the SIFT Manual and locate and sign the SIFT Acknowledgement form.

APTTCO How To

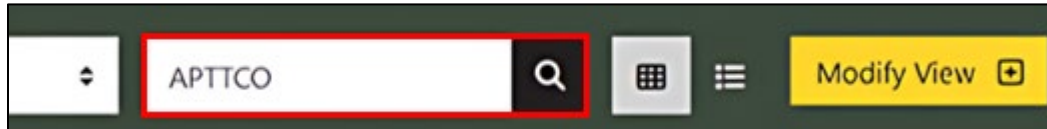
All users regardless of role type within the Test Site **must** complete the APTTCO training and provide the training certificate IAW AR 611-5.

1. Navigate to ATIS website and use Public Key Infrastructure (PKI) token login.
2. Click on “Catalog”.

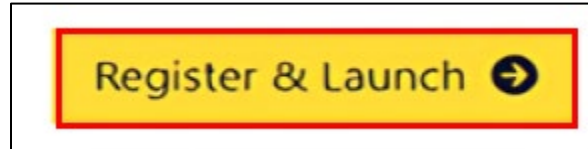
APT Test Site Required Documents



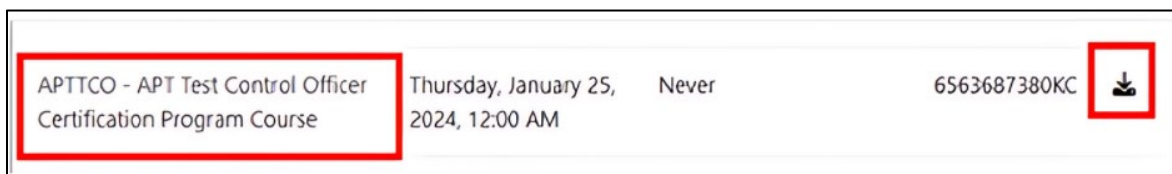
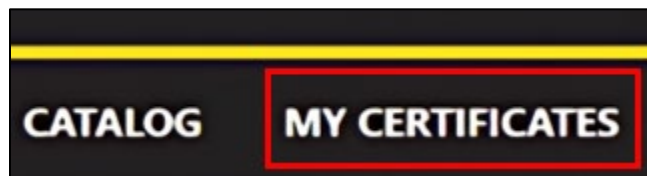
3. Click into the “Search” bar and type: “APTTCO” and click either the magnifying glass icon or hit enter on the keyboard.



4. Click “Register & Launch”.



5. Complete the course.
6. Download and save the training certificate as “TXXXX_APTTCO_Last Name, First”.
 - a. If the training certificate does not populate, click on “My Certificates”.
 - b. Locate the “APTTCO-APT Test Control Officer Certification Program Course” and click the download icon in the “File” column.



- c. Download and save the training certificate as “TXXXX_APTTCO_Last Name, First”.

APT Test Site Required Documents

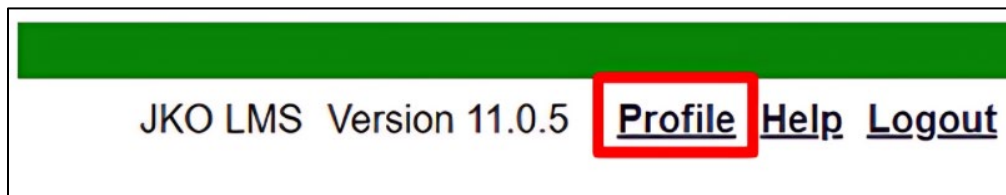
DLPT-TA How To

If the Test Site is authorized to administer the DLAB and DLPT exams, **all** Authorized Users must provide the following training certificates (see “Documents” hyperlink within the respective websites):

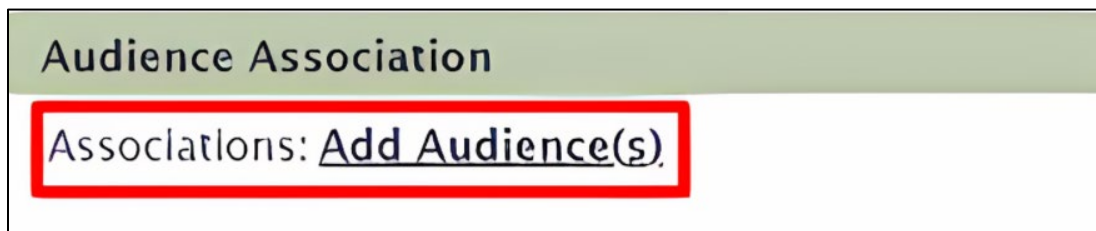
- DMDC-US1377-DLPT: DLPT Test Administrator Certificate Training (45 mins)
- DMDC-US1412-DLPT: Defense Language Proficiency Test (DLPT) Certificate

DTAC requires specific training certificates for access to DLPT-AR website.

1. Navigate to JKO and use PKI token to login.
2. Click on “Profile”.



3. Scroll down to the “Audience Association” and click “Add Audience(s)”.

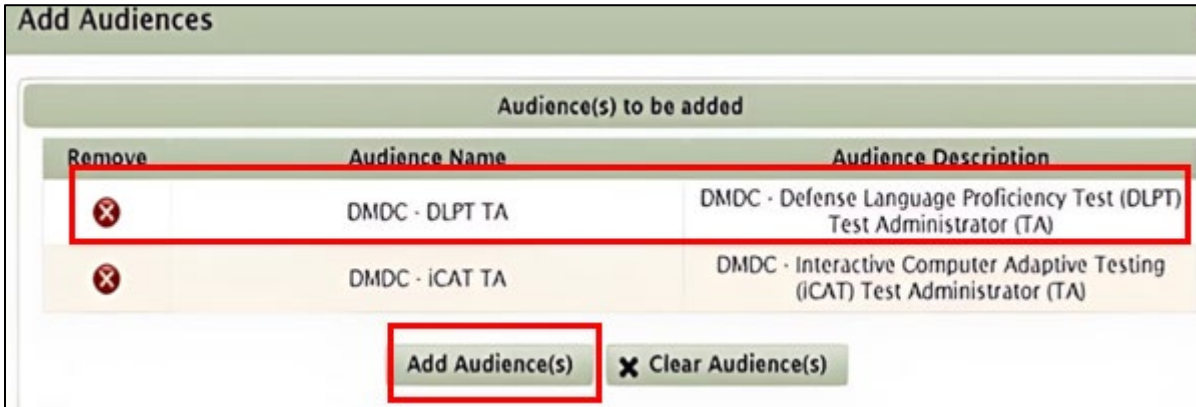


4. A new window will populate. Type in “DMDC” and locate “DMDC-DLPT TA” and click on the green “+” icon. (If it states “DMDC-DLPT SSM” it is the incorrect audience.)

Name ↕		Description	Status
DMDC			
	DMDC - DLPT SSM	DMDC - Defense Language Proficiency Test (DLPT) Site Security Manager (SSM)	Available
	DMDC - DLPT TA	DMDC - Defense Language Proficiency Test (DLPT) Test Administrator (TA)	Available

APT Test Site Required Documents

5. To confirm the selection, look at the “Audience Search” box and click “Add Audience”.

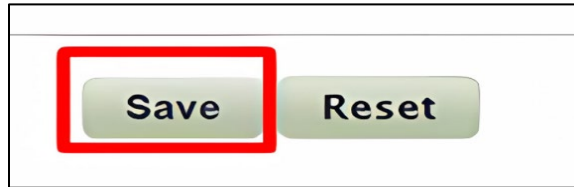


The screenshot shows the 'Add Audiences' interface. At the top is a header 'Add Audiences'. Below it is a section titled 'Audience(s) to be added'. This section contains a table with three columns: 'Remove', 'Audience Name', and 'Audience Description'. The first row is highlighted in light green and contains a red 'X' in the 'Remove' column, 'DMDC - DLPT TA' in the 'Audience Name' column, and 'DMDC - Defense Language Proficiency Test (DLPT) Test Administrator (TA)' in the 'Audience Description' column. The second row is highlighted in light orange and contains a red 'X' in the 'Remove' column, 'DMDC - iCAT TA' in the 'Audience Name' column, and 'DMDC - Interactive Computer Adaptive Testing (iCAT) Test Administrator (TA)' in the 'Audience Description' column. Below the table are two buttons: 'Add Audience(s)' and 'X Clear Audience(s)'. The 'Add Audience(s)' button is highlighted with a red box.

Remove	Audience Name	Audience Description
	DMDC - DLPT TA	DMDC - Defense Language Proficiency Test (DLPT) Test Administrator (TA)
	DMDC - iCAT TA	DMDC - Interactive Computer Adaptive Testing (iCAT) Test Administrator (TA)

Add Audience(s) **X Clear Audience(s)**

6. Scroll to the bottom of the page and click on the “Save” button.



The screenshot shows two buttons: 'Save' and 'Reset'. The 'Save' button is highlighted with a red box.

Save **Reset**

7. Navigate to the “My Training” tab.
 - a. If you are unable to see the tabs, click the box with the three lines.



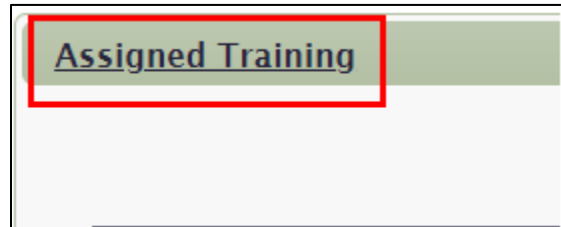
The screenshot shows the navigation bar of the APT Test Site. The 'My Training' tab is highlighted with a red box. Other tabs include 'Course Catalog', 'Certificates', 'Community', 'JFLD', 'Exercises', and 'VCLASS'. Below the navigation bar, the text 'elp Logout' is visible. At the bottom, there is a dark blue square button with a white hamburger menu icon (three horizontal lines), which is also highlighted with a red box.

My Training Course Catalog Certificates Community JFLD Exercises VCLASS

elp Logout

8. Look for the “Assigned Training” box.

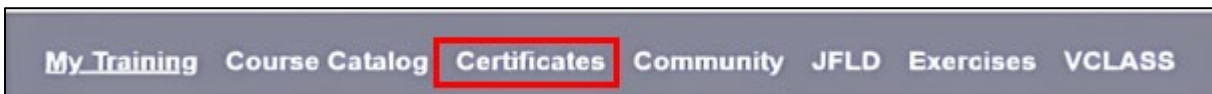
APT Test Site Required Documents



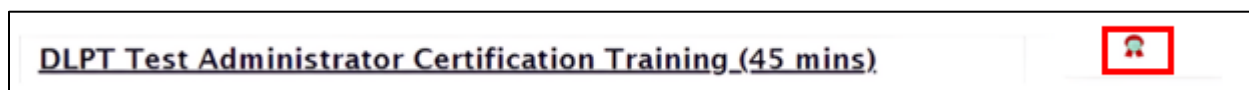
9. Enroll and launch the DMDC-US1377-DLPT: DLPT Test Administrator Certificate Training (45 mins), training first and complete.
10. Enroll and launch the DMDC-US1412-DLPT: Defense Language Proficiency Test (DLPT) Certification and complete.



11. Navigate to the "Certificates" tab.



12. Locate both training certificates and click on the ribbon icon to download. Save as "TXXXX_DLPT-TA Certs_Last Name, First".



iCAT-TA How To

If the Test Site is authorized to administer the AFCT and ASVAB exams, **all** Authorized Users must provide the following training certificates (see "Documents" hyperlink within the respective websites):

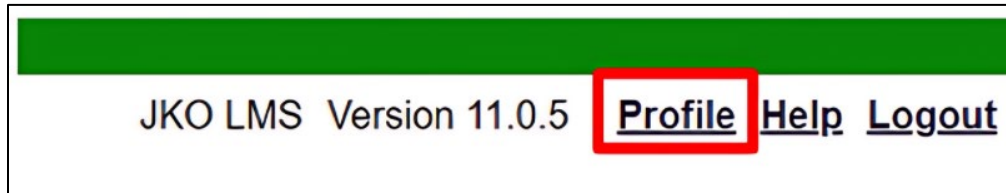
- DMDC-US1376-iCAT: iCAT Test Administrator Certificate Training (1 hr.)

APT Test Site Required Documents

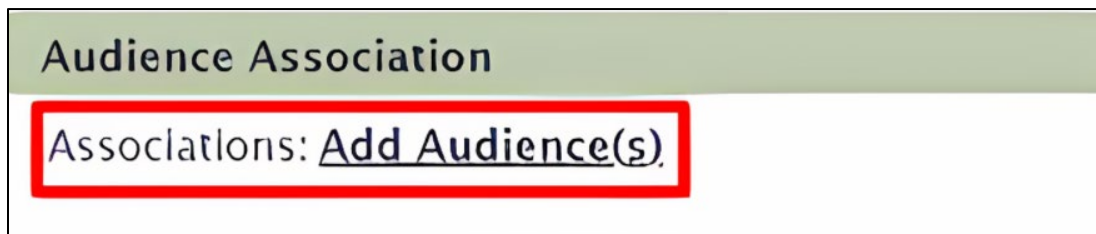
- DMDC-US1416-iCAT: Internet-based Computerized Adaptive Testing (iCAT) Test Administrator (TA) Certification

DTAC requires specific training certificates for access to iCAT-AR website.

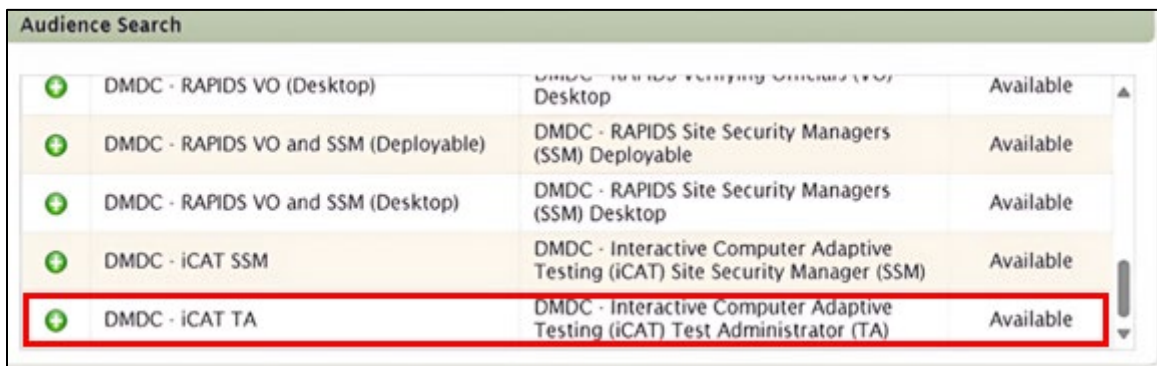
1. Navigate to JKO and use PKI token to login.
2. Click on “Profile”.



3. Scroll down to the “Audience Association” and click “Add Audience(s)”.



4. A new window will populate. Type in “DMDC” and locate “DMDC-iCAT TA” and click on the green “+” icon. (If it states “DMDC-iCAT SSM” it is the incorrect audience.)

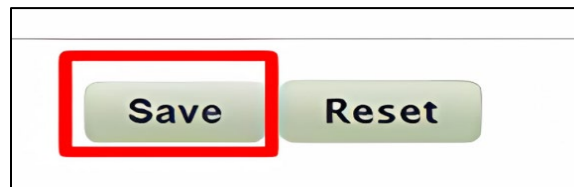


5. To confirm the selection, look at the “Audience Search” box and click “Add Audience”.

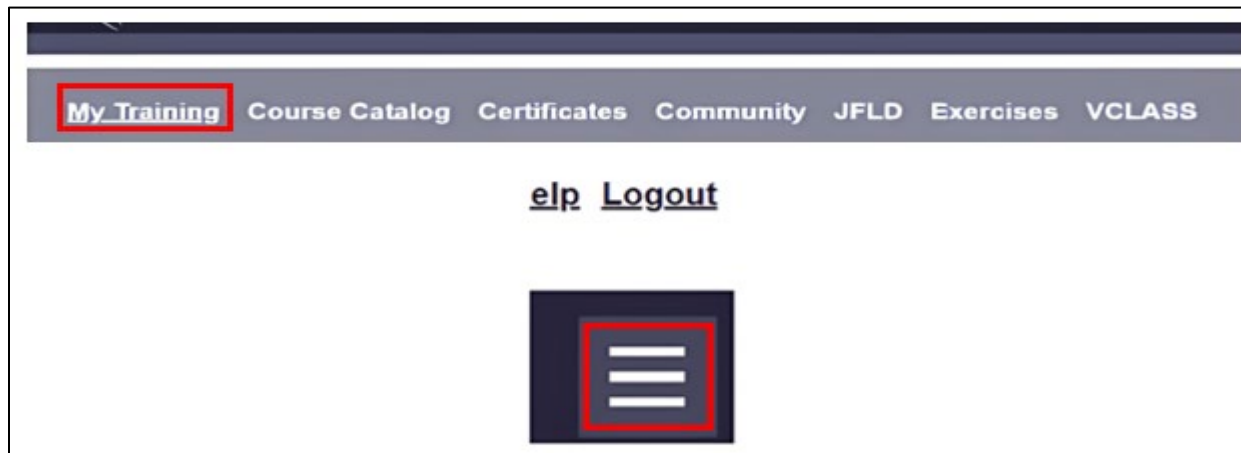
APT Test Site Required Documents



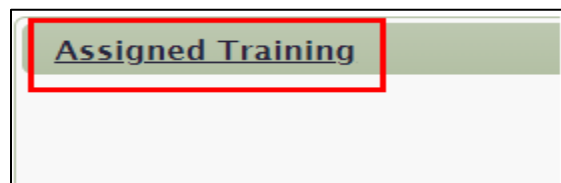
6. Scroll to the bottom of the page and click on the “Save” button.



7. Navigate to the “My Training” tab.
a. If you are unable to see the tabs, click the box with the three lines.



8. Look for the “Assigned Training” box.



9. Enroll and launch the DMDC-US1376-iCAT: iCAT Test Administrator Certificate Training (1 hr.), training first and complete.
10. Enroll and launch the DMDC-US1416-iCAT: Internet-based Computerized Adaptive Testing (iCAT) Test Administrator (TA) Certification and complete.

APT Test Site Required Documents

Enroll	DMDC-US1416-ICAT Internet-based Computerized Adaptive Testing (iCAT) Test Administrator (TA) Certification	Status: Assigned Status Date: 02/26/2024 Due Date: 4/26/2024 Source: DMDC - iCAT TA
Enroll	DMDC-US1376-ICAT iCAT Test Administrator Certification Training (1 hr)	Status: Assigned Status Date: 02/26/2024 Due Date: 4/26/2024 Source: DMDC - iCAT TA

11. Navigate to the “Certificates” tab.



12. Locate the training certificates and click on the ribbon icon to download. Save as “TXXXX_iCAT-TA Certs_Last Name, First”.



SIFT How To

If the Test Site is authorized to administer the SIFT exam, **all** Authorized Users **must** read the SIFT Manual and locate and sign the SIFT Acknowledgement Form. The SIFT Manual is located on the SIFT website under the “Support” tab. **Do not** sign the whole document, only the SIFT Acknowledgement Form needs to be signed.

When logging into the SIFT website, the “Support” tab is unavailable.

