



Army Personnel Testing Program
Test Control Officer Handbook
30 March 2002

The purpose of this handbook is to aid test control officers in the administration of the Army Personnel Testing (APT) program. This handbook is to be used in conjunction with AR 611-5 and AR 611-6.

Direct any questions regarding this handbook to the APT program office at apt@hoffman.army.mil, COM 703-325- or DSN 221-.

Information in the handbook may also be accessed on the ACES Extranet: <https://www.aces.army.mil/apt/>

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Section 1

General Policies and Procedures

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1.1 APT TCO Responsibilities

All TCOs and ATCOs are appointed and/or relieved in writing. Appointment orders must include test site address, T-Account number, telephone number (commercial and/or DSN), e-mail address, and fax number (see Figure 1.1 for a sample memorandum). Fax copies of official appointment orders to the APT Program Office by fax to COM 703-325-9811 or DSN 221-9811; or mail them to the following address:

Education Division (TAPC-PDE/APT)
PERSCOM
200 Stovall Street
Alexandria, VA 22332-0472

Also follow the additional distribution instructions shown on the sample memorandum on the following page. If you have any questions regarding your account, contact the APT Program Office (see Appendix C).

TCOs must ensure that their account information is current. Please submit updates whenever there is a change in contact information. TCOs can view what is currently in the APT files on the ACES Extranet (see Appendix C). See Figure 1.2 for a sample memorandum.

Appointment orders are required for each TCO prior to ordering test materials from the APT Distribution Center, McLean, VA.

Failure to submit/update TCO information may result in closure of the delinquent test site.

TCOs must perform a quarterly inventory of APT materials (use a print-out from the APT Inventory Manager) and maintain records of the inventory for one year.

Whenever there is a change in TCOs, an inventory must also be performed, transferring the responsibility of test security.

Each test site must maintain and adhere to a SOP as specified in AR 611-5. Site Managers must ensure that testing staff are trained and held accountable for policies IAW SOP.

Figure 1.1 - Sample TCO Appointment Memorandum

[Command Letterhead]	
[Office Symbol] (611)	[Date]
MEMORANDUM FOR SEE DISTRIBUTION	
SUBJECT: Appointment of Test Control Officer (TCO) for the Army Personnel Testing (APT) Program, [Test Account ID #]	
1. Effective immediately, [NAME (FIRST, LAST, & MIDDLE INITIAL)], [RANK], [SSN], [DSN & COM PHONE], [EMAIL ADDRESS] is assigned the additional duty of TCO for APT vice [PREVIOUS TCO NAME], [RANK], [SSN].	
2. Authority: AR 611-5, Army Personnel Selection and Classification Testing.	
3. Purpose: To administer the APT program.	
4. Period: Until officially relieved or released from appointment or assignment.	
5. Special Instructions: To ensure the security and proper safeguard of all APT material IAW AR 611-5.	
COMMANDER'S SIGNATURE	
DISTRIBUTION:	
1 - Commander, US Total Army Personnel Command, ATTN: TAPC-PDE (APT), 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472	
1 - Individual Concerned	
1 - Personnel File	

Figure 1.2 - Sample APT Account Verification Memorandum

[Command Letterhead]	
[Office Symbol] (611)	[Date]
MEMORANDUM FOR Commander, PERSCOM, ATTN: TAPC-PDE (APT), 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472	
SUBJECT: Information Verification of Army Personnel Test (APT) Account # [T-account]	
1. Test Control Officer (TCO): [Name], [Rank], [SSN]	
2. Alternate TCO: [Name], [Rank], [SSN]	
3. Test Account Site Physical Address: [Address used for delivery companies such as FedEx and UPS. This always includes a complete street address and suite or room number.]	
4. Test Account Postal Address: [Address used for the US Postal Service (USPS). This can be a Post Office Box. Be sure to include attention lines, and do not use abbreviations.]	
5. Test Account can receive packages using the following delivery methods: [List all that apply: FedEx, UPS, USPS Registered Mail, USPS Certified Mail]	
6. Test Account Site Email Address: [Generic email address for account, or email addresses for both TCO and ATCO.]	
7. Test Account Site DSN & COM Phone Numbers:	
8. Test Account Site DSN & COM FAX Numbers:	
9. Test Account Plain Language Address for messages through the AUTODIN system or the Test Account Defense Messaging System address.	
10. Test Account Subsite Information: [If your account has subsites, include ATCO names, mailing address and contact information for each.]	
11. TCO orders are enclosed.	
12. POC this memo is [Name], [phone number].	
COMMAND SIGNATURE	

1.2 APT Retesting Policy

Unless precluded by policy, soldiers may retake any Army Personnel Test which resulted in an unsatisfactory score. The retest can not be taken until six months has passed from the previous test date. Once a retest is approved, an alternate form of the test will be used whenever possible.