TESTING FACILITY REQUIREMENTS

The testing facility should be well lit, well ventilated, and quiet. Below is additional guidance on the testing facility that **must** be followed:

- When scheduled, the room **must** be used only for testing purposes and have adequate seating to allow reasonable separation during testing.
- Computers **must** meet software standards as outlined in the “Installation Instructions” located in the “Documents” hyperlink on the DLPT-AR and iCAT-AR websites.
- The TEs **must** be able to maintain constant surveillance of examinees.
- TEs **should not** be separated from examinees by partition or window.
- An Authorized User **must** be present during testing.
- The ideal test environment recommended room temperature range is 68 degrees Fahrenheit to 74 degrees Fahrenheit and sound not exceeding 60 db.
- DoD approved headphones: stereo (not Mono) classroom/examination quality with volume control on headset or cord, frequency response: 20 - 20,000 Hz, 1% distortion or less (at maximum power), recommended weight: 8-12 oz.

The following signs **must** be posted within the testing room:

- “Military personnel who cheat, collude to cheat, compromise test materials, or attempt to undertake such actions are subject to administrative or disciplinary action under the Uniform Code of Military Justice (UCMJ).”
- “Civilian personnel who cheat, collude to cheat, compromise test materials, or attempt to undertake such actions are subject to administrative or disciplinary action under Title 18 Section 641 of the United States Code.”
- UCMJ Article 92: “Failure to obey order or regulation. Any person subject to this chapter who –
 - (1) Violates or fails to obey any lawful general order or regulation;
 - (2) Having knowledge of any other lawful order issued by a member of the armed forces, which it is his duty to obey, fails to obey the order; or
 - (3) Is derelict in the performance of his duties; shall be punished as a court-martial may direct.”
- United States Code Title 18, Section 641: “Whoever embezzles, steals, purloins, or knowingly converts to his use or the use of another, or without authority, sells, conveys or disposes of any record, ouches, money, or thing of value of the United States or of any department or agency thereof, or any property made or being made under contract for the United States or any department or agency thereof; or

Testing Facility Requirements

Whoever receives, conceals, or retains the same with intent to convert it to his use or gain, knowing it to have been embezzled, stolen, purloined, or converted-

Shall be fined under this title or imprisoned not more than ten years, or both; but if the value of such property in the aggregate, combining amounts from all the counts for wf11ch the defendant is convicted in a single case, does not exceed the sum of \$1,000, he shall be fined under this title or imprisoned not more than one year, or both."

PERMANENT TEST SITE SECURITY

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. 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. 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.

- Test Materials **must** be kept on file for two years in a secured room or container with a secured combination lock, not accessible to unauthorized personnel.
- Test Materials mailed directly to the Test Site must be inventoried immediately not to exceed 5 business days (see [Test Site Inventories](#)).
- Testing Facilities 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 Facilities will keep copies of this correspondence for one year in IAW AR 25-400-2.

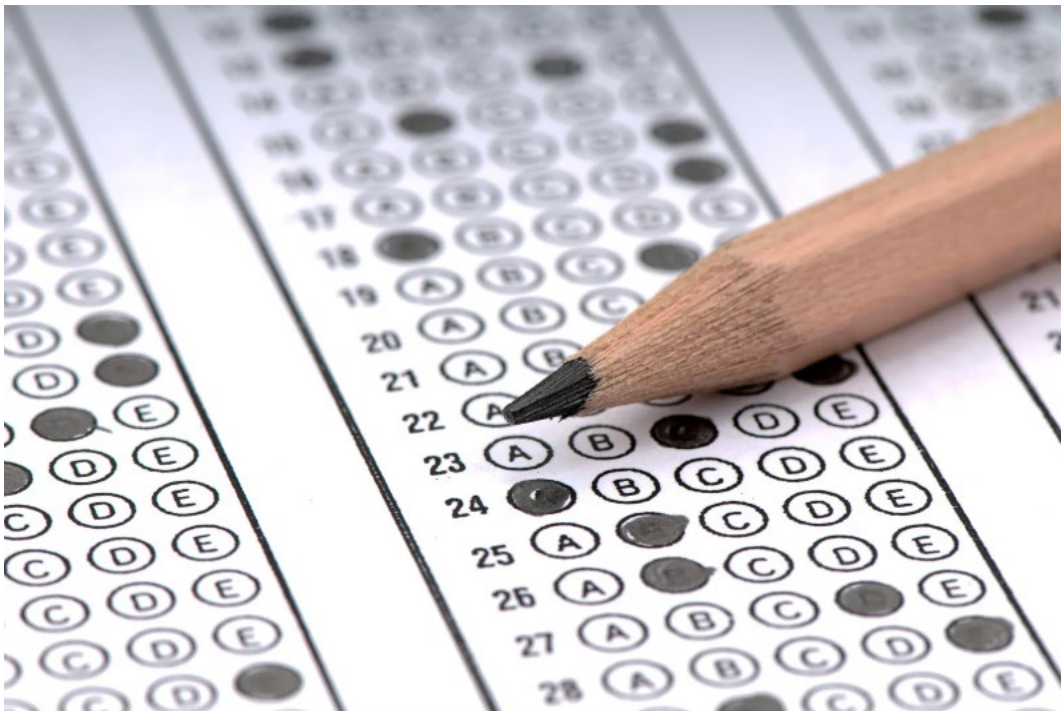
REMOTE TEST SITE SECURITY

Security requirements for testing materials and operations for permanent and remote Test Sites are the same, however, Remote Test Sites **cannot** store testing materials for longer than 90 days. After 90 days, the test materials **must** be secured appropriately at the permanent Test Site for the remainder of the 2-year period.

Web-based testing may occur at Remote Test Sites provided minimum technical requirements and security is ensured. Security of testing materials and equipment while enroute to/from a Remote Test Site as well as while conducting remote testing is crucial.

Below is additional guidance to follow when transporting testing materials:

- 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. (This includes scratch paper and paper DA Forms.)



TEST SITE PERSONNEL UPDATES

The TCO will provide the following documents for any personnel changes to the APT Program Office, except for ARNG Test Sites, which need to coordinate through their Component Chiefs:

- [TAV](#)
- [Appointment Orders](#) (if adding personnel)
- [Rescinded Orders](#) (if removing personnel)
- Appropriate Required [Training Certificates](#)

Request processing will be completed during one sitting by the APT Program Office, partial updates **will not** be completed. If the Test Site is requesting to add and remove Authorized Users on the same TAV, then **all** required documents will need to be submitted at the same time.

ADDING/REMOVING/UPDATING USERS/ROLES

Adding Authorized Users (TCO, ITCO, ATCO, and TE/TA)

The TCO will email the APT Program Office through the APT Group Mailbox with the SUBJECT line: "TXXXX_Personnel Update" with:

- [TAV](#)
- [Appointment Orders](#) (for all new users)
- Appropriate Required [Training Certificates](#) (for all new users)

Example of Email Subject Line:

T0001_Personnel Update

Adding Test Proctors

The TCO will email the APT Program Office through the APT Group Mailbox with the SUBJECT line: "TXXXX_Personnel Update" with:

- [TAV](#)
- [Appointment Orders](#)

Example of Email Subject Line:

T0001_Personnel Update

Test Site Personnel Updates

Removing Users (TCO, ITCO, ATCO, TE/TA, and Test Proctors)

The TCO will email the APT Program Office through the APT Group Mailbox with the SUBJECT line: "TXXXX_Personnel Update" with:

- TAV
- Rescinded Orders (for the user being removed)

Example of Email Subject Line:

T0001_Personnel Update

Update User Roles

If an Authorized User is updating their role (TE to ATCO, TCO to ATCO, etc.) appointment orders and rescinded orders **must** be provided. For example, John Smith is currently listed as a TE, and he has been moved to an ATCO position. The APT Program Office will need an updated TAV form, appointment orders for the ATCO role, and rescinded orders for the TE role.

If a Test Proctor is updating their role to an Authorized User role (TCO, ITCO, ATCO, TE/TA) appointment orders and rescinded orders **must** be provided along with the required appropriate training certificates for the Test Site.



ACCOUNTS & ISSUES

If there are any account issues with Authorized Users, please email the APT Group Mailbox, not the APT Program Office Personnel personal emails. If there are any changes to the APT Program Officer Personnel and the systems have not been updated the request will go unanswered.

DMDC Accounts (iCAT and DLPT)

If Authorized Users receive the message: “**All your positions are Locked**, due to Inactivity,” please contact the APT Group Mailbox.

If Authorized Users receive the message: “**Failed to authorize user**, Account Suspended,” the APT Program Office is unable to assist. Please contact DMDC Support Center (see [Appendix C: Point of Contacts](#)).

Business hours are from 4am –5pm PST and have at least one agent on call 24/7.

DMDC has updated their account processes. The DMDC systems (DLPT-AR and iCAT-AR) will automatically

lock Authorized User’s accounts if they have not logged into the system after 30 days of inactivity. After 90 days of inactivity the DMDC system will automatically de-provision the Authorized User’s access.

If the APT Program Office instructs the Authorized User to contact DMDC Support, DMDC Support may state that the Authorized User will need to contact their SSM.

If this should happen, the APT Program Office is the SSM, and the Authorized User will need to inform DMDC Support that the SSM was contacted, and the Authorized User was informed to contact DMDC Support for assistance.

If the Authorized User has both iCAT and DLPT accounts, logging into one will not count towards logging into the other.

If the phone numbers are not working, email dodhra.icat@mail.mil for iCAT/PiCAT issues, or dodhra.dlpt@mail.mil for DLPT issues.

The APT Program Office does not assist with temporary passwords for DMDC accounts. If the Authorized User is experiencing password issues, please contact DMDC Support Center (see [Appendix C: Point of Contacts](#)).

Accounts & Issues

The APT Program Office is unable to update email addresses for DMDC accounts. If an Authorized User needs to update their email address, they will need to contact their local personnel office.

SIFT Accounts

The APT Program Office can assist with most issues for the Authorized Users accounts. Too many attempts at receiving a temporary password could result in being locked out of your account. Should this happen, the APT Program Office will need to contact the SIFT Technical Team for assistance with unlocking the Authorized User's SIFT account.

A new Authorized User requesting access to the SIFT website **must** create their account and email the APT Group Mailbox requesting activation. The request will be processed if all required documents for the Authorized User is within the Test Site records.

Authorized Users associated to USMEPCOM Test Sites **must** go through the USMEPCOM POC for account issues (see [Appendix C: Point of Contacts](#)).

OPI/OARS Accounts

The APT Program Office does not create/maintain OPI accounts within the OARS website (see OARS website -> Help Section -> Managing Associate(s) Accounts document).



TEST SITE MATERIALS

Test Materials include (but not limited to):

- Test Booklets
- Answer Sheets
- Score Keys
- DA Forms (330, 4187, 5160, 7634)
- Headphones
- Scratch Paper

It is crucial to ensure that all test materials in use are present and up to date. Obsolete or suspended test materials **must not** be used for any reason to prevent overexposure of exams and involvement in test compromise investigations IAW AR 611-5.

Blank answer sheets are not considered controlled until they contain an SSN/DoD ID number or an answer. Stamp or print “CUI” on all test components. Copying or loaning of APT test materials is strictly prohibited unless written consent is provided by the APT PM.

Handling Discontinued Exams

In cases where an exam is discontinued due to compromise or other reasons, there may be a need for rapid cessation of exam administration. The APT Program Office will issue a message with detailed guidance and a termination date for the use of the previous exam version.

Transfer of Test Materials

Test materials may only be permanently transferred to another established APT Test Site with the approval from the APT Program Office. Temporary hand-receipting of test materials for 90 days or less is not considered a permanent transfer and does not require approval. Remote Test Sites should **never** have test materials stored at the testing facility for longer than 90 days. Test materials needed at the Remote Test Site will need to be transported from the permanent Test Site to the Remote Test Site for every testing session.

The transferring Test Site Authorized User **must** document all materials on a DA Form 200, listing items by nomenclature, date, and serial number. All materials **must** be mailed IAW AR 611-5. A copy of the transmittal document **must** be submitted to the APT Program Office including the Test Site IDs for both Test Sites involved in the transfer.

Test Site Materials

The sending TCO **must** confirm the receipt of materials by the receiving party when mailing between Test Site or Remote Test Site.

Damaged Current Test Materials

Damaged current test materials due to overuse or wear and tear should be destroyed and a DA Form 200 provided to the APT Program Office. Document all items on a DA Form 200, stating the reason for destruction. It is the responsibility of the Test Site/TCO to ensure receipt by the APT Program Office.

Destruction of Test Materials

TCOs **must** destroy test materials when:

- Tests are rescinded from use.
- Tests become obsolete.
- Directed by the APT PM

Destruction must occur within 30 days of notification and can be done by burning or shredding. A witness must observe the destruction process IAW AR 611-5. Completed or partially completed answer sheets, being controlled materials, **must** be destroyed using the same procedures. Blank answer sheets that are rescinded or discontinued may be shredded, burned, recycled, or discarded.

Jointly inventory and document the destruction of materials using a DA Form 3964, Classified Document Accountability Record. Segregated materials marked for destruction **must** be stored separately from current materials and destroyed within 5 business days of removal from inventory. On the day of destruction, verify each item by nomenclature, date, and serial number before destruction.

Submit copies of destruction certificates to the APT Program Office via email using DA Form 3964 or a MFR.

DA Form 3964 required information:

Item	Explanation
Control Log	Serial Numbers
Description	Form No. and Title of Test Materials
Classification	Controlled Unclassified Information (CUI)
Number of Copies	Quantity being destroyed
Date of Document	Self-Explanatory
Originator	N/A

Test Site Materials

Ensure “Section C” of the form is complete with two signatures: the “Originator” (TCO/ITCO/ATCO) and a “Witness”.

Maintain copies of destruction certificates in local APT files for a minimum of 2-years, or until the exam has been superseded or rescinded for current test materials.

Mailing Controlled Test Materials

When mailing controlled test materials, including examination materials, the following procedures **must** be adhered to:

- Double wrap all items, ensuring there are two layers of packaging.
- Address the inner envelope and stamp it with “FOUO”.

The outer package should not indicate its contents as controlled test materials or that it is CUI.

Scoring keys **must** be mailed separately from other test materials. Test booklets, administration manuals, and blank answer sheets may be packaged together. Different versions of the same test **must** be mailed separate packages (i.e., “A Versions” and “B Versions” or APT test materials).

Completed or partially completed answer sheets **must** be mailed separately from other test materials.

All mailed test materials must use a traceable delivery method such as:

- Registered mail through the United States Postal Service (USPS) (certified mail is not acceptable)
- United Parcel Service (UPS)
- Federal Express (FedEx)
- Airborne Express

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

Storage & Accountability of Test Materials

All test materials, including administrative manuals and documents containing PII, **must** be accounted for, and always secured.

Storage options include:

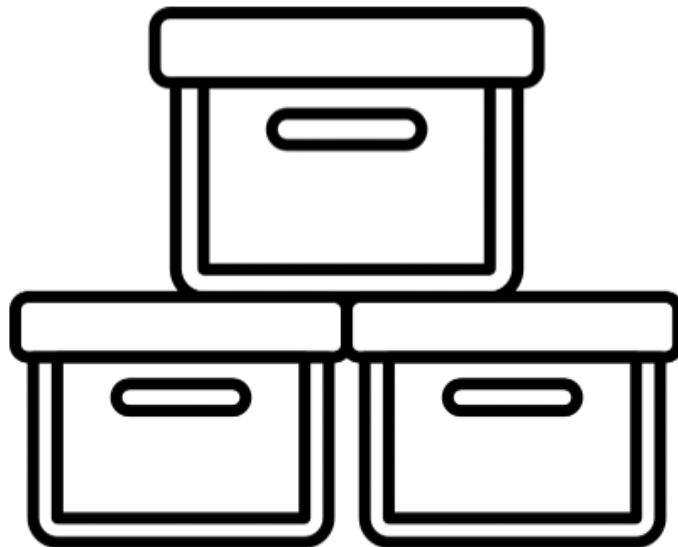
- A metal file cabinet with a steel lock bar and a combination padlock (minimum three digits).

Test Site Materials

- A metal file cabinet with a built-in minimum three-digit combination lock
- An upright safe or vault

Record an exact count of test materials when removing from and returning to secure storage. Include all transmittal documentation with all packages, ensuring complete information on the contents. A return receipt must be requested.

Make a record on Standard Form (SF) 702 whenever the safe is opened or closed. Store test scoring keys separately from test booklets to prevent unauthorized access. Limit access to test materials to individuals whose duties require it.



TEST SITE INVENTORIES

The TCO or ATCO is tasked with maintaining an inventory of test materials for their designated Test Site or Remote Test Site. All TCOs are obligated to conduct an annual inventory of their test materials IAW AR 611-5.

Submitting Annual Test Inventory Report

The TCO or ATCO **must** perform a physical inventory of all test materials every annually (per fiscal year), IAW AR 611-5, which requires the presences of a witness. (The witness can be a TE).

Upon completion, the testing staff is required to send the results to the APT Program Office, via the APT Group Mailbox email, with a statement confirming, “All Inventory Items are Present”.

Should there be any changes or discrepancies, the following steps **must** be taken:

1. Adhere to the instructions outlined on the first page of the report when conducting the inventory.
2. Sign or initial all pages of the report.
3. Communicate any updates or discrepancies directly to the APT Program Office.

Retain a copy of the completed inventory on file for a period of 2-years.

Handling of Test Materials

Rescinded, discontinued, and suspended items **must** be clearly labeled as such. TCOs are required to destroy any materials labeled as rescinded or discontinued and send a copy of the destruction certificate to the APT Program Office via email.

It is crucial to check form dates when destroying test materials, as some tests may have new versions with the same form number but different dates. Suspended items should not be destroyed but kept separately until further instructions are provided.

Inventory Procedure

The TCO, ITCO, or ATCO along with a witness will physically inventory every item. Locations with hand-receipted test materials **must** conduct their own inventories and report results to the TCO. Each item on hand should be checked off by the witness, with an annotation for serially numbered items or quantity for non-serially numbered items.

- Hand-receipted items should be marked with “HR” next to the serial number or quantity.

Test Site Inventories

- For non-serially numbered items, indicate the number on hand plus the number of hand-receipted items in the format: "1+1 HR".

If there is a discrepancy with serial numbers, correct it on the list and note it in the "Results" section.

Reporting Results

If all items are present, indicate "All Items Present" in the "Results" block. If all items are present or accounted for on valid hand-receipts, write "All Items Present or Accounted For". Report missing items immediately to the APT Program Office and list them in the "Results" block. Verify any APT items not listed on the inventory and contact the APT Program Office for guidance.

Submission Timeline

The annual inventory must be submitted between the first and last day of September. Inventories submitted before September will not meet the requirement. Failure to submit the inventory on time may result in the suspension from web-based testing systems, ordering materials, or account closure.

ANNUAL ACCOUNT VALIDATION PROCESS

The Annual Account Validation process is conducted during the first two months of the calendar year (January through February); IAW AR 611-5, all Test Sites are required to have the following documents on file at the APT Program Office:

- [TSE](#) form
- [TAV](#) form
- [Local SOP](#)
- [Appointment/Rescinded Orders](#)
- Appropriate Required [Training Certificates](#)

The Annual Account Validation Process is to ensure all required documents for the Test Site are accurate and up to date at the APT Program Office.