Requests for retests to invalidate test results because of extenuating circumstances, and requests for retesting within the six-month window as an Exception to Policy (ETP) must be forwarded to the APT Program Office following address for approval:

Education Division (TAPC-PDE/APT)
PERSCOM
200 Stovall Street
Alexandria, VA 22332-0472

Requests may also be faxed to DSN 221-9811 or COM 703-325-9811 to the attention of “APT.”

The APT Program Manager at PERSCOM must approve requests for an ETP **BEFORE** a servicemember is scheduled for a retest. The request should include documented reasons to expect that the retest will result in significantly improved scores. Once an exception is granted, no matter what the result, no further exceptions will be granted for six months. This requirement cannot be waived. Soldiers should be made aware of this limitation before requesting an ETP.

Language proficiency tests that are retaken annually to certify competency do not require an ETP.

AFAST

A minimum score of 90 is required prior to a soldier applying for training as an Army Aviator. Once a score of 90 or higher is attained, no further retest is authorized. If a score of 90 is not obtained on the first test, a soldier may retest one time only. Requests for retest within six months of the last test must include the previous test date and score.

AFCT

Soldiers who need to improve their ASVAB (Armed Services Vocational Aptitude Battery) score may be administered the AFCT, but not earlier than six months after the date of their MEPS exam. The first administration of the AFCT is considered the initial test. Request for the first and second retests may be approved by the soldier's immediate commander, but not earlier than six months after the previous test. An ETP approved by the APT Program Manager is required for the fourth test (third retest), or to retest within the six-month window. Requests must include the number of times the soldier has taken the AFCT, the dates of the tests and the GT scores obtained. Further, requests should document the preparations the soldier has taken to improve his or her scores. Whenever possible, a pre-test should be administered to ensure the probability of a successful retest. The AFCT may not be used for pre-testing.

Army Personnel Testing

DLAB

Personnel who fail to qualify for language training with a score of 85 or higher on the initial test may retest after a six-month waiting period. First and second retests may be given on approval of the individual's immediate commander. Requests for retests, within the six-month period or for individuals who achieved a score of 85 or higher, must be based on a valid military requirement, documented by the unit commander. Requests for retest within six months of the last test must include the previous test date and score.

DLPT/DLRPT

Requests for ETP on language proficiency tests are governed by AR 611-6, paragraph 3-12, which states that an individual who has completed "significant training", defined as six weeks of immersion training or 150 hours of classroom training, may apply for an exception to test within the six month limitation. The request will thoroughly document the training received (see sample memorandum on next page).

Figure 1.3 - Sample Exception to Policy Request

[Command Letterhead]	
[Office Symbol] (611)	[Date]
MEMORANDUM FOR Total Army Personnel Command, ATTN: TAPC-PDE (APT), 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472	
SUBJECT: Exception to Policy	
1. Request the following individual(s) be granted an exception to policy to retest on the [specify test] within the six month limitation:	
[Name], [Rank], [SSN]	
2. Last test date and score, proposed retest date (allow sufficient time for Exception to Policy to be processed).	
3. Justification. Include list of courses, and number of course hours since last test date.	
4. Point of Contact. Include telephone and fax number.	
COMMANDER'S SIGNATURE	

1.3 Eligibility for Army Personnel Testing

General

Personnel in the Active Army or the Army Reserve, including the Army National Guard, are eligible for the APT program. See section 1.5 for those cases in which civilians can be tested. Soldiers must possess an Identification Card. Dependents of servicemembers are not eligible (except for the ASVAB, which is administered at DoDEA high schools overseas or at MEPS for enlistment purposes).

Enlistment Testing

The MEPS is responsible for testing individuals in CONUS engaged in the enlistment process, except those in the Delayed Entry Program (DEP) who are not eligible for testing. The MEPS and the METS (Mobile Examining Team) are all equipped to do ASVAB testing. The special purpose tests, which include the AAAT, AFAST, AP, DLAB, and the DLPT, are stored at central repositories and will be mailed via overnight mail to any MEPS TCO requesting such material. If for some reason an individual asks a non-MEPS site to test someone who is still in the enlistment process, refer the individual back to the MEPS. The MEPS tracks enlistee's eligibility and test results in the MEPCOM Integrated Reporting System and does not accept test results from non-MEPS TCOs as valid.

Overseas Enlistment and Student Testing

There are no MEPS overseas. Consequently, ACES administers the ASVAB in support of the enlistment process at DoDEA high schools. The Overseas and Student Testing Programs uses different forms of the ASVAB. If the correct test forms and/or answer sheets are not used, MEPCOM will declare the test invalid. TCOs with questions regarding the enlistment and student testing programs may refer to MEPCOM Regulations 611-1, 601-4, and AR 601-210. Any TCO with questions or needing assistance in determining or obtaining the appropriate test forms or pertinent MEPCOM regulation should contact the APT Program Coordinator (see Appendix C). Completed answer sheets for both programs should be mailed (double-wrapped, certified or registered) to the MEPS responsible for the geographic area in which the test was administered.

For tests administered in Europe, Caribbean, and Central America, mail sheets to the New York MEPS:

Ft Hamilton Military Community
New York MEPS
ATTN: Test Control Officer
116 White Avenue
Brooklyn, NY 11252-6700

For test administered in the Pacific and Far East areas, mail sheets to the Honolulu MEPS:

Honolulu MEPS
300 Ala Moana Boulevard
P.O. Box 50266
Honolulu, HI 96850-0001

1.4 Testing of Sister Servicemembers

Given that our soldiers are increasingly operating in joint environments, and in coordination with sister service POCs, we have devised the following procedures to test members of other services. The key issue is **eligibility**; a related issue is ensuring that the results are entered into the servicemember's personnel file.

The servicemember is always given a copy of the test results. The TCO should also provide an original signature copy of the results directly to the servicemember's personnel component.

Coordinating With Other Services

Marine Corps

No one should test any Marine without first coordinating with the Marine Corps' testing office (see Appendix C). Marines, who want to test on any APT Test with an Army TCO, must coordinate with the Marine Corps' testing office as well. That office will provide the APT Program Coordinator with a letter certifying eligibility and give permission to test the individual. The APT Program Manager will then provide authorization for an Army TCO to test the Marine.

Air Force

The Air Force has written an All-TCO-Letter, 96-4, dated 27 September 1996, which outlines formal requirements. Copies may be obtained from their Test Management Section (see Appendix C).

Navy

The Navy has one office that governs AFCT testing and another that governs foreign language testing.

The first office has specific requirements sailors must meet before they can retest on the AFCT. Sailors should be referred to their command Education Officer. If the Education Officer wants the Army to test the individual, a letter on command letterhead verifying eligibility and indicating the address to which the results can be sent will be prepared. Should questions arise which cannot be resolved through the command's Education Officer, contact the Navy POC (see Appendix C).

The Navy has another office that governs foreign language testing for DLPTs. That office has confirmed that the Ship's Commander can, on his letterhead, verify the Sailor's eligibility for language testing. The results should be sent to Chief of Naval Operations (N132D8) (see Appendix C). Direct questions about eligibility that cannot be resolved through the ship's commander, to that office.

Army Warrant Officer Applicants

Other servicemembers wishing to apply for this program must have a GT equivalent certification in the application packet. To obtain the certification, they must follow the instructions below. If,

in addition, the individual is applying for Aviation Warrant Officer training, this headquarters will provide a copy of the certification letter to the Army TCO who will administer the AFAST. A copy of the servicemember's AFAST results will be sent to the APT Program office (see Appendix C) and maintained in our database.

Individuals with questions regarding the Warrant Officer program should visit their web site at <http://www.usarec.army.mil/hq/warrant/Warrant.htm>.