- The Test Sites **must** provide a new TAV form listing all Authorized Users at the Test Site (even if they are requesting to remove a user), to ensure that the updates are processed correctly.

The APT Program Office will verify the Authorized Users and verify that the TSE, SOP, Appointment Orders, Rescinded Orders (if needed) and all required training certificates for the Authorized Users are on file (which include being able to open the files) within the Test Site's records.

Process

The Test Sites must provide an updated TAV form to the APT Group Mailbox with the SUBJECT line: "TXXXX_FYXX Annual Account Validation". The TAV form **must** have the most up to date roster of Authorized Users. Test Sites belonging to ARNG **must** email their respective Component Chiefs who will then provide the required document to the APT Program Office for review.

Example of Email Subject Line:

T0001_FY25 Annual Account Validation

Annual Account Validation Process

Upon receipt of the Annual Account Validation Process email, the APT Program Office will review the Test Site's records to ensure that all documents listed above are within the Test Site's records. If any documents are not on file or are corrupt (rendering the file unreadable), the APT Program Office will inform the Test Site/Component Chiefs of the missing documents. Once all documents are verified as up to date and complete, within the Test Site's records the Annual Account Validation process is complete.

If any [Test Site Personnel Updates](#) are needed to be completed during the Annual Account Validation process, all required documents **must** be provided to the APT Program Office. Except for ARNG Test Sites, who will need to coordinate Test Site updates through their Component Chiefs (see [Test Site Personnel Updates](#)).

If Test Sites are considered non-compliant at the end of the Annual Account Validation process, the Test Site will be closed, all users will have their provisions removed and the Test Site will need to re-establish its account by going through the [Test Site Re-Establishment](#) process. Test Sites are considered non-compliant when:

- No submission of the TAV form was provided for the Annual Account Validation Process
- No correspondence from the TCO for the Annual Account Validation Process

Test Sites will be considered pending when the Test Site has submitted their documents, but the APT Program Office is requesting updates or corrections to any of the required documents for the Test Site.



APT EXAMS

Overview

Exams governed under APT:

- AFCT
- ASVAB
- DLPT
- DLAB
- OPI
- SIFT



Exams **not** governed under APT Program Office:

- English Comprehension Level (ECL) – see [ECL Guide](#) – (located on the DLPT-AR website within the “Documents” hyperlink located in the upper right-hand corner near the “Contact” and “Log Off” hyperlinks. Please reference the “Document” hyperlink as it is updated frequently)
- American Language Course Placement Test (ALCPT)
- Basic Math and Science Test (BMST)
- Pre-screening, internet-delivered Computer Adaptive Test (PiCAT)
- Test of Adult Basic Education (TABE)
- Tailored Adaptive Personality Assessment System (TAPAS)
- U.S. Army Sergeants Major Academy (USASMA) Non-Resident Course
- Information/Communication Technology Literacy (ICTL) test/Cyper Test

This list does not include all non-governed APT Program Office exams.

IAW AR 611-5 the following individuals are authorized to take any APT exam (some may have additional restrictions):

- RA
- ARNG/ARNGUS
- USAR
- Individual Ready Reserve (IRR)
- USMA & ROTC
- Eligible Civilians (includes DoD and DA civilians)
- Eligible family members
- Other Sister SMs may test at APT Test Sites after the proper coordination with Sister Service POCs

APT Exams

Test Sites are required to stop using old versions of an exam immediately upon release of a new APT exam. Once an electronic version of an APT exam is available, paper versions are no longer authorized unless specifically directed by the APT PM.

Eligibility

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

Members of the IRR and retired SMs are treated as DoD Civilians and must be directed to the nearest USMEPCOM for testing.

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

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

Direct additional questions concerning eligibility of testers to the APT Program Office.

The SM is required to provide their military ID on the day of the scheduled exam. SSN numbers are no longer required to be provided (per the AFCT and DLPT Web-based User Guides).

Prohibited Items

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

- Writing instruments and scratch paper. (All materials necessary for testing must be provided by the Test Site for the appropriate exam).
- AFCT and SIFT examinees may only have one sheet of scratch paper at a time. If the examinee needs another sheet, the examinee may ask the TE/TA for additional paper. (Per AFCT User Guide).
 - Scratch paper is **not** authorized for the DLPT/DLAB/OPI exams. (Per DLPT User Guide).

APT Exams

- OPI does not allow aids during the test.
- Used scratch paper is considered controlled test material and must be destroyed IAW AR 611-5.
- Lexical aids (i.e., dictionaries).
- Personal electronic devices including but not limited to:
 - Watches
 - Smartwatches
 - Cell Phones
 - Tablets
 - Laptops
 - Calculating devices
 - Cameras
 - Any other items which could be used to gather, store, copy, transmit, or receive data.
- Personal headphones. (TE/TAs are required to provide DoD approved headphones to examinees for listening tests).
- Oversized wallets, purses, and/or backpacks.
- No food or drinks; this also applies to authorized testing staff.



Disruption & Technical Issues with Exams

Poor conditions and expected or unexpected disruptions may have a negative impact on an examinee's test score(s). All APT exams **must** be given under standard conditions and procedures IAW AR 611-5 to give each examinee the opportunity to do their very best. Web-based delivery of exams is subject to a variety of potential technical challenges as well. There are no clear-cut rules for determining whether an examinee should stop the exam and resume it later or terminate the exam before finishing. This will depend on the frequency and severity of the issue(s), and how quickly they can be resolved. Examinees should stop the exam as soon as they feel that the technical problems could affect their performance on the exam and schedule a time to resume the exam later. **Termination of an exam should be considered only as a final option.**

If any unscheduled, constant, and/or prolonged noise or technical disruptions occur during testing (such as construction in a nearby area), examinees will be provided the option of rescheduling.

If testing has already begun the Authorized User shall prepare:

- A MFR (for AFCT/ASVAB/DLPT/DLAB/OPI) documenting circumstances regarding the disruption and report the situation to the APT Program Office as soon as possible.

APT Exams

- Please annotate within the MFR that the DLPT scores need to be invalidated.
 - The APT Program Office will generate a new ETP for the examinee(s) based on the APT PM approval of the MFR. MFR templates are located on APT Teams Channel -> Required Memos -> [MFR](#) folder.
- For SIFT irregularities, TCOs will complete the SIFT Irregularities Form and submit to the APT Program Office.
 - The APT Program Office will attempt to correct the issue.
 - If unable to, the APT Program Office will contact the SIFT Technical Team for assistance.
 - Test Sites should **not** be contacting the SIFT Technical Team, it must be routed through the APT Program Office. SIFT Irregularities Form is located on APT Teams Channel -> Required Memos -> [SIFT Forms](#) folder.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

Exams should be suspended using the “Resume Later” option where available.

The following guidelines should be used for stopping or terminating an exam:

- If the examinee experiences three system failures.
- In a listening exam, if a passage **cannot** be heard and the problem **cannot** be corrected using the “HELP” function or by performing a failure/recovery.
- If the testing application website is down for longer than forty-five minutes

Once an examinee has completed an exam and received a score, an ETP request for a retest will be required for review and possibly may be denied.

If the Test Site anticipates a disruption at any point during an exam, TEs **must** contact the examinee, explain the situation, and provide the examinee the option to reschedule the exam for another day.

Examinee Emergencies

If an examinee **must** be released from the AFCT exam after testing has begun due to an emergency (for example, a family member is involved in an accident), the administrator **must**:

- AFCT - remind the examinee not to discuss the exam with anyone.
- DLPT- suspend the exam, note the reason, and reschedule the examinee to complete the exam within 30 days and remind the examinee that they **must** finish the exam within the time remaining on the test clock.

Examinee Non-Emergencies

If an examinee decides to stop the exam for any reason that is not considered an emergency (for example, they realize that they do not understand the language in which they are testing), the administrator should:

- AFCT – terminate the test without grading.
- DLPT – terminate the exam, the examinee is **not** eligible to retest in that modality and language or dialect earlier than 180 days from that date, or upon completion of a Significant Language Training Event (SLTE) in that language or dialect.

Unscheduled Breaks

Unscheduled breaks are **only** authorized, for DLPT only, for examinees who have presented a medical statement to substantiate the need for taking an individual break during their completion of a DoD language test.

ASVAB and AFCT are only authorized an unscheduled break if there should be an emergency (see Examinee Emergencies section).

*If an Authorized User/Test Proctor needs to take a break (i.e., bathroom break), only another Authorized User/Test Proctor may cover. This **does not** include any Authorized Users/Proctors already present during testing.*

No Shows

AFCT, DLAB, DLPT, SIFT do not record “no shows” (N/S) within their respective databases as the exams expire out within the system.

The Army incurs a cost for every OPI no-show, regardless of the reason. Test Site Authorized Users must stress the importance of attending scheduled OPIs to the SMs. If

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a conflict arises, Authorized Users must reschedule or cancel the exam as soon as possible.

Effective March 1, 2023, examinees who miss their OPI appointment will be unable to reschedule for the same language for 30 calendar days. This policy helps ensure efficient scheduling and resource allocation. Exceptions are made for base closures, test-site closures, or documented examinee illness. If the SM's exams status is a N/S in the system, the Soldier will not be able to test again no matter the reason until 30 calendar days have passed unless the SM has an approved ETP on file.

If the SM has an approved ETP on file, you must follow the ETP process-which can be located in OARS. Now, if the base had a closure, or there was a test site closure or a documented illness, please be sure to email the APT Program Office right away and when you are submitting an exam request in OARS please be sure to enter a note in the notes section explaining the situation.

To clarify--future situations:

The APT Program Office relies on communication from Test Sites about changes or issues with requests.

Please notify us directly (through the APT Group Mailbox) if:

- A test request can't be fulfilled as scheduled.
- There are any changes that impact scheduling or participants.

This helps us understand the situation and avoid unnecessary delays.

If the SM falls under one of the exceptions listed above, an OPI MFR will need to be provided (see [Memorandum for Record](#) section).

Invalidated Test Scores

Although infrequent, a test will be invalidated (INV) if:

- An incorrect test version is used.
- If the SM answered questions incorrectly
 - For example, SM answers question in English instead of the Language being tested (both LC and RC) which means the exam cannot be graded.

If the exam is marked INV, the Examiner will need to re-register the SM to take the exam again. No ETPs are required. ?

Test Compromise and Cheating

APT Exams

Compromise is an act, either deliberate or otherwise, that results in test materials becoming available to any part of the testing population.

Cheating is a deliberate act by an examinee intended to improve their own score. It is any unauthorized activity that impairs or alters the effectiveness of the test to measure the knowledge or skills it was designed to assess.

Sometimes an act can be both a compromise and cheating. Both are violations of the Non-Disclosure Agreement (NDA) that all examinees **must** sign/acknowledge before testing and are subject to administrative or disciplinary action under Article 92 of the UCMJ, for military personnel. Any punishment or disciplinary action is determined by the SM's CO (or DoD civilian's management), who should take the incident's effect on the overall DLPT into account.

Upon suspicion of possible test compromise or cheating, the administrator shall suspend the examinee's exam and immediately notify the Chain of Command. The TCO will notify the APT Program Office or Sister Service POC. **The APT Personnel who witnessed the event shall write an MFR documenting the chain of events and the TCO will submit the MFR to the APT Program Office and retain a copy within the Test Site Facility records for 2 years.** TCOs shall include the following information within the MFR:

- Name of test, date of exam.
- Date, time and location/Test Site ID of possible compromise or cheating.
- Detailed description of circumstances surrounding the suspected compromise or cheating.
- Detailed description of current test administration security procedures.
- Detailed description of the testing room to include placement of examinees and spacing between examinees. State whether privacy screens or security panels between testing carrels were used.

Compromise

In the case of a **compromise**, the TA shall report the incident to the Soldier's CO and the APT Program Office so potential impact on DoD worldwide can be assessed. All investigations **must** be conducted IAW service regulations and in coordination with DLIFLC. The TCO will update the APT Program Office on the status of the investigation who will then inform DLIFLC and carbon copy (CC:) Defense Language and National Security Education Office (DLNSEO).

A copy of the completed investigation report **must** be forwarded to the APT Program Office and **must** include the following:

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- Detailed description of charges made to test security procedures to prevent additional compromises in the future.
- The conclusions and recommendations made by the investigating office.

Cheating

In the case of **cheating**, the TA will suspend the examinee's exam, and all involved personnel shall write an MFR following the procedures outlined above. The TA should investigate how cheating was possible. Depending on the incident, the TCO should consider whether the testing staff needs additional training or if safeguards should be installed. The TCO shall ensure that the cheating incident is documented in the examinee's personnel records.

When it has been determined that an examinee was involved in a test compromise or a cheating incident, the TA will terminate the exam. The exam still counts and the TCO shall record a score of 0 even if a different score shows up in the testing database. A test score report, DA Form 330, or test score memorandum will reflect a 0 and statement of test compromise or cheating. Since not every cheating incident is a test compromise, the statement **must** include an explanation of the incident. The incident shall be reported through the Chain of Command to the examinee's Unit CO or Service/Agency Senior Language Authority and Office of the Inspector General (IG).

Cheating Follow-Up

Individuals caught cheating are **not** authorized to take the exam until six-months have elapsed from the exam date when the cheating occurred. Retesting or rescheduling the test is **not** allowed unless authorized by the APT Program Office.

AFCT

The AFCT is an important assessment tool utilized within the United States military. This test is designated for in-service personnel who are seeking to enhance their opportunities and capabilities within the military structure.

The AFCT evaluates in-service personnel who wish to improve ASVAB score to:

- Qualify for re-enlistment
- A Military Occupational Specialty (MOS) change
- Warrant Officer (WO) training
- Officer Candidate School (OCS)
- ROTC

The AFCT is a battery of 10 subtests, from which 10 composite scores are derived. Examinees must complete all 10 subtests to receive test scores.

APT Exams

Web-AFCT	
Subtest	Test Question Range
General Science (GS)	15
Arithmetic Reasoning (AR)	15
Word Knowledge (WK)	15
Paragraph Comprehension (PC)	10
Mathematical Knowledge (MK)	15
Electronics Information (EI)	15
Auto Information (AI)	10
Shop Information (SI)	10
Mechanical Comprehension (MC)	15
Assembling Objects (AO)	15

The AFCT serves multiple objectives including:

- Re-evaluation – allows members to improve their ASVAB or previous AFCT scores.
- Qualification – improved scores can open doors for re-enlistment, changes in MOS, and higher training opportunities.
- Advanced training – scores are used to determine eligibility for WO training, OCS, or ROTC.

The AFCT exam is web-based and can be found on the iCAT-AR website (see [Appendix D: Websites and Links](#)). AR 611-5 is the guiding regulation for AFCT. Additional administrative guidelines and reference materials are located on the iCAT-AR website within the “Documents” hyperlink.

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Per DoDI 1145.01, IPPS-A is requiring Test Sites to add a group score along with the Armed Forces Qualification Test (AFQT) score within their system. Below is the current grouping associated with the SM's scores:

Enlistment Eligibility

The Armed Forces Qualification Test (AFQT) is used by all of the Services to determine if an applicant is eligible for the military.

Four of the ASVAB subtests are combined to form the AFQT. It measures general cognitive ability and is composed of verbal and mathematics subtests. AFQT scores are grouped into categories for reporting purposes. The table below shows the AFQT categories and the percentile score ranges corresponding to the categories. Applicants that score in AFQT category IIIA or higher may qualify for enlistment incentives.

AFQT Category	Percentile Score Range
I	93 – 99
II	65 – 92
IIIA	50 – 64
IIIB	31 – 49
IV	10 – 30
V	1 – 9

The minimum AFQT score required to qualify for enlistment varies across the different branches of service. Contact a military recruiter or visit one of the Service-specific websites listed below to find out more about the required minimum AFQT score.

- Air Force | www.airforce.com
- Army | www.goarmy.com
- Coast Guard | www.uscg.mil
- Marine Corps | www.marines.com
- Navy | www.navy.com








AFQT Category	IPPS-A	Percentile Score Range
I	1	93-99
II	2	65-92
IIIA	C	50-64
IIIB	D	31-49
IVA	E	21-30
IVB	F	16-20
IVC	No Code	10-15
V	5	1-9

AFCT Eligibility

- Initial Testing – Applicants take the ASVAB upon their initial entrance into the service.
- Subsequent Testing – those Military members currently serving who wish to update/improve their test scores.

Preparing for the AFCT Exam

SMs are encouraged to prepare thoroughly before taking the AFCT exam. Various study guides and resources are available to assist with preparation. Consultation with a Career Counselor or Mentor within the service may provide strategic insight into improving AFCT scores.

Attending a Basic Skilled Education Program (BSEP) course may help students improve their AFCT scores; more specifically their General Technician (GT) score.

It is essential for SMs to understand the implications of the AFCT on their military career progression and to approach the exam with diligence and preparedness.

ASVAB

The ASVAB is a multiple aptitude test battery used by all military services to select and classify military applicants. iCAT ASVAB is the internet-based version of ASVAB. The iCAT-AR website allows Authorized Users to register military applicants to take one of these exams and provides score reports to the SM.

AR 611-5 is the guiding regulation for ASVAB. Additional administrative guidelines and reference materials are located on the iCAT-AR website within the “Documents” hyperlink.

Per USMEPCOM Regulation 611-1, Chapter 6, 6-2, e (10) Electronically send a completed transmittal document specific to the Service affiliation of the testing site accompanied by the iCAT Session Report, all individual iCAT Score Reports, and all completed UMF 680-3A to the MEPS servicing the region where the tests were given using one of the methods listed below. All tests given in Europe go to the New York MEPS; all tests given in the Pacific go to the Honolulu MEPS. Documents will be sent on the same day the test was administered.

DLAB

The DLAB is the test battery authorized for assessing and evaluating an individual’s aptitude to learn a foreign language, as well as determining the eligibility of the examinee for language training. The DLPT-AR website is used to facilitate the DLAB

APT Exams

exam. AR 11-6 is the guiding regulation for DLAB. Additional administrative guidelines and reference materials are located on the DLPT-AR website within the “Documents” hyperlink (see [Retesting Policy](#) for DLAB requirements).

DLAB Test Types						
Test Type	Skill	Range	Generation	Time Allowed	Break	WBFT
DLAB	N/A	N/A	DL1	1 1/2 hours (90 minutes)	No	No

The Army Foreign Language Service Program Manager (SPM) – Deputy Chief of Staff (G-2) is the sole approval authority for all DLAB waivers for DLAB

Recruits or Soldiers must take and pass a DLAB test to qualify for reenlistment/reclassification into a language-dependent MOS. The minimum score required to pass the DLAB is a 95, although most of the Army’s language requirements require a DLAB score of 105 or higher. Soldiers who do not meet the minimum DLAB requirement for a language may request a waiver from the SPM.

DLAB Eligible for Testing

- DoD Civilian or military personnel who are proficient in a foreign language.
- DoD Contractors and dependents – direct questions to the APT Program Office
- DoD Spouses are permitted to complete DLAB if accompanying their spouses to DLIFLC for acquisition language training.
- Soldiers in the Active Army, USAR, ARNG, and Sister SMs

If the civilian meets the requirements for testing, register the civilian for the DLAB under their SSN using the same affiliation of the military sponsor. The civilian **must** provide proof of their sponsor’s enrollment into DLI before being granted the ability to take the exam.