Marine Corps:

Marines, who need to get their ASVAB scores converted, must contact the Marine Corps Testing Office (see Appendix C). They require a letter from the individual's commander requesting the scores. Marine Corps HQ will write up a letter from the commandant certifying Army GT scores. This letter must be forwarded in the application packet for the Army Warrant Officer Program.

Those Marines, who also request to take the AFAST, need to convey that information in the memorandum to the Marine Corps Testing Office, indicating at which Army testing facility they would like to take the exam. The test must be administered at an Army facility. A copy of the letter from the commandant will then be forwarded to the Army Personnel Testing Coordinator who will give the Army TCO authorization to test the Marine. It is the Marine's responsibility to schedule the exam with the Army TCO.

Navy and Air Force:

Navy and Air Force servicemembers who would like to have their scores converted, need to first ensure that they qualify with an Army GT score of 110. An Air Force member needs a minimum General (G) score of 64. Navy servicemembers must combine their Arithmetic Reasoning (AR) and Verbal (VE) and have a minimum combined score of 109.

If the individual does not meet this requirement, they will need to take the Armed Forces Classification Test (AFCT). The AFCT is the in-service version of the ASVAB. It is suggested that servicemembers study for this test.

Servicemembers will need to take the test within their service and have scores posted to their official military file. Their personnel component must certify a true copy of their scores to be sent to the APT program office. Mail (faxes are not acceptable) this true, certified copy of their ASVAB scores to the APT program office at:

Education Division (TAPC-PDE/APT)
PERSCOM
200 Stovall Street
Alexandria, VA 22332-0472

A memorandum requesting ASVAB conversion must be attached. See Figure 1.4 for a sample. All the information in the sample must be included.

Army Personnel Testing

Those individuals who request to take the AFAST must take a copy of the letter certifying their ASVAB scores to the nearest Army Education Center or testing facility in order to schedule the exam. The original letter must accompany the application packet for the Warrant Officer Program.

Figure 1.4 - Sample Request for ASVAB Conversion Memorandum

[Command Letterhead]	
[Office Symbol]	[Date]
MEMORANDUM FOR Commander, PERSCOM, ATTN: TAPC-PDE (APT), 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472	
SUBJECT: Request for Conversion of ASVAB Scores.	
1. Request conversion of [ASVAB/AFCT] Scores for [Rank], [Name (First, Last, M.I.)], [SSN] from [Air Force/Navy] Standards to Army Standards:	
2. The following information is provided:	
a. Command Address:	[Complete command mailing address to include office symbol]
b. Mailing Address:	[Complete mailing address for individual if it is NOT to be mailed back to the command]
c. Program:	[Warrant Officer Flight/Engineering/Mechanical etc.]
3. The above named individual requests to take the Army Flight Aptitude Selection Test. (This is for individual's applying for Warrant Officer Flight only. If this is not specified, authorization will not be provided to take the exam.)	
4. The POC of this message is [please include COM/DSN phone numbers and email address]	
[Commander's Signature]	

1.5 Testing Civilians

The APT Program encompasses standardized tests to determine eligibility for specialized military training and to support the Army's selection and classification process. There are very few situations in which TCOs are authorized, under DCSPER and DOD policy, to administer APT tests to civilians.

Civilians may be tested, without an exception to policy, in the following instances:

- The AECs (OCONUS only) administer the ASVAB to high school students and individuals wanting to enlist in the Service, IAW AR 601-222 dated 7 October 1994.
- When a civilian is applying for a government job for which language or typing proficiency is a qualification, and the Civilian Personnel Office documents both factors to the TCO in writing, the applicant may be tested using the relevant DLPT or typing test.
- The Department of Defense authorized Foreign Language Proficiency Pay for Defense Intelligence Agency civilians as of August 1996. See Appendix C for the DIA POC. The DLPT is the measure of proficiency. The civilian employees' supervisor must document the requirement and eligibility for the DLPT to the TCO. Additionally, the supervisor must provide the address to which the score results should be sent in order to ensure they are placed in the civilian's personnel record. See Figure 1.5 for a sample memorandum to request testing.

Should a civilian request an Army Personnel Test for any other reason, the TCO should contact the APT Office for an exception to policy.

Figure 1.5 - Sample Memorandum for Requesting DLPT Testing of DIA Civilians

[Command Letterhead]	
[Office Symbol]	[Date]
MEMORANDUM FOR [APT Test Site Address]	
SUBJECT: Request DLPT Administration for DIA Civilian	
1. Request the DLPT in [Language] be administered to the following named individual, and that upon completion of the test, individual be provided with corresponding DA Form 330, as well as a copy furnished to their personnel office:	
Name:	
SSN:	
Rank:	
Service: Civilian	
Duty Assignment: [complete address]	
Position:	[Example: Analyst, Mid-East Team, Military Industries Division, Operational Support Group]
Date of Last DLPT:	
Personnel Office Address:	
2. DLPT will satisfy the annual requirement for individual testing for FLPP Pay.	
3. Thank you for your support in this action. The POC of this message is [please include COM/DSN phone numbers and email address]. If any additional information is required, please contact Ms. Knight at 202-231-3427.	
[Commander's Signature]]	

Army Personnel Testing

English Language Testing

Testing a soldier's English competency may be done for one of two reasons: for individuals wishing to obtain the Active Duty MOS 97E (Reserve MOS 97L) and for those who need English as a Second Language (ESL) classes. There are two written tests that measure English language skills for these purposes. One is the English Comprehension Level Test (ECLT), the other is the American Language Course Placement Test (ALCPT).

The Office of the Chief of Military Intelligence, Futures Directorate (see Appendix C), has verified that both tests are acceptable for MOS qualification. See DA PAM 611-21, 31 Mar 99, Military Occupational Classification and Structure, for MOS requirements.

The proponent for the English Language Program is the Defense Language Institute English Language Center (DLIELC). The Test and Measurements Division (see Appendix C) has verified that the tests are comparable; qualifying scores are the same on both tests. See AR 621-5, Army Continuing Education System for ESL criteria.

Although not Army Personnel tests, they are controlled tests. The DLIELC prefers that Education Centers and APT sites use the ALCPT. (Once released to a test site, the ALCPT involves no further accountability to DLIELC, whereas the ECLT remains accountable. Users of ECLT must maintain TCO orders plus signature cards at DLIELC and send all completed answer sheets as well as quarterly inventories to DLIELC.) To obtain testing material for ESL programs or military testing contact DLIELC (see Appendix C).

1.6 Obsolete Tests

Officer Selection Battery

The Officer Selection Battery was eliminated in all its forms by MILPER message 97007, R 040800Z, dated 271314Z, SUBJECT: Elimination of the Officer Selection Battery, Forms 1,2,3, and 4. For further information, please refer to ALARACT 052/97, dated R 101700Z, SUBJECT: Test Requirements for Officer Accession/Officer Candidate Programs. Both messages are archived on the APT section of the ACES Extranet (see Appendix C).

Individuals with questions concerning application packets for Officer Candidate School should contact the appropriate POC (see Appendix C).

Driver Testing Batteries

Driver Testing was eliminated with the publishing of AR 600-55 in December 1993. Clarification of related issues and test material disposition information is contained in TAPC-PDE message, dated R250900Z July 97. This message is archived on the APT section of the ACES Extranet (see Appendix C).

Phonetic Sound Discrimination Test

Although the Phonetic Sound Discrimination Test is not an APT Test, TCOs have had inquiries about it in the past. This was a requirement for qualification for MOS 98G; however the requirement has been eliminated. The next revision of DA PAM 611-201 will reflect this change. See Appendix C for the USAIC POC.

1.7 Ordering ASVAB and AFCT Test Materials

ASVAB and AFCT materials are stocked at the United States Army Publishing Distribution and Operations Facility (USAPOF), St. Louis and are ordered through the U.S. Army Publishing Agency (USAPA) web site:

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

When logging on to the USAPA web page, select Publications Ordering and Subscription System. A main screen that shows the contacts at USAPA and the links for ordering, getting reports, etc. will appear. At the bottom of the screen are fields for the email address and test account number. Submitting this information determines where confirmations of your orders are sent. If the account number is unknown, contact the Education Division. The T-Account number must accompany each order.

There are two ways to submit an order. You can choose to either order materials using Publication Identification Numbers (PIN) or using the Nomenclature or form number.