DLPT

The DLPT exam consists of DLPTs I, II, IV and the DLPT5. These tests measure listening and reading proficiency in a foreign language and determine qualification for:

- Receiving FLPB for applicable military personnel
- Foreign Language Proficiency Pay (FLPP) for applicable civilian personnel.
- Other service specific requirements and qualifications

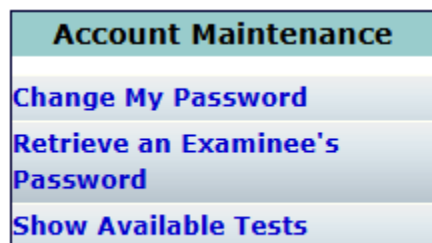
APT Exams

All foreign language reading and listening exams use the DLPT-AR website. AR 11-6 is the guiding regulation for DLPT. Additional administrative guidelines and reference materials are located on the DLPT-AR website within the “Documents” hyperlink.

Recommended Break Schedules						
Test Type	Skill	Range	Generation	Time Allowed	Break	WBFT
DLPT	LC/RC	Lower	5	3 hours (180 minutes)	Yes	Yes
DLPT	LC/RC	Very Low	5	1 hour (60 minutes)	No	Yes
DLPT	LC/RC	Upper	5	3 hours (180 minutes)	Yes	Yes
DLPT	LC/RC	CAT	5	3 hours (180 minutes)	Yes*	No
DLPT	LC/RC	Lower	IV	3 hours (180 minutes)	Yes	No
DLPT	RC	Lower	III	3 hours (180 minutes)	Yes	No
DLPT	LC	Lower	III	2 hours (120 minutes)	No	No
DLPT	LC/RC	Lower	I, II	1 hour (60 minutes)	No	No
* Examinee breaks for DLPT-CA are triggered by the examinee selecting the "Help" button according to DTAV guidance--other break information in this table represents a system-triggered breaks at the halfway point in the test.						

Additional information regarding all versions of the DLPT exam can be found within the Generic Familiarization Guide – Multiple Choice (MC) (updated) and Generic Familiarization Guide – Constructed Response (CR) guides located on the DFLILC Resources page.

Within the DLPT-AR website, a “List of Available Tests” is available to all authorized users. Log into DLPT-AR website and look to the left-hand side within the “Account Maintenance” box.



DLPT Guidelines

The DLPT5 is the latest generation of language exams. There are two DLPT5 exam formats:

- CR
- MC

In both formats, the test passages are in the language being tested. In the CR format, the examinee types the answer to the test question in **English**. In the MC format, the examinee selects one of the four answer options that are in English.

The DLPT5 is a self-paced exam that requires up to three hours to complete each modality, although it is possible to finish sooner than the allotted time. Due to test length, an extra 15 minutes should be added to the administration time to allow the examinee(s) an optional break. The length is due to the passage size that assesses a person's proficiency, and for the listening tests, all passages are voiced twice. The passages and audio are derived from authentic sources; the audio has different speakers with different accents (and occasional background chatter).

The Test Site must state that the individual will test with a NEN if any civilian wishing to take the DLPT that requires their testing to be anonymous. NEN access is provided through the SSM when provisioning the Authorized User for DLPT access.

DLPT5

IAW the DLFLIC resource page, the DLPT5 is designed to assess the general language proficiency in reading and listening of native speakers of English who have learned a foreign language as a second language. The DLPT5 tests measure proficiency as defined by the Interagency Language Roundtable (ILR) Skill Level Descriptions, levels 0+ to 4. All DLPT5s will be delivered on the computer. DLPT5s in many languages include both a Lower-Range test and an Upper-Range test. The Lower-Range test measures ILR proficiency levels 0+ to 3, while the Upper-Range measures ILR proficiency levels 3 to 4. Examinees will normally take the lower-range DLPT5; those who receive a score of 3 on this test may be eligible to take the Upper-Range test, depending on the policy of their institution. The DLPT5 will be used to make operational readiness, incentive pay, and training decisions for civilian and military language analysts in the United States government.

DLPT Eligible for Testing:

- DoD Civilian or military personnel who are proficient in a foreign language.
- DoD Contractors and dependents – direct questions to the APT Program Office

APT Exams

- DoD Spouses are permitted to complete DLAB if accompanying their spouses to DLIFLC for acquisition language training.
- Soldiers in the Active Army, USAR, ARNG, and Sister SMs

Civilians may take the DLPT when language proficiency is a condition of his/her employment. The civilian employee's supervisor **must** document the requirement and eligibility for the DLPT and send it to the TCO. Additionally, the supervisor **must** provide the address to which the score report should be sent to ensure the results are placed in the civilian's personnel record.

The following descriptions of proficiency levels: 0, 1, 2, 3, 4, and 5 characterize spoken language use. Each higher level implies control of the previous levels' functions and accuracy. The designation 0+, 1+, 2+, etc. will be assigned when proficiency substantially exceeds one skill level and does not fully meet the criteria for the next level. The "plus-level" descriptions, therefore, are subsidiary to the "base-level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details. Unless otherwise specified, the term "native speaker" refers to native speakers of a standard dialect. "Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education.

However, in cultures where formal higher education is common, the language-use abilities of people who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as a range of less formal varieties of the language. These descriptions may be further specified by individual agencies to characterize those aspects of language-use performance which are of insufficient generality to be included here.

To find the list of authorized languages for DLPT exams, navigate to the DLPT-AR website and login. Click on the "Documents" hyperlink in the upper right-hand corner. On the left side of the page, in "Accounts Maintenance" click on "Show Available Tests". This will generate the list of languages available for testing within the DLPT-AR system.

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If the civilian meets the requirements for testing, register the civilian for the DLPT under their SSN using the same affiliation of the military sponsor. The civilian/spouse **must** provide proof of their sponsor's enrollment into DLI before being granted the ability to take the exam.

OPI

Overview

IAW AR 11-6 the OPI assesses a Soldier's speaking proficiency in English or a foreign language. Two scores may be assigned for the OPI (the assignment of two scores may differ by component).

- The tested score for the speaking skill.
- The tested score for the listening skill.

The test inventory includes an OPI given by the DLIFLC in languages not available in the DLPT format or for examinees who are required to document speaking skills.

The Army's minimum linguist proficiency level is L2/R2 in their Controlled Language (CLANG) for all linguists except for 35M Soldiers, U.S. Army Special Operations Forces (ARSOF), and Security Force Assistance Brigades (SFAB) Soldiers. Language qualified MOS 35M Soldiers **must** score a minimum of L2/R2/S1+ in their CLANG to maintain MOS qualification.

ARSOF and SFAB minimum language proficiency is L1+/R1+ or S1+ (see AR 11-6 for additional information).

OPI

Only request an OPI for MOSs and FAs which have a speaking requirement (35Ms, Foreign Area Officer (FAOs), Career Management Fields (CMFs) 18, 37, and 38 Soldiers), languages for which no DLPT exists, or to enable a linguist (MOS immaterial) who achieved proficiency levels of L3/R3 to demonstrate a higher proficiency.

OPI interviewers can assign a speaking proficiency level of 0-5. An OPI is conducted with a DLIFLC approved and certified tester in the following circumstances:

- When an individual claims proficiency in a language on the Army Strategic Language List (ASLL) for which no DLPT is available. When a Soldier or DA Civilian (**does not apply** to 35M and ARSOF Soldiers) who scores proficiency levels of L3/R3 on their DLPT requests an OPI to demonstrate increased proficiency/ increase the amount of FLPB they are entitled to. These individuals **will not** have their FLPB reduced or lose MOS qualification if they fail the OPI.

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- To enable DLIFLC instructors to meet annual foreign language proficiency certification requirements.
- To determine RA reenlistment bonus levels and FLPB eligibility for CMF 18, 37, and 38 Soldiers.

Request OPIs for languages on the ASLL or other mission-required languages if no DLPT exists. Effective 01 October 2023, administer an OPI to all language qualified MOS 35M Soldiers as part of the annual certification to assess speaking proficiency and to maintain MOS qualification. Soldiers must score a minimum of S1+ on their OPI to maintain MOS qualification. Soldiers should schedule the OPI prior to taking the DLPT to ensure they can complete all required testing (for all three modalities) within 60 days.

Administer an OPI to FAOs every two years IAW DoDI 1315.20 (Management of DoD FAO programs). FAOs only qualify for additional FLPB when they score L3/R3 on their DLPT and an S2 or higher on their OPI IAW AR 11-6.

If the civilian meets the requirements for testing, register the civilian for the OPI under their SSN using the same affiliation of the military sponsor. The civilian **must** provide proof of their sponsor's enrollment into DLI before being granted the ability to take the exam.

Two-Score OPI

Only ARSOF Soldiers (CMFs and AOCs 18, 37, 38R, 38S, 38W, 38Z, and 180A WOs) are eligible to take a 2-score OPI (TSOPI). FAOs and 35M Soldiers are no longer authorized to take a TSOPI. A TSOPI can assign proficiency levels in participatory listening (PL) in addition to speaking of 0-4. The PL score is equal to the speaking score. For example, an ARSOF Soldier who scores an S3 on the speaking portion of the OPI would also receive an L3 in PL (see AR 11-6 for additional information as well as information on filling out the DA Form 330). "USSOCOM" must be selected instead of "standard OPI request" in order to receive the specified TSOPI PL on the score report within OARS.

OARS Information

The OARS website is a system for authorization, submission, tracking, and score reporting of the OPI exams. Examinees who want to take the OPI at another Service site will contact the local testing office to register for the exam. The TCO will enter the examinee in OARS and the appropriate PM will approve the exam.

If a member is a "NO SHOW" for a scheduled OPI exam, the examinee will not be permitted to schedule another OPI without the express consent of the respective PM to include justification from the examinee's supervisor. If an examinee is a two-time No

APT Exams

Show, without justification, the examinee **must** wait 180 days before being authorized to reschedule another OPI.

For a list of available languages offered in OARS, visit the “Help” section located on the OARS website -> “Language Availability by Teir”.

For a list of unavailable languages offered in OARS, visit the “Help” section located on the OARS website -> “Language Temporary Unavailability”.

SIFT

The SIFT is a comprehensive, computer-based assessment designed with rigorous scientific methodologies to forecast the performance and success of candidates in aviation training programs. The SIFT exam is a pivotal selection tool for Army’s aviation program, ensuring that only the most capable individuals are chosen for this highly demanding field.

Key aspects of the SIFT include:

- Scientific Foundation: The test battery is grounded in industry-standard scientific practices, ensuring its reliability and validity.
- Predictive Capability: It is specifically tailored to predict the likelihood of a student’s success throughout the aviation training curriculum.
- Primary Selection Tool: The SIFT is utilized as the main instrument for selecting applicants into the Army Aviation Program, reflecting its critical role in the candidate evaluation process.

All SIFT applicants, regardless of service branch, **must** have an Army GT score of 110 or higher to be eligible to take the SIFT exam, except for ROTC Cadets. ROTC Cadets are not required to take the AFCT or to have an Army GT score of 110 prior to taking the SIFT.

If the SM does not have an Army GT score of 110 or higher they must take an AFCT exam to improve their scores.

Individuals seeking re-entry/interservice transfer into the Armed Forces and wishing to take the SIFT exam must go through recruiting to take the exam. The Examinee is entitled to no more than two lifetime attempts to achieve qualifying scores on the SIFT. The Examinee is only eligible to retest one time to achieve qualifying scores on the SIFT.

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If issues arise during the exam and the SIFT Manual is unable to assist, fill out a SIFT Irregularities Form located on APT Teams Channel -> Required Memos -> [SIFT Forms](#) folder. Ensure that the SM is logged out of the exam and email the SIFT Irregularities Form to the APT Group Mailbox.

The SIFT Manual provides **all** required information for administering the SIFT Exam and is located on the SIFT website under the “Support” tab.

Do not login into the SIFT website, as the support tab will disappear.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.





RETESTING POLICIES

Each exam type (AFCT, DLAB, DLPT, OPI and SIFT) has specific requirements for retesting. The below information provides some of the required information based on the exam type. Please refer to the respective regulation, policy, and/or manual for each exam for further clarification.

- AFCT – AR 611-5
- DLAB/DLPT/OPI – AR 11-6 and/or DoDI 5160.71
- SIFT – SIFT Manual

The iCAT-AR and DLPT-AR websites require a specific waiver request process for the AFCT, DLAB, and DLPT which is outlined below in their respective sections.

AFCT

- No limit to the number of AFCT exams administered.
- **Must** observe the mandatory six-month waiting period between each test attempt IAW AR 611-5 unless requesting an ETP for retesting.
- 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:
 - Advancement.
 - Specialized training.
 - Retention in the Service.
 - Retesting will be done as authorized by AR 611-5 applying to the specific test and personnel selection program.
 - Retesting may be permitted on any test when the APT PM determines that extenuating circumstances invalidated the test results.
- In special circumstances, where testing within six-months is required, the Soldier **must** request and obtain an ETP, which **must** be approved by the APT PM (see Required Memos Process -> [AFCT/DLAB/DLPT/OPI ETP Request Forms](#)).
- **DO NOT** schedule an exam **without an approved ETP from the APT Program Office.**

Retesting Policy

AFCT Waiver Approvals

The process for registering the SM for an AFCT waiver request within the iCAT-AR website is as follows: (See [APT Governing Army Regulations & Policies](#) -> AFCT Web-based User's Guide).

1. Follow the process for AFCT ETP Request (see [AFCT/DLAB/DLPT/OPI ETP Request Forms](#)).
2. Once the signed APT PM ETP is provided to the Test Site, navigate to the iCAT-AR website and begin the registration process.
3. If an Examinee has taken an AFCT within the last 180 days, the registration screen will state: "Examinee with the same SSN has already taken the AFCT."

Examinee with the same SSN has already taken the AFCT

An individual with this SSN has already taken the AFCT as seen below:

Last Name: AFCTAALLO
Person ID (SSN):

The Examinee's Test Information:

Last AFCT Taken: Wed Apr 13 20:29:10 GMT 2022
Next Available AFCT: Mon Oct 10 20:29:10 GMT 2022

Please double-check the examinee's last name and SSN. If this is correct and you would like to submit a **Waiver** for the applicant then click **Proceed**. Otherwise the examinee must wait 180 days before retaking the AFCT. If this is not what is wanted then click **Cancel** to return to the previous screen.

[Proceed](#) [Cancel](#)

- a. If the Authorized User clicks "Cancel" the screen will revert to the registration page.
4. If the Authorized User clicks "Proceed" a window will generate requesting the waiver information.
 5. Click "Proceed" if the Test Site has an approved signed ETP by the APT PM for the SM (refer to Steps 1 and 2) and a window will generate requesting the waiver information:

Retesting Policy

Waiver Information

* Please fill out required fields

Examinee First Name*:

Examinee Last Name*:

Examinee Branch of Service*:

Reason*:

Test Administrator Email*:

Test Administrator Phone Number:

Submit Cancel

Please ensure that the Examinee Branch of Service is under Army (if the SM is Army). If the registration for a waiver approval request is not Army, the APT Program Office is unable to see the pending request.

The Test Site will need to contact DMDC to assist with correcting the registration issue and/or inform the APT Program Office of the branch of service to coordinate with the respective POC to approve the request.

6. After clicking "Submit" the waiver information within iCAT-AR, a pending registration will populate within the system and the APT Program Office will need to approve or deny the request.
7. The APT Program Office is not notified when a pending registration is submitted. The Authorized User will need to email the APT Program Office no earlier than 29 days and no later than 7 days to ensure that the APT Program Office can properly approve/deny the request with the SUBJECT line: "TXXXX (AFCT) ETP XXXXX_Last Name, First Test Unlock".

All information within the email needs to be accurate and match the information within the ETP and iCAT-AR website or the request will be denied, and a resubmission will be required.

Retesting Policy

Example of Email Subject Line:

T0001 (AFCT) ETP 12345_Smith Test Unlock

8. The APT Program Office will inform the Authorized User that the AFCT waiver request is approved/denied. If the request is denied, the APT Program Office will provide the reason.
9. The Test Site has 30 days from the approval of the waiver request to schedule and administer the exam to the examinee.
 - a. If the examinee is unable to test within 30 days, the approved waiver will expire (within the system), and the process will need to be completed again (if the examinee is still within the 180-day time limitation).
10. On the day of the scheduled exam, the Authorized User will register the SM. For security reasons, if the examinee does not begin the exam within 180 minutes/3 hours, this registration will expire, and the examinee will need to be re-registered.

DLAB

Per the DoDI 5160.71, administer the DLAB no earlier than 180 calendar days from the last test administration to an individual, unless the agency grants an ETP for a specific individual to retest within 180 calendar days. When an agency grants an ETP, there is no restriction on how soon the individual can retest; however, individuals can take the DLAB only twice in a 12-month period.

The SM will need to work with his/her career counselor/recruiter to ask for a waiver to qualify for the language they want to study if they meet the following criteria:

- SM needs to improve their score.
- SM wishes to retest within the 180-day time frame from last DLAB exam.

Submit requests for DLAB waivers using a memorandum for record (MFR) format through email from the recruiter, unit career counselor or commander to the Foreign Language Team (DAMI – OIO) at usarmy.pentagon.hqda-dcs-g-2.mbx.dami-oio-language@army.mil. Requests should include mitigating factors such as evidence of prior foreign language training or experience, education level, ASVAB ST scores, and so forth IAW AR 11-6, 2-5 Language Proficiency Test.

All requests to retest in the DLAB must be submitted to the email address above. Once an approved DLAB waiver is provided (by G-2), the Test Site will submit the G-2 MFR waiver to the APT Program Office to receive a DLAB ETP for processing (see [Appendix G: Tip Sheet](#)).

Retesting Policy

1. Unit recruiter, unit career counselor or commander provides an MFR to G-2 at: usarmy.pentagon.hqda-dcs-g-2.mbx.dami-oio-language@army.mil
2. G-2 reviews.
3. G-2 provides a waiver for SM (if applicable).
4. Test Site provides G-2 Waiver to APT Program Office.
5. Normal ETP process followed.

DLAB Waiver Approvals

The process for registering the SM for a DLAB waiver request within the DLPT-AR website is as follows: (See [APT Governing Army Regulations & Policies](#) -> DLPT Web-based User's Guide).

1. Follow the process for DLAB ETP Request (see [AFCT/DLAB/DLPT/OPI ETP Request Forms](#)).
2. Once the APT PM signed ETP is provided to the Test Site, navigate to the DLPT-AR website and begin the registration process.
3. Follow the "Steps to Register Examinee" instructions in the DLPT Web-based User's Guide "A – F".
 - a. Before selecting "Register" check the boxes under the "Request Retest Waiver" column.

Available Tests			
Language	Skill Test Type	Range	Request Retest Waiver
☒	Spanish	Listening Multiple Choice	All Ranges
☒	Spanish	Reading Multiple Choice	All Ranges
☐	Spanish	Listening Multiple Choice	Very Low Range
☐	Spanish	Reading Multiple Choice	Very Low Range

4. Fill out the required information and use the DLAB ETP signed by the APT PM within the "Waiver Certificate" section.

Retesting Policy

The screenshot shows a web application interface for a 'Request Details' form. At the top, there is a navigation bar with links: Home, Registration, Reports, Admin, and OPI. The form is titled 'Request Details' and includes a red warning message: 'One or more of the tests you're trying to register for requires that a waiver be approved. Please give the reason why you are requesting a waiver along with any pertinent details.'