To place an order via PIN:

- Once on the Army Publications & Forms Ordering and Subscription System page, Select option 1, Resupply by PIN, ordering link (click the underlined text on the screen).
- You will be asked to enter your T-Account number and zip code.
- The Sub-Account field is optional.
- Up to nine line items may be submitted at one time.
- Please refer to the ACES Extranet (see Appendix C) if you need a listing of pin numbers.
- For longer orders, enter up to nine items, click “submit order,” enter nine more items with your account number and zip code, etc.
- After you enter the last order, click Exit.
- More specific ordering instructions are located at the bottom of the screen.

To place an order by nomenclature:

- Select option 2, Resupply by NOMEN.
- Enter account number and zip code.
- Follow the same instructions as above, but use nomenclatures.
- The correct Nomenclature and Unit of Issue is required for processing.

Confirmation should be received within a couple of days. Orders are processed two days a week only.

For a copy of the order, select Transaction Report from the main screen.

A Resupply Activity Report is available on the system that will show all test materials ordered within the last 180 days, along with status codes for your ordered items. This document can be requested from the main screen but takes a minute to load.

From the Army Publications Ordering and Subscription System page, there are many useful reports such as:

- Unit of Issue Codes and Definitions
- Status Code Definitions, including error codes
- DA PAM 25-30 Extract

If you do not have email or are otherwise unable to access the Internet, consult your system administrator to get access. If you have questions about what the proper materials to order are, contact the APT Program Coordinator (see Appendix C).

If you have questions or problems with your order, contact the USAPDOF customer service center at:

- COM 314-263-7305 ext. 268
- DSN 693-7305 ext. 268
- CustomerService@usapadof.army.mil

1.8 Ordering All Other APT Test Materials

All test material, except for the ASVAB and AFCT (see section 1.7), is ordered from the APT Distribution Center. TCOs may order test materials by mail, phone, fax, or email. The APT Inventory Manager program can easily create the order for TCOs, but they will still need to email, fax, or mail the order to the Distribution Center. When ordering, please ensure the following information is provided:

- T-Account Number
- TCO Name
- Site Location
- Correct Nomenclature
- Quantity desired
- POC for the order

TCOs needing correct T-Account numbers and other relevant information, should contact the APT Program Office (see Appendix C).

TCOs placing orders by mail, send to:

- Education Division (TAPC-PDE/APT Dist Ctr)
- PERSCOM
- 200 Stovall Street
- Alexandria, VA 22332-0472

TCOs placing orders by email, send to aptdistro@prc.com.

TCOs placing orders by facsimile, send to COM 703-.

Direct all questions or problems regarding your order to the APT Distribution Center Manager at COM 703-.

1.9 Receiving Controlled Test Material

Controlled test materials may only be picked up at the installation mailroom by Education Center or APT personnel authorized to sign for registered/certified mail. Test materials will be hand-carried directly to the TCO, ATCO, or Test Examiner.

Immediately upon receipt of test materials, the TCO/ATCO and Test Examiner will jointly inventory the contents. Inventory will include checking each page of the test booklets to ensure materials are printed clearly and pages are not missing. The Test Examiner will post the new material to the APT Inventory Manager database program. Discrepancies will be immediately reported to the APT Distribution Center (see Appendix C) in accordance with AR 611-5, paragraph 2-3.

When receiving materials from the APT Distribution Center, and after completing a joint inventory of contents, TCO/ATCO will immediately sign and return a copy of the packing list to acknowledge receipt of listed APT Material.

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

1.10 Security of Test Materials

Test components must be accounted for at all times. When test components, except unused answer sheets, are taken from and returned to the locked cabinets, exact counts of these components will be made. They will be recorded in the "Note" section of DA Form 5159-R.

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

Test Examiners will ensure "For Official Use Only" is stamped or printed on all test components.

When mailing controlled test materials, Test Examiners will ensure that all items are double-wrapped and that the inner envelope, which must also be addressed, is stamped with the

<p>FOR OFFICIAL USE ONLY TO BE OPENED BY TEST CONTROL OFFICER</p>

following:

All test materials must be sent by certified or registered mail through the United States Postal Service. Please ensure that you include transmittal documentation, signed by the TCO that includes complete information on the materials being sent.