The form is divided into several sections:

- Exam Information:** Contains fields for Name (JOHN SMITH), SSN (xxxx1234), Service (DoD), PNL Category (DoD Contractor), Pay Plan (ZZ), Pay Grade (SP), and Rank.
- Test Requiring Approval:** A table with columns: Language, Skill Test Type, Range, Request Upper Range, and Request Retest Waiver. The data row shows: Bulgarian, Listening Multiple Choice, Lower Range, No, and Yes.
- Reason and Comments:** Includes a 'Reason for Waiver Request' dropdown menu (set to 'Accidental termination of previous test') and a text area for 'Additional Comments (2000 characters max)'.
- Waiver Certificate (optional):** A field for 'Waiver Certificate' with a 'Browse...' button.
- TA's Email Address:** Fields for 'Email Address *' and 'Verify Email *', followed by 'Submit' and 'Cancel' buttons.

5. Click "Submit".
6. After submitting the waiver information within DLPT-AR, a pending registration will populate within the system and the APT Program Office will need to approve or deny the request.
7. The APT Program Office is not notified when a pending registration is submitted. The Authorized User will need to email the APT Program Office no earlier than 29 days and no later than 7 days to ensure that the APT Program Office can properly approve/deny the request with the SUBJECT line: "TXXXX (DLAB) ETP XXXXX_Last Name, First Test Unlock".

All information within the email needs to be accurate and match the information within the ETP and DLPT-AR website or the request will be denied, and a resubmission will be required.

Example of Email Subject Line:

T0001 (DLAB) ETP 12345_Smith Test Unlock

8. The APT Program Office will inform the Authorized User that the DLAB waiver request is approved/denied. If the request is denied, the APT Program Office will provide the reason.

Retesting Policy

9. The Test Site has 30 days from the approval of the waiver request to schedule and administer the exam to the examinee.
 - a. If the examinee is unable to test within 30 days, the approval of the waiver will expire, and the process will need to be completed again (if the examinee is still within the 180-day time limitation).

DLPT/OPI

- Administer no more than two iterations of the same DLPT to the same person in a 12-month period.
- Individuals who have completed an SLTE (minimum of 160 consecutive hours of training or equivalent for the RA, 80 consecutive hours for the Reserve Component (RC), ARSOF, and FAOs) may request a retest in less than six months from the last test date as an ETP (see Required Memos Process -> [AFCT/DLAB/DLPT/OPI ETP Request Forms](#)).
- If the ETP for retesting is approved, at least six calendar months must elapse before any subsequent test.
- Only **one** ETP may be granted within a 12-month period to comply with the DoD policy which limits the number of times a year a DLPT in the same language may be taken to twice per 12-month period.

Example w/o ETP:

Initial Exam	ETP/Retest Exam	Eligible Next Exam Date
08 January 2024	N/A	08 January 2025

Example w/ETP:

Initial Exam	ETP/Retest Exam	Eligible Next Exam Date
08 January 2024	05 May 2024	08 January 2025

DLPT Waiver Approvals

The process for registering the SM for a DLAB waiver request within the DLPT-AR website is as follows: (See [APT Governing Army Regulations & Policies](#) -> DLPT Web-based User's Guide).

1. Follow the process for DLAB ETP Request (see [AFCT/DLAB/DLPT/OPI ETP Request Forms](#)).
2. Once the APT PM signed ETP is provided to the Test Site, navigate to the DLPT-AR website and begin the registration process.
3. Follow the "Steps to Register Examinee" instructions in the DLPT Web-based User's Guide "A – F".

Retesting Policy

- a. Before selecting “Register” check the boxes under the “Request Retest Waiver” column.

Available Tests				
Language	Skill Test Type	Range	Request Retest Waiver	
☒ Spanish	Listening Multiple Choice	All Ranges	☐	
☒ Spanish	Reading Multiple Choice	All Ranges	☐	
☐ Spanish	Listening Multiple Choice	Very Low Range		
☐ Spanish	Reading Multiple Choice	Very Low Range		

4. Fill out the required information and use the DLAB ETP signed by the APT PM within the “Waiver Certificate” section.

[Home](#)
[Registration](#)
[Reports](#)
[Admin](#)
[OPI](#)

Request Details

One or more of the tests you're trying to register for requires that a waiver be approved. Please give the reason why you are requesting a waiver along with any pertinent details.

Examinee Information

Name : JOHN SMITH SSN : xxxxx1234

Service	PNL Category	Pay Plan	Pay Grade	Rank
DoD	DoD Contractor	ZZ	SP	

Test Requiring Approval

Language	Skill Test Type	Range	Request Upper Range	Request Retest Waiver
Bulgarian	Listening Multiple Choice	Lower Range	No	Yes

Reason and Comments

Reason for Waiver Request:

Additional Comments (2000 characters max):

Waiver Certificate (optional)

Waiver Certificate:

TA's Email Address

Email Address*:

Verify Email*:

5. Click “Submit”.
6. After submitting the waiver information within DLPT-AR, a pending registration will populate within the system and the APT Program Office will need to approve or deny the request.
7. The APT Program Office is not notified when a pending registration is submitted. The Authorized User will need to email the APT Program Office no earlier than 29 days and no later than 7 days to

All information within the email needs to be accurate and match the information within the ETP and DLPT-AR website or the request will be denied, and a resubmission will be required.

Retesting Policy

ensure that the APT Program Office can properly approve/deny the request with the SUBJECT line: "TXXXX (DLPT) ETP XXXXX_Last Name, First Test Unlock".

Example of Email Subject Line:

T0001 (DLPT) ETP 12345_Smith Test Unlock

8. The APT Program Office will inform the Authorized User that the DLPT waiver request is approved/denied. If the request is denied, the APT Program Office will provide the reason.
9. The Test Site has 30 days from the approval of the waiver request to schedule and administer the exam to the examinee.
 - a. If the examinee is unable to test within 30 days, the approval of the waiver will expire, and the process will need to be completed again (if the examinee is still within the 180-day time limitation).

OPI Waiver Approvals

Please see the OPI User's Guide (located on OARS website, under "Help", "Army ETP Request") for information on the ETP process within OARS. The APT Program Office does not facilitate the approval/denial process.

SIFT

The Examinee's only eligible retest attempt maybe administered on or after the 45th day following the completion of the first attempt. If an Examinee achieves a qualifying score (40), additional tests **are not** authorized. The Examinee's most current valid SIFT scores will replace all existing scores, even if the previous scores were higher.

Required retesting intervals between exams **cannot** be waived.

If the Examinee wishes to retest, the Examinee **MUST** retake **ALL** portions of the exam. The Examinee may not mix-and-match scores from the previous exam, and scores on the latest exam attempt will replace all previous scores, even if previous scores were higher.

If the Examinee is ineligible for further testing, you will see the message "Maximum Exams Taken" displayed instead of a retest date. Regardless of whether a passing result was obtained or not, the examinee is **only permitted** to take **two tests in total**.

Retesting Policy

FSPC/ASDP

Test Site's participating in the FSPC and/or the ASDP program **do not need** to follow the AFCT retesting policy per Manpower and Reserve Affairs. Test Sites participating within the FSPC and/or ASDP programs will need to use the TXXXX_(FSPC_ASDP) AFCT ETP Request template. (Located on the APT Teams channel -> Required Memos folder -> [ETP](#) folder).

Do not edit the documents. Download and save the document to your desktop before adding the information into the document.

FSPC/ASDP AFCT Waiver Approvals

The process for registering the SM for an AFCT waiver request within the iCAT-AR website is as follows: (See [APT Governing Army Regulations & Policies](#) -> AFCT Web-based User's Guide).

1. Follow the process for FSPC/ASDP AFCT ETP Request (see [AFCT/DLAB/DLPT/OPI ETP Request Forms](#) -> FSPC/ASDP ETP section).
2. If an Examinee has taken an AFCT within the last 180 days, the registration screen will state: "Examinee with the same SSN has already taken the AFCT." If the below screen populates.

Examinee with the same SSN has already taken the AFCT

An individual with this SSN has already taken the AFCT as seen below:

Last Name: **AFCTAALLO**
Person ID (SSN):

The Examinee's Test Information:

Last AFCT Taken: **Wed Apr 13 20:29:10 GMT 2022**
Next Available AFCT: **Mon Oct 10 20:29:10 GMT 2022**

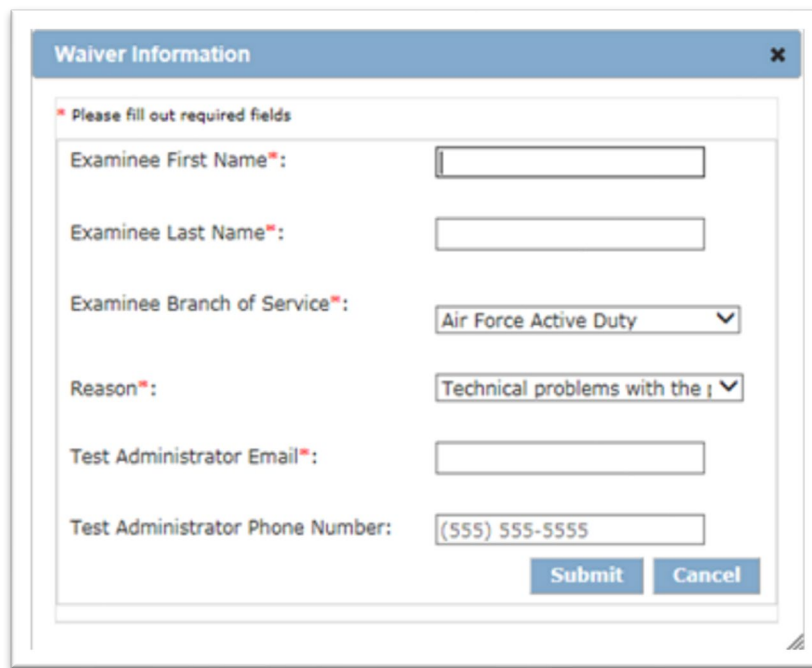
Please double-check the examinee's last name and SSN. If this is correct and you would like to submit a **Waiver** for the applicant then click **Proceed**. Otherwise the examinee must wait 180 days before retaking the AFCT. If this is not what is wanted then click **Cancel** to return to the previous screen.

[Proceed](#) [Cancel](#)

- a. If the Authorized User clicks "Cancel" the screen will revert to the registration page.
- b. If the Authorized User clicks "Proceed" a window will generate requesting the waiver information.

Retesting Policy

- Click "Proceed" and a window will generate requesting the waiver information:

A screenshot of a web form titled "Waiver Information" with a close button (X) in the top right corner. The form contains several fields with red asterisks indicating they are required. The fields are: "Examinee First Name*", "Examinee Last Name*", "Examinee Branch of Service*" (a dropdown menu showing "Air Force Active Duty"), "Reason*" (a dropdown menu showing "Technical problems with the"), "Test Administrator Email*", and "Test Administrator Phone Number*" (a field with a placeholder "(555) 555-5555"). At the bottom right of the form are "Submit" and "Cancel" buttons. A message at the top of the form says "* Please fill out required fields".

Please ensure that the Examinee Branch of Service is under Army (if the SM is Army). If the registration for a waiver approval request is not Army, the APT Program Office is unable to see the pending request.

The Test Site will need to contact DMDC to assist with correcting the registration issue and/or inform the APT Program Office of the branch of service to coordinate with the respective POC to approve the request.

- After submitting the waiver information within iCAT-AR, a pending registration will populate within the system and the APT Program Office will need to approve or deny the request.
- The APT Program Office is not notified when a pending registration is submitted. The Authorized User will need to email the APT Program Office no earlier than 29 days and no later than 7 days to ensure that the APT Program Office can properly approve/deny the request with the SUBJECT line: "TXXXX (Course Naming Convention) AFCT Unlock".

All information within the email needs to be accurate and match the information within the ETP and iCAT-AR website or the request will be denied, and a resubmission will be required.

Retesting Policy

Example of Email Subject Line:

T0001 (Course Naming Convention) AFCT Unlock

6. The APT Program Office will inform the Authorized User that the AFCT waiver request is approved/denied. If the request is denied, the APT Program Office will provide the reason.
7. The Test Site has 30 days from the approval of the waiver request to schedule and administer the exam to the examinee.
 - a. If the examinee is unable to test within the 30 days, the approval of the waiver will expire, and the process will need to be completed again (if the examinee is still within the 180-day time limitation).



VERBATIM STATEMENTS

AFCT/ASVAB Testing

There are no specific verbatim statements for the AFCT/ASVAB exams.

DLPT/DLAB Testing

The verbatim statements for the DLPT/DLAB exams are found on the DLPT-AR website. Per AR 11-6, Authorized Users 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.

1. Login to DLPT-AR.
2. Navigate to the "Documents" hyperlink found in the upper right-hand corner.
3. Open the "DLPT-DLAB Web-based Test Admin Guide".

The DLPT-DLAB Web-based Test Admin Guide provides instructions on preparing for the exams, directions on administering the exams, directions for test termination and directions for scoring the exams.

DA Form 5160

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

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

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

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

Verbatim Instructions Begin

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

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

Verbatim Statements

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

Routine Uses Disclosure

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

For all tests

“Are there any questions?”

Pause, answer any questions deemed appropriate.

To complete DA Form 5160

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

“Print your rank in block two.”

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

“Enter your unit of assignment in block four.”

“Enter _____ **[provide acronym of test name, include form number or language, as appropriate]** in block five.”

Paragraphs for blocks six, seven and eight should be omitted if the Test Site prefills this data.

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

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

“The Test Account ID is **[Test Site ID]**. Enter it in block eight.”

Continue with block nine and 10.

Verbatim Statements

“Now move on to the next section and read item nine and 10.

Pause so examinees may read the statement.

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

If any examinee elects not to check the first box, ensure that the second box is checked and that the examinee signs block 11 before leaving the testing room.

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

- ***For Defense Language Proficiency Tests/Oral Proficiency Interview state the following:***

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

For those with raised hands say:

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

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

- ***For the Defense Language Aptitude Battery state, the following:***

“If you have not taken the DLAB in the last six months nor achieved a score of 95 or higher on a previous DLAB test, check the second box. If you have taken the exam and passed with a score of 95 or higher, raise your hand.”

For those with raised hands say:

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

For those with raised hands say:

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

Verbatim Statements

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

- **For the SIFT state the following:**

“If you have not taken the SIFT exam within the last 45 days, have not achieved a passing score of 40 or above on a previous test, or taken more than one exam; check the third box. If you have received an Exception to Policy memorandum from the APT Program Manager (this is not your Commander) to take the exam within 45 days, check the box at the bottom. If neither of these options characterizes your eligibility, raise your hand.”

For those with raised hands say:

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

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

- **For the AFCT state the following:**

“If you have not taken the AFCT within the last six months check the fourth box. If you have received an Exception to Policy memorandum from the APT Program Manager (this is not your Commander) to take the exam within the six months, check the box at the bottom. If neither of these options characterize your eligibility, raise your hand.”

For those with raised hands say:

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

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

Statement on UCMJ

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

Pause.

Verbatim Statements

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

Statement on Policy Regarding Cheating

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

Cheating includes, but is not limited to:

- Obtaining, or attempting to obtain, information about specific questions, prompts, answers, or any other part of the test.
- Providing such information to any other party.
- Bringing into the testing room equipment or information in any tangible form that could be used to provide unauthorized assistance.
- Removing any examination materials from this room (including scratch paper and answer sheets).
- Recording answers on official scratch papers or any other medium.
- Leaving the testing room without authorization.

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

[Answer questions (if any) about cheating.]

Closing

“Now please turn in your Test Administration Statement.”

End of verbatim instructions

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

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

ROTC

ROTC Test Sites are authorized to administer all APT Exams; however, ROTC cadets/students are only authorized to take the SIFT and DLAB/DLPT exams IAW AR 11-6 and the SIFT Manual.

If a ROTC unit does not maintain their own APT Test Site, Cadets may be tested at other APT Test Sites with or without a military ID card. (Cadets may not have military ID cards unless they are in the simultaneous enrollment program, where they are members of the USAR component unit.) In all cases, to test at a non-ROTC APT Test Site the Professor of Military Science at the Cadet's ROTC unit **must** provide the TCO with a memorandum requesting the Cadet be administered for the SIFT exam. The memorandum **must** include the Cadet's eligibility and indicate where to forward the test results.

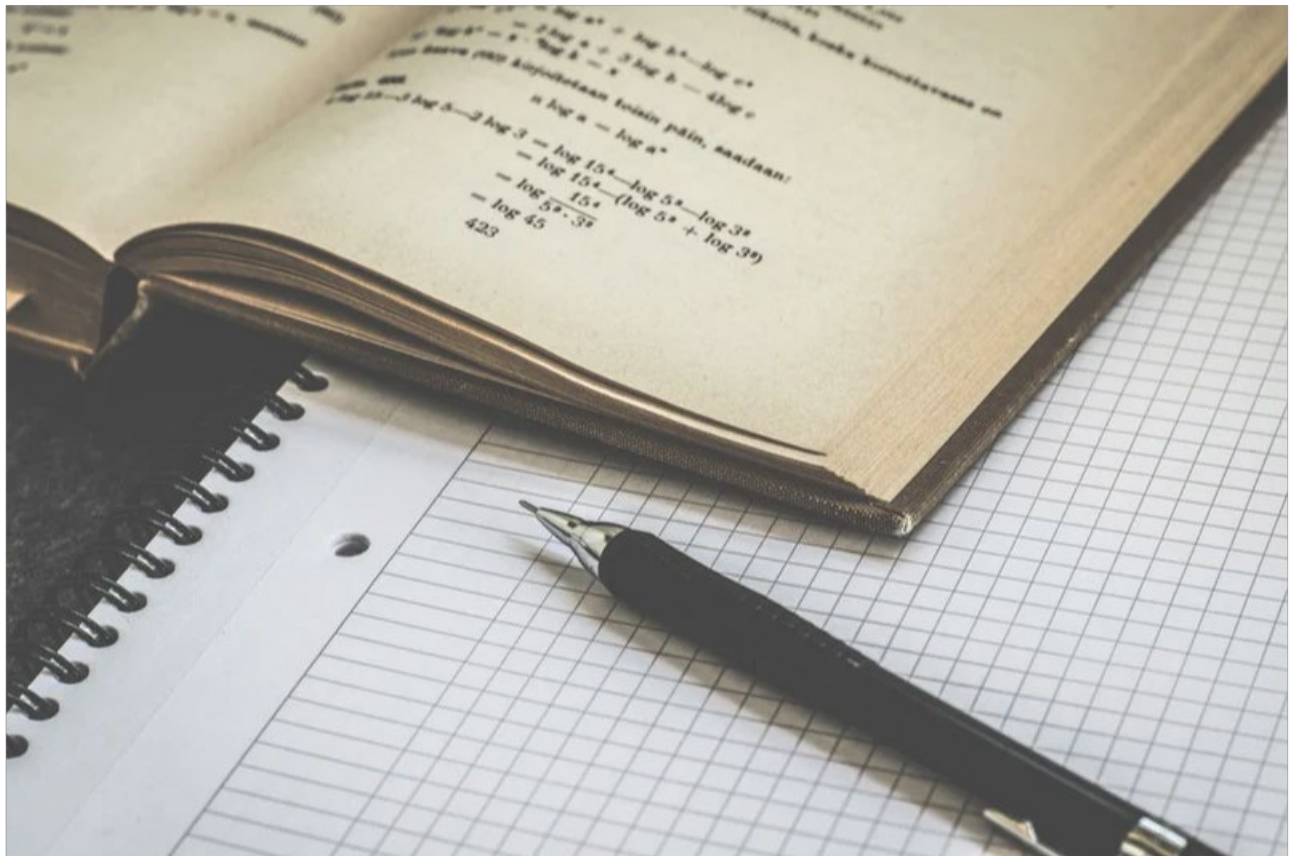
Contracted Cadets in the ROTC Program are eligible for the DLPT and DLAB. The Office of the Deputy Chief of Staff G-1 determined after coordination with the Officer Accession Branch and Headquarter (HQ) U.S. Army Cadet Command (USACC) that obtaining a language identifier will not give the cadet an advantage in acquiring a particular branch. IAW AR 11-6, Officers take the DLAB or DLPT to qualify for foreign language training upon arrival at Officer Basic Courses or their first duty station.