1.11 Test Inventory

The TCO/ATCO will maintain an inventory of test materials. They will use the APT Inventory Manager program to maintain the inventory. This program is a distributed Microsoft Access database that is downloadable from the APT section of the ACES Extranet (see Appendix C). From the main page select Army Personnel Testing under Programs. Then select APT Inventory Manager on that page. Follow the on-screen instructions to download and install it.

Test sites that can document an inability to use the program may receive a waiver to use DA Form 5159-R instead.

The TCO and the ATCO will conduct a joint quarterly inventory of all test materials. All test sites are required to submit a baseline inventory using the APT Inventory Manger to the APT Distribution Center for reconciliation. Once the baseline has been established, test sites will be required to submit the quarterly inventory to the APT Distribution Center. Test sites should only submit their inventory when directed to do so. The APT Distribution Center will reconcile the submitted inventory with the inventory they have on file for each test account. They will notify the TCO on file of successful reconciliation or send them a list of discrepancies to be resolved. TCOs will work with the Distribution Center to resolve those discrepancies and resubmit their inventory for reconciliation until it is successfully reconciled.

Documentation or certificates of destruction or transfer of APT material that was on the previous inventory must be submitted with the current inventory if documentation has not already been submitted.

1.12 Destruction of Test Materials

TCOs may destroy APT materials under the following circumstances: when tests are withdrawn from use or become obsolete upon issuance of a replacement test; when test materials become unserviceable, when the APT program manager directs destruction; or upon closure of an APT test site (See AR 611-5, paragraph 2-5, and page 1-25 in this handbook).

Destruction will be accomplished by burning, melting, or shredding. Destruction of test components will be accomplished by the TCO having responsibility for these test materials (See AR 611-5, paragraph 2-2).

TCO/ATCO and Test Examiner will jointly inventory and document the destruction of unneeded/unusable test material. A destruction certificate is required.

TCOs should use the destruction certificate generated by the Inventory Manager.

As an alternative, TCOs may use DA Form 3964, where information is as follows:

Control Log	Serial Numbers
Description	Title of Test Material
Classification	For Official Use Only
Number of Copies	Quantity Being Destroyed
Date of Document	Self-Explanatory
Originator	N/A

TCOs must make sure that "Section C" of the form is completed. The "Originator" should be the TCO, and the "Witness" should be the ATCO or Test Examiner.

TCOs can compose a memorandum for record containing the same information.

The destruction certificate must have the signature of two individuals on it, one of whom must be the TCO or ATCO.

The TCO/ATCO will mail or fax a copy of the destruction certificate to the APT Distribution Center (see Appendix C). A copy of this destruction certificate must be maintained in local APT files for two years.

1.13 Closing an APT Test Site

If for any reason a test site closes, a written memorandum must be prepared (See sample memorandum on next page) and sent to the APT Program Office (see Appendix C).

All test material must either be destroyed or officially transferred to another APT TCO. For guidance on destruction, please see page 1-24 in this Handbook. To transfer APT material, use a DA Form 200. Include APT form numbers, name of component and serial numbers of all test material in block 16, "Special Instructions." No test material may remain at a closed test site. Documentation of transferred/destroyed test material must be included with the notification of closure.

Figure 1.6 - Sample Test Site Closure Memorandum

[Command Letterhead]	
[Office Symbol]	[Date]
MEMORANDUM FOR Commander, U.S. Total Army Personnel Command, ATTN: TAPC- PDE (APT), 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472	
SUBJECT: Closure of Army Personnel Testing Center	
1. Due to the downsizing of the military population at [site name], Army Personnel Testing will cease operation on [date].	
2. Respectfully request the deactivation of Test Account Number [acct. #] as of [date], due to the closure of [complete site address].	
3. Point of Contact. Include telephone and fax number.	
COMMANDER'S SIGNATURE	

Section 2

APT Procedures

- 2.1 Army Personnel Testing Administration Guidelines
- 2.2 Army Analysis Aptitude Test (AAAT)
- 2.3 Auditory Perception (AP) Test
- 2.4 Army Flight Aptitude Selection Test (AFAST)
- 2.5 Armed Forces Classification Test (AFCT)
- 2.6 Language Testing
- 2.7 Defense Language Aptitude Battery (DLAB)
- 2.8 Defense Language Reading Proficiency Test (DLRPT)
- 2.9 Defense Language Proficiency Test (DLPT)