Cadets at the USMA and contracted cadets in the ROTC are authorized to take any APT exam, to include the DLAB **upon completion of their junior year** as authorized by the Army Foreign Language Proponency Office. All contracted USMA and ROTC cadets and all USMA and ROTC cadets who are attending a semester abroad program may take the DLPT exam before their trip abroad.

ENLISTMENT TESTING

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

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



OVERSEAS ENLISTMENT AND STUDENT TESTING

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

USMEPCOM specific criteria for completing forms. Please contact the USMEPCOM POC (see [Appendix C: Point of](#)

[Contacts](#)). The instructions specifically state who (recruiter or TCO) is responsible for coordination and entry of every item on the form.

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

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

Completed answer sheets for both programs shall be double-wrapped and mailed using registered mail to the USMEPCOM responsible for the geographic area in which the test was administered for processing and entry into the Military Recruiter Information Suite (MIRS) (see [Test Site Materials](#) -> Mailing Controlled Test Control Materials).

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

SISTER SERVICE

Given the increasing trend of examinees operating in joint environments and coordinating with other Service POCs, we have developed the following procedures to test examinees from different services. The primary concern is eligibility, with a related issue being the proper entry of results into the examinee's personnel file. Each Sister Service determines its own required documentation, as outlined below.

The APT Program Office is unable to see any registrations that are not listed as "Army" within the iCAT-AR, DLPT-AR, OARS websites. If the Test Site is administering an exam to a Sister Service member, the Test Site **should not** be registering those SM's under "Army" they should be registered under their branch of service.

ARMY – AT SISTER SERVICE TEST SITE

Army personnel are required to submit one of the following:

- DA Form 4187 signed by the Soldier's unit CO, to the testing site prior to testing (see [Appendix B: DA and SF Forms](#)).

When Army examinees take an exam at a Sister Service Test Site, examinees will inform their service personnel office of the test event and ask them to contact the appropriate Service POC for confirmation/verification of their test scores (see [Appendix C: Point of Contacts](#)).

Members of the IRR and retired SMs are considered equivalent to DoD Civilians for testing purposes. These individuals should be directed to the nearest USMEPCOM for testing.

Activation Clause: If activated, USAR, ARNG, and IRR Soldiers will adhere to the same eligibility requirements as Active-Duty Soldiers. This grants them the ability to undertake additional APT exams.

For additional APT assistance contact the APT Program Office at:
usarmy.knox.tradoc.mbx.armyu-access-apt@army.mil.

AIR FORCE

AFCT

Air Force (AF) personnel who require AFCT testing through an Army Test Site **must** adhere to the following procedure:

1. Air Force SM requests a retest within 6 months of last exam.
2. Air Force SM needs a memorandum with the justification on retesting within 6-months signed by their commander, with the following information:
 - a. Name
 - b. Rank
 - c. DOD ID Number
 - d. SSN
 - e. Last Test Date
 - f. Score Obtained on last test date
3. Army Test Site provides a memorandum to the APT Program Office.
4. APT Program Office forwards request to Air Force POC for approval.
5. Air Force POC approves/denies the request.
 - a. If approved continue with the below steps.
 - b. If denied the reason will be provided to the Army Test Site.
6. APT Program Office creates ETP for the Air Force SM.
7. ETP is signed by the APT PM.
8. Signed ETP is returned to the Army Test Site.
9. Army Test Site registers the Air Force SM under "Air Force" within the iCAT-AR system.
10. Army Test Site emails the APT Program Office requesting the SM's registration to be approved.
11. APT Program Office emails the Air Force POC to approve the waiver request within the iCAT-AR system.
12. Air Force POC approves the waiver request.
13. Air Force POC emails stating the waiver request is approved.
14. APT Program Office emails the Army Test Site that the waiver request was approved.

The Sister Service Member is not authorized to contact the APT Program Office directly.

DLAB/DLPT

No documentation is required from Airmen who wish to take the DLAB/DLPT at another Service's Test Site locations. Upon completion of the test, the TCO will provide the Airman with a copy of the score report.

The Sister Service Member is not authorized to contact the APT Program Office directly.

Sister Service

OPI

No documentation is required from Airmen who wish to take the OPI at another Service's test site locations. Upon completion of the test, the TCO will provide the Airman with a copy of the score report with instructions to deliver the scores to their AF TCO or coordinate with AF TCO when score report is ready.

The Sister Service Member is not authorized to contact the APT Program Office directly.

SIFT

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

1. Air Force SM needs a memorandum signed by their commander with the following information:
 - a. Name
 - b. Rank
 - c. DOD ID Number
 - d. SSN
 - e. Last Test Date
 - f. Score Obtained on last test date.

(If the SM wishes to use a template for their memorandum, the Army Test Site can provide the [ASVAB/AFCT Score Conversions](#) template).

2. Army Test Site provides a memorandum to the APT Program Office.
3. APT Program Office forwards request to Air Force POC for approval.
4. Air Force POC approves/denies the request.
 - a. If approved continue with the below steps.
 - b. If denied the reason will be provided to the Army Test Site.
5. APT Program Office creates ETP for the Air Force SM.
6. ETP is signed by the APT PM.
7. Signed ETP is returned to the Army Test Site.
8. Army Test Site conducts normal SIFT Exam process.

Upon completion of the SIFT, Army TCOs will take the following actions:

- Print up a SIFT score memorandum detailing the results of the test.
- Provide a copy of the SIFT Score Report to the Airman for their records.

The Sister Service Member is not authorized to contact the APT Program Office directly.

Please note all SIFT applicants must have an Army GT score of 110 or higher, except ROTC. See [SIFT](#) for more information.

COAST GUARD

AFCT/DLAB/DLPT/OPI and SIFT

Coast Guard servicemembers who wish to take any exams at another Service's Test Site locations are vetted for eligibility by their command's education officer or representative prior to requesting testing from another service. No official documentation is required.

- Servicemembers are required to wait for the allotted time before requesting a retest. Waivers are considered on a case-by-case basis.
 - The TA/TCO administering the exam shall notify the SSM when a waiver has been submitted: ETQC-SMB-CST@uscg.mil.
- Upon completion of the test, the TA/TCO will provide:
 - The USCG SM with a copy of the score report.
- Email a copy of the SM Score Report to the Course Support and Testing Division at: ETQC-SMB-CST@uscg.mil.

The Sister Service Member is not authorized to contact the APT Program Office directly.

Please note all SIFT applicants must have an Army GT score of 110 or higher, except for ROTC Cadets. See SIFT for more information.

MARINE CORPS

Per MCO 1230.5C, before discussing retesting, it is important to note the rules for initial testing:

- A Marine (USMC) (Active Duty, Active Reserve or Selected MCO Reserve) SM must coordinate with their CO at the battalion or squadron level, or an officer in the Marine's direct chain of command in the grade of O-5 or higher.
 - A Command Authorization letter for an "In-Service" retest is required to be submitted to the Marine's CO for signature.
 - Once the request is approved, it is then submitted to the USMC Test Control Section (MPP-50) for reporting the Marine's AFCT upon completion.
 - No Marine is authorized to retest within 90 days of the last testing date.
 - A Marine may be approved to retest within six months of the last testing date via a Command Authorization Waiver Request that is approved by the USMC Test Control section.

Sister Service

- The Marine must obtain a certified True Copy of their “TEST” screen from the Marine Corps Total Force System (MCTFS/3270) through their S-1 or Installation Personnel Administration Center (IPAC).

The Sister Service Member is not authorized to contact the APT Program Office directly.

AFCT

For retesting, the following applies:

- Written approval from the aforementioned authorities is mandatory, utilizing the AFCT Command Authorization letter.
- All documentation will be forwarded by the test site to msabtesting@usmc.mil.
- The request will be sent from msabtesting@usmc.mil to the APT Program Office.
- APT Program Office will process the request and provide the signed ETP to them.
- The ETP will be provided to the SM. Who will then coordinate to take their exam at an Army Test Site.

For any further questions or guidance, contact:

Manpower Policy & Analysis Branch (MPA) Testing Control
COM: 703-784-09070

Per MCO 1230.5C, **NO** AFCT scores can be released to the Marine or unit via email or telephone. Primary retrieval of required Marine Corps line scores is only obtained through Marine Corps Total Force System (MCTFS/3270).

The Sister Service Member is not authorized to contact the APT Program Office directly.

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

DLAB/DLPT

No documentation is required from Marines who wish to take the DLAB/DLPT at another Service's Test Site locations. Upon completion of the test, the TCO will provide the Marine with a copy of the score report.

If the Marine is retesting within the six-month window of the last test date, then a request for a waiver will need to be submitted within DLPT-AR for authorization by the Marine Corps Foreign Language Office, located at the Pentagon. Once this is submitted within DLPT-AR, the USMC Test Control section will approve the waiver after coordination with the Marine Corps Foreign Language Office.

Sister Service

The Sister Service Member is not authorized to contact the APT Program Office directly.

OPI

No documentation is required from Marines who wish to take the DLAB/DLPT at another Service's Test Site locations. Upon completion of the test, the TCO will provide the Marine with a copy of the score report when ready.

The Sister Service Member is not authorized to contact the APT Program Office directly.

SIFT

For Marines desiring to take the SIFT to qualify for the Army's WO Program in aviation, coordination with the Marine Corps testing office is required (see [Appendix C: Point of Contacts](#)).

For Marines requesting to take the SIFT:

- Indicate this request in the memorandum to the Marine Corps Testing Office.
- Specify the Army testing facility where they wish to take the exam, which must be at an Army facility.
- A copy of the letter from the Commandant will be forwarded to the APT Coordinator, who will authorize the Army TCO to test the Marine.

It is the Marine's responsibility to schedule the exam with the Army TCO.

Examinee Responsibilities:

- Provide required documentation to the testing staff to include ETP if applicable.
- Ask questions if they are unclear about test guidance or do not understand the test administration statement.
- Immediately inform the administrator of any problems that arise during the test. Examinees should not wait until completing the test if there is a problem with their test or a technical problem with listening equipment.
- Retain a copy of the score report, if provided.
- Ensure scores have been posted properly and accurately in their personnel record.

The Sister Service Member is not authorized to contact the APT Program Office directly.

Please note all SIFT applicants must have an Army GT score of 110 or higher, except ROTC. See [SIFT](#) for more information.

NAVY

The Navy AFCT is managed by Navy Selection and Classification Office (OPNAV N132G), located in Arlington, Virginia:

- Navy Selection and Classification Office (OPNAV N132G), located in Arlington, VA, is responsible for AFCT testing (see [Appendix C: Point of Contacts](#)).
- Navy Center for Language, Regional Expertise and Culture (CLREC) Office, situated in Pensacola, FL, oversees foreign language testing (see [Appendix C: Point of Contacts](#)).

The Sister Service Member is not authorized to contact the APT Program Office directly.

AFCT

For AFCT retesting, Sailors must adhere to the following requirements set by the OPNAV:

- Sailors wishing to test with another Service must provide a letter from their command to the TCO verifying eligibility and scholastic improvement as per MILPERSMAN 1236-010. This documentation is solely for local records.
- The OPNAV does not require copies of the local command approval for their records.
- Sailors may retest 30 days or more from their last retest. Within iCAT-AR, this may require a waiver to be approved by OPNAV N132G between registrations and test administration.

For additional policy inquiries, contact: navyAFCT@navy.mil.

Navy Personnel may retest with the web-based AFCT IAW Personnel Manual MPM 1236-010. The CO is required to issue a letter confirming the Sailor's eligibility for the test and scholastic improvement. Upon completion, the web-based AFCT results are stored in the DMDC database.

Scores are manually transmitted from the DMDC database to Navy corporate databases.

If scores have not been updated in NSIPS within two weeks of testing, Sailors may contact the Navy AFCT help desk at NavyAFCT@navy.mil. Once in NSIPS, scores may take another two days to replicate in additional systems like Career Waypoints (CWAY).

No action is required from the Army TCO to ensure that Navy corporate data is updated with these test results.

The Sister Service Member is not authorized to contact the APT Program Office directly.

Sister Service

DLAB/DLPT

No documentation is required from Sailors who wish to take the DLPT/DLAB exams. When the exam is submitted, the TCO may provide the Sailor with a copy of the score report or redirect Sailors to their service record:

- Official test results are uploaded to the NSIPS, each business day.
- DLAB results are located under: Employee Self Service -> Electronic Service Record -> View -> Member Data Summary.
- DLPT / OPI results are located under: Employee Self Service -> Electronic Service Record -> View, then Navy Foreign Language Testing Operation (NFLTO) Test Data.

Electronic Service Record (ESR) should be updated within 10 business days of the exam.

The Sister Service Member is not authorized to contact the APT Program Office directly.

OPI:

Navy personnel can take an OPI in a language for which a DLPT exists if they score a 2/2 on the listening and reading tests, apart from some professional language communities. Requests must be submitted through the NFLTO at languageTesting@navy.mil or <https://oars.languageTesting.com>.

The Sister Service Member is not authorized to contact the APT Program Office directly.

SIFT:

The Sailor's Command is responsible for providing the necessary documentation for a Sailor to take the SIFT. The specific requirements are as follows:

- A signed command letter must be provided, requesting the Sailor's application to take the SIFT.

(If the SM wishes to use a template for their memorandum, the Army Test Site can provide the [ASVAB/AFCT Score Conversions](#) template).

- The most recent certified true copy of the AFCT or the ASVAB must accompany the request.

Upon completion of the SIFT, Army TCOs will take the following actions:

- Print up a SIFT score memorandum detailing the results of the test.
- Provide a copy of the SIFT Score Report for the Sailor for their records.

Sister Service

The Sister Service Member is not authorized to contact the APT Program Office directly.

Please note all SIFT applicants must have an Army GT score of 110 or higher, except ROTC. See SIFT for more information.



REQUIRED MEMOS PROCESS

All ETP, MFR, Historical Score Report requests are located on APT Teams Channel -> [Required Memos](#) folder.

All memos within the Required Memos folder are template versions. **Do not edit the documents.** **Download and save the document** to your desktop before adding the information into the document. All highlighted information is required for the processing of the required memos.

Documents within the Teams channel are set for automatic saving, editing the document while it is still linked to the Teams Channel (this includes "Open in App" selection) means the information that is provided will be available to all members of the Teams channel.

All highlighted sections are required. Refer to AR 611-5 and AR 11-6 if the DA Forms listed in the enclosure (ENCL) section next to the signature area are required for your request (if they do not apply remove from the document and update the numbers).

Adding a Signature block:

1. Click "File" in the upper left-hand corner.
2. Save as Adobe PDF with the name convention already stated on the word document.
3. When the PDF populates click on "Tools" tab.
4. Select "Prepare Form" and ensure that the document is the newly created PDF.
5. Click "Start".
6. Scroll to the signature section of the document, click on the blue box, and right click and delete.
7. In the tool bar (at the top of the page) select the icon that is a box with a fountain pen tip, move the mouse to the line above "First Last Name". This is inserting the signature box.
8. Click "Close" in the upper right-hand corner and the "Save" icon.

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

Approval of the request must be based on the Soldier's personnel records to ensure testing requirements have been met. Guidelines for processing the DA Form 4187 through personnel components are in DA Pam 600-8.

Required Memos Process

Installations may have additional local procedures in place for processing the DA Form 4187. TCOs should coordinate with local personnel offices for additional guidance. If the DA Form 4187 is the only document submitted for verification, the Unit CO must check the “Is Approved” block. The Unit CO’s signature is required and confirms that the information submitted has been verified.

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

*Examinees **must not** approve themselves on the DA Form 4187.*

All required memorandums must be emailed to the APT Group Mailbox with the SUBJECT line: “TXXXX_(Exam Type) (Required Memo Type) Request/MFR/Irregularities Form_Last Name, First”.

Example of Email Subject Line:

T0001_(AFCT) ETP Request_Smith, John

T0002_(DLAB) Historical Score Report Request_Doe, Jane

T0001_(ASVAB) Score Conversion Request_May, Jose

T0002_(REDD) Report Request_Doe, Mary

T0001_(AFCT) MFR_Smith, Jack

T0002_(SIFT) Irregularities Form_Billion, Emry

AFCT/DLPT/OPI ETP REQUEST FORMS

The APT Program Office ETP process for SMs testing within the six-month time frame is as follows:

The Test Site **must** provide a complete ETP Request memorandum located on APT Teams Channel -> Required Memos -> [ETP](#) folder.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document. All highlighted information is required for the processing of the ETP.

Required Memos Process

All ETPs must be signed by the SM's CO or by an authorized CO with one of the following:

- Assumption of Command Orders
- Delegation of Signature Orders
- CLPM (for DLPT/OPI) with Signature of Authority Order

DLAB ETP waivers must be submitted to G-2 before APT Program Office will process any requests. (See [Retesting Policies](#) -> DLAB section).

TCO's **must** verify the required information (Rank, Name, SSN/DoD ID number, last test date(s), and last exam score(s)) are correct and match the information listed within the respective websites, before submitting the ETP request to the APT Program Office.

Provide a copy of the completed training certificate or memorandum stating the SM is currently in the training course, (example: BSEP course, OASC course) which must list the start and end date of the training course. The memorandum must be signed by:

- SM's CO
- Assumption of Command Orders (if not signed by the SM's CO)
- Delegation of Signature Orders (if not signed by the SM's CO)
- CLPM (for DLPT/OPI) with Signature of Authority order

The Test Site must submit the ETP, training certificates/memorandum, and any required DA forms to the APT Group Mailbox no earlier than 29 days and no later than 7 days in advance of testing. **Do not** schedule a test **without an approved ETP** signed by the APT PM.

No sooner than seven days prior to the planned test date, the APT Program Office will approve the waiver request within the appropriate testing system. This is so that if an emergency arises prior to testing, the SM will have enough time to reschedule their exam date and avoid requiring a new ETP to be generated.

The APT Program Office will verify all information is correct and generate an ETP for the APT PM to sign. Once the APT PM has signed the ETP, the APT Program Office will provide the ETP to the Test Site. The APT Program Office is the only entity authorized to approve or disapprove requests for ETPs.

Required Memos Process

Follow instructions on requesting a waiver request in the [Retesting Policies](#) -> Wavier Approval sections).

The AFCT registration does not pull from DEERs, the social security number and Last Name must be manually updated. If the information does not match the ETP request, the waiver will be denied.

FSPC/ASDP AFCT ETP

The Test Site **must** provide a complete ETP Request memorandum located on APT Teams Channel -> Required Memos -> [ETP](#) folder -> TXXXX_(FSPC) AFCT ETP Request.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document. All highlighted information is required for the processing of the ETP.

The Authorized Users will provide the ETP to the APT Program Office. Follow instructions on requesting a waiver request in the [Retesting Policies](#) -> FSPC/ASDP AFCT Wavier Approval section).

The AFCT registration does not pull from DEERs, the social security number and Last Name must be manually updated. If the information does not match the ETP request, the waiver will be denied.

ASVAB/AFCT SCORE CONVERSIONS

There are two types of ASVAB/AFCT Score Conversion:

- Sister SMs needs an Army Score Report for eligibility of SIFT exam.
- Sister SMs needs a generalized Army Score Report.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document. All highlighted information is required for the processing of the score conversion.

Army Score Report for eligibility of SIFT exam

The Test Sites will need to provide an ETP to the APT Program Office. The ASVAB-AFCT Score Conversion ETP template is located on the APT Teams Channel -> Required Memos -> [ETP](#) folder.

Required Memos Process

All Sister Service score conversions must be signed by the SM's CO or by an authorized CO with one of the following: also refer to the specific [Sister Service](#) requirements.

- Assumption of Command Orders
- Delegation of Signature Orders

TCO's must verify the required information (Rank, Name, SSN/DoD ID number, last test date(s), and last exam score(s)) are correct and match the information listed within the respective websites, before submitting the ETP request to the APT Program Office.

Please follow each [Sister Service](#) requirements for SIFT eligibility.

Submit the ASVAB/AFCT Score Conversion ETP Request to the APT Group Mailbox.

- If verification is denied, the Test Site will be notified that the APT Program Office cannot create an ETP for the SM.
- If the verification is approved:
 - The APT Program Office will create the ASVAB/AFCT ETP and submit it back to the Test Site (for SIFT Eligibility). The Test Site will follow the instructions in the SIFT Manual to register and conduct the SIFT exam.
 - The APT Program Office will create an AFCT Score Report for requests that are not for SIFT eligibility.

Sister SMs needs a generalized Army Score Report.

The Test Site will fill out the AFCT Historical Score Report request located on the APT Teams Channel -> Required Memos folder -> [Historical Score Report Requests](#) folder.

All Sister Service score conversions must be signed by the SM's CO or by an authorized CO with one of the following: also refer to the specific [Sister Service](#) requirements.

- Assumption of Command Orders
- Delegation of Signature Orders

TCO's must verify the required information (Rank, Name, SSN/DoD ID number) are correct. Provide the approximate date of the AFCT exam.

The APT Program Office will provide an AFCT Score Report to the Test Site listing all line scores for the SM.

HISTORICAL SCORE REPORTS

If the SM was not provided with a score report after taking an exam or previous scores were not located within the testing application, the Test Site will need to request a Historical Score Report.

To locate previous score reports guidance:

For AFCT: iCAT-AR website (per the AFCT User Guide -> 2.5 Score Reporting section.

For DLPT: DLPT-AR website (per the DLPT User Guide -> 3.3 Score Reporting section.

If AFCT scores were obtained through USMEPCOM locations, the APT Program Office is unable to provide the AFCT Scores. The Test Site **must** contact the USMEPCOM POC (see [Appendix C: Point of Contacts](#)).

The Test Site will need to complete the Historical Score Report for the type of exam requested located within the APT Teams Channel -> Required Memos folder -> [Historical Score Report Requests](#) folder and submit the document to the APT Program Office.

Do not edit the documents. Download and save the document to your desktop before adding the information into the document. All highlighted information is required for the processing of the score report request.

Authorized Signature:

- TCO

The APT Program Office will request an archived report from DMDC. If scores are found, the APT Program Office will complete a Score Report for the SM. If no scores are found, the APT Program Office will notify the Test Site, and no report will be generated.

REDD REPORTS

Re-Enlistment Eligibility Data Display (REDD) Reports are the original ASVAB scores of the SM. If the SM has taken an AFCT exam to improve their scores, then a historical AFCT Score Report must be requested.

To request a REDD Report fill out a REDD Report Request located within the APT Teams Channel -> Required Memos -> [Historical Score Report Requests](#) folder.

Please note that the iCAT-AR system stores previous scores for 2 years before they are archived.

Paper test scores are not recorded within the iCAT-AR system.

Required Memos Process

Do not edit the documents. Download and save the document to your desktop before adding the information into the document. All highlighted information is required for the processing of the REDD report request.

MEMORANDUM FOR RECORD

MFRs are submitted to the APT Program Office to document the reason behind:

- No Show (N/S) (OPI only)
- Technical Issues (when rescheduling option is not available)
- Resume Later (when option is unavailable)
- Emergency/Illness occurred during the exam (rescheduling or resume later options are not available)

If the exam has already begun, the TCO shall write an MFR documenting the circumstances regarding the disruption of the exam and report the situation to the APT Program Office.

If the “resume later” option is not available due to the disruption to testing the MFR will be submitted to the APT Program Office. See [APT Exams](#) -> [Disruption & Technical Issues with Exams](#) Section and [Examinee Emergencies](#) Section).

Regardless of the MFR reason, the APT Program Office will then submit the MFR to the APT PM who will then approve or deny the MFR.

If the MFR is approved the APT Program Office will generate a new ETP for the SM to enable the Test Site to reschedule the exam.

If the APT PM denies the MFR, the SM will need to wait the required amount of time to retest per exam requirements (see APT Teams Channel -> Required Memos -> [MFR](#) folder for templates).

Do not edit the documents. Download and save the document to your desktop before adding the information into the document. All highlighted information is required for the processing of the MFR request.

SIFT IRREGULARITIES

If testing issues arise during the SIFT exam, the Authorized User will submit a SIFT Irregularities Form per examinee per exam to the APT Program Office (see APT Teams Channel -> Required Memos -> [SIFT Forms](#) folder for document).

When an issue arises during testing the TE/TA will:

1. Refer to the SIFT Manual to trouble shoot before submitting a SIFT Irregularities Form.
2. After referring to the SIFT Manual (if unable to correct the issue) fill out the SIFT Irregularities Form.
3. Have the examinee sign out and submit the form to the APT Program Office.
4. The APT Program Office will attempt to fix the issue.
5. The APT Program Office will inform the TE/TA that we have corrected the issue (either reset a subtest, corrected a name misspelling, etc.). The examinee should log in and verify the issue was corrected.
6. If the issue persists, email the APT Program Office and the APT Program Office will email the SIFT Technical Team for assistance. **DO NOT** contact the SIFT Technical Team.

If the Authorized User is unable to locate the SM's scores (based on name or SSN) a SIFT Irregularities Form needs to be submitted to the APT Program Office to update/correct the SM's information.

ARMY WARRANT OFFICER APPLICATION

Army

Per [U.S. Army Recruiting Command](#), for those seeking selection as a WO Candidate within the Army, the following requirements apply:

- An applicant must possess a minimum Army GT score of 110. (No Waivers).
- The ASVAB is used to determine a Soldier's GT score unless an AFCT has been completed.

If a Soldier has completed an AFCT, the most recent AFCT results will be used as the source of the Soldier's current GT score.

Sister Service Members

For Sister SMs applying for Aviation WO Training:

- The APT Program Office will issue a certification letter authorizing an Army TCO to administer the SIFT.
- The individual must present a copy of this certification letter to the Army TCO prior to scheduling the SIFT.

Army TCO's are responsible for providing a SIFT Score Report to all SMs who complete the test.

Officers' Requirements:

- An applicant must possess a minimum Army GT score of 110. (No Waivers).
- The ASVAB is used to determine a Soldier's GT score unless an AFCT has been completed.
- Army TCOs is authorized to administer the SIFT to Officers and will provide a copy of the results to both the Officer.

For more information or inquiries regarding the WO Program, individuals should visit the official website at: <https://recruiting.army.mil/ISO/AWOR/>.

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APPENDIX A: REFERENCES

Regulations

AR 11-6, Army Foreign Language Program; dated 09 June 2024.

AR 135-100 - Appointment of Commissioned and Warrant Officers of the Army (ARNG and USAR); dated 01 September 1994.

AR 25-400-2, Army Records Management Program; dated 18 November 2022.

AR 601-100 - Appointment of Commissioned and Warrant Officers in the Regular Army; dated 21 November 2006.

AR 611-5, Personnel and Classification Testing; dated 25 April 2022.

Policy

DoDI 1145.01, Qualitative Distribution of Military Manpower; dated 12 December 2013, updated 09 September 2024.

DoDI 1315.20, Management of the DoD Foreign Area Officer Program; dated 25 March 2022.

DoDI 5160.71, Exception to Policy Change; dated 18 September 2024.

MCO 1230.5C, Classification Testing; dated 04 February 2014.

SIFT Manual; dated June 2021.

Other Authorities

MILPERSMAN 1236-010 - Armed Forces Classification Test (AFCT) Administration and Procedures for Navy Personnel; dated 25 July 2017.

DA PAM

DA PAM 600-8 - Military Human Resources management Administrative Procedures; dated 20 May 2019.

User Guides

AFCT Web-based User's Guide.

DLPT Web-based User's Guide.

Resources

APT Resource; Army University.

DLIFLC Resource; DLIFLC.

Appendix

APPENDIX B: DA AND SF FORMS

DA Form 11-2: Internal Control Evaluation Certification

[Attachments Menu](#)

INTERNAL CONTROL EVALUATION CERTIFICATION For use of this form, see AR 11-2; the proponent agency is ASA(FM&C).		1. REGULATION NUMBER
		2. DATE OF REGULATION
3. ASSESSABLE UNIT		
4. FUNCTION		
5. METHOD OF EVALUATION (Check all that apply)		
☐ a. CHECKLIST APPENDIX (Enter appropriate letter)		☐ b. ALTERNATIVE METHOD (Indicate method)
6. EVALUATION CONDUCTED BY		b. DATE OF EVALUATION
a. NAME (Last, First, MI)		
7. REMARKS (See Attached) Use this block to describe the method used to test key controls, the internal control weakness(es) detected by the evaluation (if any) and the corrective action(s) taken. (THIS IS MANDATORY)		
a. METHOD OF TESTING KEY CONTROLS (Check all that apply)		
☐ Direct Observation ☐ Review of Files or Other Documentation ☐ Analysis ☐ Sampling ☐ Simulation ☐ Interviews		
☐ Other (Explain)		
b. EVALUATION RESULTS (Include specific items tested):		
c. INTERNAL CONTROL DEFICIENCIES DETECTED, IF ANY. (Include potential material weaknesses):		
d. DESCRIBE CORRECTIVE ACTIONS TAKEN, IF APPLICABLE.		
8. CERTIFICATION		
I certify that the key internal controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Managers' Internal Control Program. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (if any) are described above or on attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent internal control evaluation.		
a. ASSESSABLE UNIT MANAGER		
(1) Typed Name and Title		
(2) Signature		b. DATE CERTIFIED

DA FORM 11-2, SEP 2012

PREVIOUS EDITIONS ARE OBSOLETE.

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APD LC v1.01ES

Appendix

DA Form 200: Transmittal Record

TRANSMITTAL RECORD For use of this form, see AR 25-50; the proponent agency is CIO.		Attachments Menu
3. TITLE/FILE IDENTIFICATION	1. SECURITY CLASSIFICATION	2. SHIPMENT NO.
6. AUTHORITY FOR SHIPMENT	4. AS OF DATE (YYYYMMDD)	5. SHIPMENT DATE (YYYYMMDD)
8. PERSON TO CONTACT (Name and telephone)	7. NUMBER OF RECORDS TRANSMITTED	
10. SHIPPED FROM	9. REPORT CONTROL SYMBOL (AR 25-98)	
10a. TYPED NAME AND TITLE SENDER	11. SHIPPED TO	
10b. SIGNATURE OF SENDER	11a. TYPED NAME AND TITLE OF RECEIVER	
10b. SIGNATURE OF SENDER	11b. SIGNATURE OF RECEIVER AND DATE (YYYYMMDD)	
12. TYPE OF MEDIA TRANSMITTED		
☐ HARD COPY ☐ PUNCHED CARDS ☐ CASSETTES ☐ _____		
☐ MICROFILM ☐ PHOTO ☐ FICHE ☐ _____		
13. NUMBER OF BOXES (Packages)	14. NUMBER OF ITEMS	
15. METHOD OF SHIPMENT		
☐ COURIER ☐ FIRST CLASS ☐ PARCEL POST ☐ _____		
☐ EXPRESS MAIL ☐ REGISTERED ☐ _____		
16. SPECIAL INSTRUCTIONS		
17. TYPE COMPONENT USED (for magnetically recorded data)		
18. REMARKS		

DA FORM 200, MAY 2013

PREVIOUS EDITIONS ARE OBSOLETE.

APD AEM v1.05E8

Appendix

DA Form 330: Language Proficiency Questionnaire

LANGUAGE PROFICIENCY QUESTIONNAIRE														
For use of this form see AR 11-5; the proponent agency is DCS, G-2 .														
DATA REQUIRED BY THE PRIVACY ACT OF 1974														
AUTHORITY: This collection is authorized by Section 3012 of Title 10, United States Code, and Executive Order No. 9397 (SSN). The information you furnish will be treated For Official Use Only and will be maintained and used in strict confidence in accordance with Federal Privacy laws and regulations and will only be disclosed to authorized personnel within Army, DOD, and other government agencies consistent with authorized disclosures under the Privacy Act. PRINCIPLE: Your SSN will be used to correctly identify you as an individual with a degree of language proficiency. During personal interviews, you may also be asked to disclose personal information about your background, past experience, knowledge, etc. PURPOSE: This information will be used to evaluate and determine your eligibility for assignment to and performance of duty in positions requiring foreign language proficiency. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide some or all of the requested information could result in non-qualification for selection or assignment to duty requiring knowledge of the foreign language in question.														
1. NAME (Last, First, MI)			2. SSN		3. GRADE		4. SSI/PMOS		5. CONTROL LANGUAGE					
6. SERVICE/AGENCY			7. COMPONENT		8. ORGANIZATION AND STATION									
9. LANGUAGE					10. PROFICIENCY						11. DATE OF EVALUATION			
FOREIGN LANGUAGE		LANG. CODE	HOW ACQUIRED			LISTENING		READING		SPEAKING		YYYY	MM	DD
a.		b.	1st	2nd	3rd	METHOD	RATING	METHOD	RATING	METHOD	RATING	i.	m.	n.
12. REMARKS														
13. REPORTING OFFICIAL														
a. TYPED NAME								b. RANK/GRADE			c. PHONE NUMBER			
d. UNIT/ORGANIZATION								e. EMAIL						
f. DATE (YYYYMMDD)					g. SIGNATURE									

DA FORM 330, MAY 2008

PREVIOUS EDITIONS ARE OBSOLETE

Page 1 of 2
APD LC v1.02ES

DA Form 3964: Classified Document Accountability Record

AFD LC V2.01

Appendix

DA Form 4187: Personnel Action – Request for AFCT Exam

PERSONNEL ACTION			
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.			
SECTION I - PERSONAL IDENTIFICATION			
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) ARMY EDUCATION CENTER OFFICE SYMBOL (TCO) ADDRESS	3. FROM (Include ZIP Code) (UNIT INFORMATION)	
4. NAME (Last, First, MI)	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
☐ Service School (Enl only)	☐ Special Forces Training/Assignment	☐ Identification Card	
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)	☐ Identification Tags	
☐ Volunteering For Oversea Service	☐ Retesting In Army Personnel Tests	☐ Separate Rations	
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS	
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB	
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School	☒ Other (Specify): Armed Forces Classification Test (AFCT)	
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)			
ALL INFORMATION MUST BE TYPED. 1. Request to be administered the: AFCT exam. 2. Initial/Retest Dates of all previously administered AFCT/ASVAB exams: (YYYYMMDD) 3. Current Scores: GT__ GM__ EL__ GL__ MM__ SC__ CO__ FA__ OF__ ST__ AFQT__ NUMBER OF TIMES TESTED: (X) 4. __ This is my first time taking the AFCT examination. --OR-- __ I have not taken this examination within the last 180 days. --OR-- __ I am requesting to retake the AFCT examination within 180 days and have completed the required retraining course (BSEP or OASC). 5. Last test date (YYYYMMDD) with the score of (XX). __ I certify the above information is true and accurate. The brigade S1/PAC point of contact is: (Name, Phone Number, Email Address) (Commander can check "HAS BEEN VERIFIED" however "IS APPROVED" or "IS DISAPPROVED" is required).			

Appendix

DA Form 4187: Personnel Action - Request for DLAB Exam

PERSONNEL ACTION			
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.			
SECTION I - PERSONAL IDENTIFICATION			
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) ARMY EDUCATION CENTER OFFICE SYMBOL (TCO) ADDRESS	3. FROM (Include ZIP Code) (UNIT INFORMATION)	
4. NAME (Last, First, MI)	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
☐ Service School (Enl only)	☐ Special Forces Training/Assignment	☐ Identification Card	
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)	☐ Identification Tags	
☐ Volunteering For Oversea Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations	
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS	
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB	
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School	☒ Other (Specify): Defense Language Aptitude Battery (DLAB)	
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)			
ALL INFORMATION MUST BE TYPED. 1. Request to be administered the: DLAB exam. 2. Email Address: (); Phone Number: () 3. SSN Number: XXX-XX-XXXX 4. ___ This is my first time taking the DLAB examination. --OR-- 4. ___ I have not taken this examination within the last 180 days. I am requesting a DLAB retest and last test date (YYYYMMDD) with the score of (XX). 5. ___ I am currently on active duty with the U.S. Army. ___ I certify the above information is true and accurate. The Brigade/Company S1/PAC point of contact is: (Name, Phone Number, Email Address) (Commander can check "HAS BEEN VERIFIED" however "IS APPROVED" or "IS DISAPPROVED" is required).			
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☒ IS APPROVED ☐ IS DISAPPROVED			

DA Form 4187: Personnel Action - Request for DLPT Exam

PERSONNEL ACTION For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.			
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.			
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf			
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.			
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.			
SECTION I - PERSONAL IDENTIFICATION			
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) ARMY EDUCATION CENTER OFFICE SYMBOL (TCO) ADDRESS	3. FROM (Include ZIP Code) (UNIT INFORMATION)	
4. NAME (Last, First, MI)	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
☐ Service School (Enl only)	☐ Special Forces Training/Assignment	☐ Identification Card	
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)	☐ Identification Tags	
☐ Volunteering For Oversea Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations	
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS	
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB	
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School	☒ Other (Specify): Defense Language Proficiency Test (DLPT)	
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required) _____			10. DATE (YYYYMMDD) _____
SECTION IV - REMARKS (Applies to Sections II, III, and V)			
ALL INFORMATION MUST BE TYPED.			
1. Request to be administered the: DLPT exam.			
2. Language: ()			
3. Number of times tested: (X)			
4. I have not taken this examination within the last 180. -OR- I am requesting to retake the DLPT examination within 180 days and have completed the required (160 or 80 hours) SLTE course and have not taken more than two iterations with the same language within a 12-month period.			
5. Last Test Date: (YYYYMMDD) Last Test Score: (X/X) I certify the above information is true and accurate.			
The brigade S1/PAC point of contact is: (Name, Phone Number, Email Address) (Commander can check "HAS BEEN VERIFIED" however "IS APPROVED" or "IS DISAPPROVED" is required).			
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
☐ HAS BEEN VERIFIED	☐ RECOMMEND APPROVAL	☐ RECOMMEND DISAPPROVAL	☒ IS APPROVED
☐ IS DISAPPROVED			

Appendix

DA Form 4187: Personnel Action - Request for OPI Exam

PERSONNEL ACTION For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.			
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.			
SECTION I - PERSONAL IDENTIFICATION			
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) ARMY EDUCATION CENTER OFFICE SYMBOL (TCO) ADDRESS	3. FROM (Include ZIP Code) (UNIT INFORMATION)	
4. NAME (Last, First, MI)	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
☐ Service School (Enl only)	☐ Special Forces Training/Assignment	☐ Identification Card	
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)	☐ Identification Tags	
☐ Volunteering For Oversea Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations	
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS	
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB	
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School	☒ Other (Specify): Oral Proficiency Interview (OPI)	
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)			
ALL INFORMATION MUST BE TYPED. 1. Request to be administered the: OPI exam. 2. Language: () 3. Number of times tested: (X) 4. ___ I have not taken this examination within the last 180. --OR-- ___ I am requesting to retake the OPI examination within 180 days and have completed the required (160 or 80 hours) SLTE course and have not taken more than two iterations with the same language within a 12-month period. 5. Last Test Date: (YYYYMMDD) Last Test Score: (X/X) ___ I certify the above information is true and accurate. The brigade S1/PAC point of contact is: (Name, Phone Number, Email Address) (Commander can check "HAS BEEN VERIFIED" however "IS APPROVED" or "IS DISAPPROVED" is required).			
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - ☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☒ IS APPROVED ☐ IS DISAPPROVED			

Appendix

DA Form 4187: Personnel Action - Request for SIFT Exam

PERSONNEL ACTION			
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpold.defense.gov/Portals/40/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.			
SECTION I - PERSONAL IDENTIFICATION			
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) ARMY EDUCATION CENTER OFFICE SYMBOL (TCO) ADDRESS	3. FROM (Include ZIP Code) (UNIT INFORMATION)	
4. NAME (Last, First, MI)	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
☐ Service School (Enl only)	☐ Special Forces Training/Assignment	☐ Identification Card	
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)	☐ Identification Tags	
☐ Volunteering For Oversea Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations	
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS	
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB	
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School	☒ Other (Specify): Selection Instrument for Flight Training (SIFT)	
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V)			
ALL INFORMATION MUST BE TYPED. The SIFT exam evaluates a Soldier's special aptitudes that are predictive of success in Army flight training. Eligibility criteria: a.) Applicants must have a GT score of 110 or higher (except for ROTC Cadets). b.) Applicants may not have achieved a SIFT Score of 40 or above on a previous SIFT exam. If the previous score is lower than 40, only one retest is allowed but not within 45 days of the original test. No further retests are authorized. ___ I request to be administered the SIFT examination for the first time. --OR-- ___ This is a retest. My last test date was: (YYYYMMDD) and my score was: (XX) ___ I have not taken this examination within the last 45 days. The brigade S1/PAC point of contact is: (Name, email address, phone number) ___ I certify the above information is true and accurate. (Commander can check "HAS BEEN VERIFIED" however "IS APPROVED" or "IS DISAPPROVED" is required).			
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - ☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☒ IS APPROVED ☐ IS DISAPPROVED			

Appendix

DA Form 5160: Test Administration Statement

TEST ADMINISTRATION STATEMENT For use of this form, see AR 611-5; the proponent agency is DCS, G-1.		
FOR IN-SERVICE EXAMINEES ONLY		
PRIVACY ACT STATEMENT AUTHORITY: 10 USC 7013, Secretary of the Army; DoDI 5160.71, DoD Language Testing Program, and Army Regulation 611-5, Personnel and Classification Testing. PRINCIPAL PURPOSE: To be completed by all Examinees prior to testing to ensure the Examinee is mentally and physically fit to test. See the System of Records Notice DoD 0005, Defense Training Records, Federal Register - Privacy Act of 1974: System of Records . ROUTINE USES: None. Form will not be disclosed outside the Department of Defense (DoD) routine uses cited on SORN DoD 0005. DISCLOSURE: Voluntary; however, failure to complete this form, may disqualify examinees from testing.		
1. NAME OF EXAMINEE	2. RANK	3. DATE (YYYYMMDD)
4. UNIT OF ASSIGNMENT	5. NAME OF TEST OR BATTERY	
6. NAME OF TEST EXAMINER	7. TEST SITE LOCATION	8. TEST ACCOUNT ID
9. I understand that I am not required to take the above named test, this date, provided that there are extenuating circumstances such as fatigue, illness, emotional distress, family, or financial problems, etc., which may interfere with my performance in the test; and that the test will be administered at another time acceptable to me, the Test Control Officer concerned, and my unit commander.		
☐ I AM PHYSICALLY AND MENTALLY ABLE TO BE TESTED THIS DATE.		
☐ I AM NOT PHYSICALLY AND OR MENTALLY ABLE TO BE TESTED THIS DATE. I WILL BE ADMINISTERED THIS TEST AT ANOTHER TIME.		
10. I certify that I am eligible to take this test because:		
☐ I HAVE NOT TAKEN A DLPT IN THIS LANGUAGE WITHIN THE LAST 9 MONTHS, PER AR 11-6 and AR 611-5.		
☐ I HAVE NOT TAKEN THE DLAB WITHIN THE LAST 6 MONTHS, NOR ACHIEVED A SCORE OF 95 OR HIGHER ON A PREVIOUS DLAB TEST, NOR HAVE I TAKEN MORE THAN TWO DLAB TESTS.		
☐ I HAVE NOT TAKEN THE SIFT WITHIN THE LAST 45 DAYS, NOR ACHIEVED A PASSING SCORE ON A PREVIOUS SIFT, NOR HAVE I FAILED MORE THAN ONE SIFT TEST.		
☐ I HAVE NOT TAKEN THE ASVAB OR THE AFCT WITHIN THE LAST 6 MONTHS.		
☐ I HAVE NOT TAKEN THIS ARMY PERSONNEL TEST WITHIN THE LAST 6 MONTHS, PER AR 611-5.		
- OR -		
☐ I HAVE BEEN GRANTED AN EXCEPTION TO POLICY TO RETEST WITHIN THE ESTABLISHED TIME LIMITATION AND HAVE PROVIDED A COPY OF THE EXCEPTION TO THE TEST CONTROL OFFICER.		
Further, I understand that making a false statement on this form may subject me to criminal prosecution under the provisions of Article 107, Uniform Code of Military Justice, or section 1001, Title 18, U.S. Code.		
11. SIGNATURE OF EXAMINEE	12. SIGNATURE OF EXAMINER	13. DATE (YYYYMMDD)

DA FORM 5160, SEP 2023

PREVIOUS EDITIONS ARE OBSOLETE.

APD AEM v1.00ES

DA Form 7634: Army Personnel Test Log

[illegible]

SF Form 702: Security Container Check Sheet

[illegible][illegible]

STANDARD FORM 702 (REV. 1/2020)
Prescribed by NARA/ISOO
32 CFR PART 2001 EO 13526

APPENDIX C: POINT OF CONTACTS

APT Program Office

APT Program Manager			
Name:	Email:	Phone:	Address:
Aumbrea Sanders	Aumbrea.s.sanders.civ@army.mil	N/A	ACCESS, ARMYU 199 6TH Avenue Building 1109B Room 137 Fort Knox, KY 40121

Component Chiefs

IMCOM			
Name:	Email:	Phone:	Address:
Darlene Pantoja	darlene.e.pantoja2.civ@army.mil	N/A	N/A

IMCOM-E			
Name:	Email:	Phone:	Address:
Sheila Barthel	sheila.a.barthel.civ@army.mil	N/A	N/A

USMEPCOM			
Name:	Email:	Phone:	Address:
Stephen Richardt	Stephen.l.richardt.civ@army.mil	COMM: 847-688-3680 ext. 7515 DSN: 792-3680	N/A

National Guard			
Name:	Email:	Phone:	Address:
Sherri Shafer	sherri.l.shafer.civ@army.mil	N/A	N/A

Appendix

Reserve			
Name:	Email:	Phone:	Address:
Sabrina Giraldo	sabrina.l.giraldo.civ@army.mil	N/A	N/A

ROTC			
Name:	Email:	Phone:	Address:
Steven Toth	Steven.j.toth.civ@army.mil	N/A	N/A

Accounts

DMDC Support Center			
Name:	Email:	Phone:	Address:
iCAT/DLPT Software Center	iCAT: dodhra.icat@mail.mil DLPT: dodhra.dlpt@mail.mil	800-682-4825 or 831-708-1122	N/A

OARS/OPI Accounts			
Name:	Email:	Phone:	Address:
Maribel Johai (Primary)	Maribel.johai@dliflc.edu	N/A	N/A
Sean Lyle (Secondary)	sean.lyle@dliflc.edu	N/A	N/A

Sister services

Air Force			
Name:	Email:	Phone:	Address:
Group Mailbox	afpc.dppda.miloperationtesting@us.af.mil	N/A	HQ AFPC/DP3DA JBSA Randolph, AFB, TX 78150
Brian Chasse	Brian.chasse@us.af.mil	COMM: 210-565-3618	HQ AFPC/DP3DA JBSA Randolph, AFB, TX 78150

Appendix

Coast Guard			
Name:	Email:	Phone:	Address:
Group Mailbox	ETOC-SMB-CST@uscg.mil SharePoint: Registrar Services (sharepoint-mil.us)	N/A	Education Training and Quota Management Command 300 E. Main Street, Ste 1201 / Norfolk VA / 23510
Monica Bailey	Monica.r.bailey@uscg.mil	Email Preferred.  VoIP: 703-417-5438	Education Training and Quota Management Command 300 E. Main Street, Ste 1201 / Norfolk VA / 23510

Marine			
Name:	Email:	Phone:	Address:
USMC Foreign Language	foreignlanguageprogram@usmc.mil	DSN: 703-614-1161	GySgt Gebhart, Ila G. Cryptologic Language Chief HQMC / DC I / IID / IIS 3000 Pentagon, Room 1A262B
SSG Brandon Bravo	brandon.s.bravo@usmc.mil	730-784-9070	3280 Russell Road Quantico, VA 22134

Appendix

NAVY - FAQs: https://www.netc.navy.mil/LREC/DFLTP/			
Name:	Email:	Phone:	Address:
DLPT Group Mailbox	languageTesting@navy.mil	Mon. – Wed. (850) 452-6078 DSN 312-459-6078 Thurs. & Fri. (850) 723-0402	Navy Language Testing Manager Navy Center for Language, Regional Expertise, and Culture (CLREC [CIWT-LREC])
Darrin Williams (DLPT)	darrin.l.williams10.civ@us.navy.mil	COMM: 210-565-3618 DSN: 665	Navy Foreign Language Testing 640 Roberts Avenue Pensacola FL 32511 USA
AFCT Group Mailbox	navyafct@navy.mil	N/A	N/A
Zannette Uriell (AFCT)	Zannette.a.uriell.civ@us.navy.mil	901-874-4803	5720 Integrity Dr. BUPERS-33 Millington TN 38055-0002 USA

APPENDIX D: WEBSITES AND LINKS

Websites:

iCAT-AR----- [iCAT Authorization and Reporting](#)
DLPT-AR----- [Defense Language Proficiency Test - Authorization and Reporting](#)
SIFT----- [Welcome to SIFT](#)
OARS----- [oars.languagetesting.com](#)
Army University----- [APT Resource](#)
DLIFLC----- [DLIFLC Resource](#)
ATIS----- [ATIS](#)
JKO----- [JKO](#)

Regulation/Policy and Microsoft Team Links:

- | | |
|--------------------------------|---------------------------------------|
| - AR 611-5 | - DoDI 5160.71 |
| - AR 11-6 | - DoDI 1145.01 |
| - AR 25-400-2 | - DoDI 1315.20 |
| - AR 135-100 | - MCO 1230.5C |
| - AR 601-100 | - MILPERSMAN 1236-010 |
| - DA PAM 600-8 | |

APT Teams Channel: [TRADOC CAC AU ACCESS APT | General | Microsoft Teams](#)

APT Teams Channel Folders:

- | | |
|---|--|
| ▪ Required Memos | ▪ MFR Documents |
| ▪ Test Site Account Validation Form | ▪ Historical Score Report Requests |
| ▪ Test Site Establishment Form | ▪ SIFT Forms |
| ▪ SOP | ▪ APT Monthly Meetings |
| ▪ ETP Documents | ▪ APT Program Information |
| | ▪ APT Program Office Policy |

Appendix

DA and SF form Links:

Please note all DA and SF forms are located on [Army Publishing Directorate](#) website and all PDFs must be downloaded.

- [DA Form 11-2](#)
- [DA Form 200](#)
- [DA Form 330](#)
- [DA Form 3964](#)
- [DA Form 4187](#)
- [DA Form 5160](#)
- [DA Form 7634](#)
- [SF 702 - Security Container Check Sheet \(gsa.gov\)](#)

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APPENDIX F: ARMY RANK GUIDE

ARMY ENLISTED RANK GUIDE

GRADE	TITLE	RANK
E-1	Private	PVT/PV1
E-2	Private	PV2
E-3	Private First Class	PFC
E-4	Specialist	SPC
E-5	Corporal	CPL
E-6	Sergeant	SGT
E-7	Staff Sergeant	SSG
E-8	Sergeant First Class	SFC
E-8	Master Sergeant	MSG
E-8	First Sergeant	1SG
E-9	Sergeant Major	SGM
E-9	Command Sergeant Major	CSM
E-9	Sergeant Major of the Army	SMA

ARMY WARRANT OFFICER RANK GUIDE

GRADE	TITLE	RANK
WO-1	Warrant Officer	WO1
OW2	Chief Warrant Officer 2	CW2
OW3	Chief Warrant Officer 3	CW3
OW4	Chief Warrant Officer 4	CW4
OW5	Chief Warrant Officer 5	CW5

ARMY OFFICER RANK GUIDE

GRADE	TITLE	RANK
O-1	Second Lieutenant	2LT
O-2	First Lieutenant	1LT
O-3	Captain	CPT
O-4	Major	MAJ
O-5	Lieutenant Colonel	LTC
O-6	Colonel	COL
O-7	Brigadier General	BG
O-8	Major General	MG
O-9	Lieutenant General	LTG
O-10	General	GEN
O-11	General of the Army	GOA

APPENDIX G: TIP SHEETS

Army Retesting Requirements					
Test Type	1st Retest	2nd Retest	3rd Retest	4 th & Subsequent Retests	Notes
SIFT	On or after the 45th day following the completion of the first attempt. If an Examinee achieves a qualifying score of 40, additional tests are not authorized.	None allowed.			
AFCT	If within 6-months after original exam date: -Must provide retraining course certificate and signed ETP from APT Manager.	6-months after previous retest exam with retraining course certificate and signed ETP from APT Manager			
ASVAB, Enlistment	1 month after original test. Must use different version than the original exam. Scores using the same version will be invalidated.	1 month after proceeding retest. Must use different version than the original and 1st retest. Scores using the same version will be invalidated.	6-months after proceeding retest. Can use any version but should be different from the last retest.	6-months after proceeding retest. Can use any test form but should use different form than last retest.	If last exam is more than 2 years old, then the exam is not considered a retest. Only MEPS and overseas TCOs administer this exam. Once enlistment contract signed cannot retest on the ASVAB. Student ASVAB counts when determining retesting for the enlistment.
ASVAB, Student	1-month after original exam.	1-month after proceeding retest.	6-months after proceeding retest.	6-months after proceeding retest.	If last exam is more than 2 years old, then test is not considered a retest. Only METS and Overseas TCOs administer this exam.
DLAB	Score 94 or less: if less than 6-months from original exam, request waiver from Army Foreign Language Program SPM (CLPM) and signed ETP from APT Manager. If more than 6-months from original exam, request exam as usual. Score 95 or higher: If less than 6-months from original exam, request waiver from Army Foreign Language Program SPM (CLPM) and signed ETP from APT Manager. If more than 6-months from original exam, request exam as usual.				

Appendix

DLPT/OPI	Validation of Language Skill is an annual requirement for linguists, therefore there is no limit to the number of retests, but 6-months must pass before taking an exam on the same language without an ETP. If examinee needs to test prior to 6-month waiting period, a signed ETP from the APT Program Manager is required along with proof of SLTE. Administer no more than two iterations of the same DLPT to the same person in 12-month period.
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Service Member Eligibility							
Prospective Examinee	AFCT	ASVAB, Enlistment	ASVAB, Student	SIFT	DLAB	DLPT (any)	OPI
Active Army	Yes	No	No	Yes, must have GT score of 110	Yes	Yes	Yes
Army National Guard	Yes	No	No	Yes, must have GT score of 110	Yes	Yes	Yes
Army Reserves, not IRR or IMA	Yes	No	No	Yes, must have GT score of 110	Yes	Yes	Yes
IRR	No	No	No	No	Yes	Yes	No
IMA	No	No	No	No	Yes	Yes	No
USMA Cadets	No	No	No	Yes	Yes	Upon completion of their junior year. All contracted USMA and ROTC cadets and all USMA and ROTC cadets who are attending a semester abroad program. Cadets may take the DLPT before or after their trip abroad.	Only Seniors
ROTC Cadets	No	No	No	Yes	Yes	Upon completion of their junior year. All contracted USMA and ROTC cadets and all USMA and ROTC cadets who are attending a semester abroad program. Cadets may take the DLPT before or after their trip abroad.	Yes

Appendix

Civilian Eligibility							
Prospective Examinee	AFCT	ASVAB, Enlistment	ASVAB, Student	SIFT	DLAB	DLPT (any)	OPI
Civilian, unless noted below	No	At MEPS, if enlisting.	Yes, if student in 10th grade or higher (includes post-secondary schools).	At MEPS, if enlisting.			
Civilian, Overseas, unless noted	No	Yes, if enlisting 17 years of age.		Yes, if enlisting.			
Federal Government Job Application	No	No	No	No	Yes, if sponsoring agency documents language is a requirement	Yes, if sponsoring agency documents language is a requirement. DLPT Upper Range: Case by case, submit inquiry to APT Group Mailbox.	Yes, if sponsoring agency documents language is a requirement
DoD	No	No	No	No	Yes, if sponsoring agency documents language is a requirement		
Foreign Area Officer (FAO)	No	No	No	No	Yes		
Spouse of FAO	No	No	No	No	Yes	No, unless officially enrolled in DLIFLC class	
Spouse of DLI Student	No	No	No	No	Yes	No, unless officially enrolled in DLIFLC class	
Defense Attaché Program	No	No	No	No	Yes	Yes	Yes
Military Intelligence Civilian Expected Career Program	No	No	No	No	Yes	Yes	Yes
National Flagship Language Initiative Fellowship	No	No	No	No	Yes	Yes	Yes
**If they are officially enrolled in a DLIFLC class, they can only take the DLPT required for graduation from the course. They are not eligible for any other DLPT, even close dialects, like Portuguese-European and Portuguese-Brazilian.							

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