2.1 Army Personnel Testing Administration Guidelines

Soldiers must produce a valid military ID card prior to testing. U.S. Army Active Duty, U.S. Army National Guard, and U.S. Army Reserve personnel may take APT tests. Members of other services and civilians may be tested as an exception to policy. For guidance on these exceptions to policy, see sections 1.4 or 1.5, or contact the APT Program Coordinator (see Appendix C).

The soldier must also be eligible for the test. Acceptable documentation of eligibility is a DA Form 4187 signed by the unit commander or authorized representative, indicating that the soldier's personnel record has been checked for eligibility. A memo from the APT program manager granting an exception to policy is also acceptable. For more information on eligibility, TCOs should check testing policy in this handbook specific to the test being administered.

Test Examiners will review the administration manual prior to each test session to ensure that all required materials are available and all testing requirements are met.

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

- A separate page will be kept for each test type.
- The name of the test (i.e. AFCT, DLPT) will be written or typed at the top of each page.
- Individual log entries will include examinee's name, SSN, date of test, and test materials used, including serial numbers.
- Test logs will be maintained for two years, then discarded.

Under no circumstances will photocopied answer sheets be used. Photocopied answer sheets submitted to DLI cannot be scanned and therefore test results cannot be verified or archived. Also, do not make any stray marks on the answer sheet, these interfere with scanning results.

All individuals taking an APT test must read and sign DA Form 5160-R, Test Administration Statement. Testing personnel should emphasize that signing the statement means that the individual is physically, mentally and emotionally prepared to take the test. Disappointing test scores coupled with a belated statement of incapacity are NOT a justification for an exception to policy.

Once testing has begun, examinees arriving late will be rescheduled.

All precautions will be taken to keep the level of noise to a minimum. If constant and/or prolonged noise disrupts testing, examinees will be provided the option of rescheduling.

Test Examiners will be alert and vigilant throughout all testing sessions. Any instances of improper behavior or deviation from testing instructions will result in termination of the examinee's testing. The incident will be reported to the TCO/ATCO.

Test Examiners will ensure that the time limits and administrative instructions stated in the test administration manual are strictly observed. They will use a timer for all Army Personnel Tests. Start and finish times will be posted in plain sight. Directions must be read verbatim.

Test Examiners will not allow the use of unauthorized testing aids (i.e. calculators), unless specifically authorized in the test administration manual. Under no circumstances may an examinee use his/her own scratch paper.

In addition to the Test Examiner, a Test Proctor will be used when testing more than 25 people.

Test Examiners will collect and account for all test materials and scratch paper before examinees are dismissed. Test booklets should be checked for extraneous marks and missing pages. Test examiners should also ensure that all required sections of the answer sheets are completed before releasing the examinees.

Test Examiners will advise examinees when to expect their test results and recommend that the soldier ensure that test scores are posted in his/her personnel file. They should also advise soldiers to retain a personal copy.

Scoring procedures outlined in the administration manual, and/or scoring directions specific to the test administered must be followed exactly. All Army Personnel Tests must also be scored independently by a second person (See AR 611-5, Appendix B-3).

Test results will be reported to the individual, his/her unit and the Military Personnel Service Division for inclusion in the soldier's personnel file. A copy must also be maintained in the local APT files for two years.

2.2 Army Analysis Aptitude Test (AAAT)

The AAAT evaluates specific aptitudes necessary to successfully complete formal training in radio communication and security (MOS 98C).

1. Required Materials

- a. DA Form 5160-R (Test Administration Statement)
- b. DA Form 6286 (AAAT Test Booklet)
- c. DA Form 6287 (AAAT Answer Sheet)
- d. DA PAM 611-15 (AAAT Administration Manual)
- e. DA Form 6288 (AAAT Scoring Key]
- f. Two (2) number 2 pencils
- g. Scratch paper

2. Special Instructions:

A maximum of five people can be tested at any given time.

3. Test Administration Instructions:

Follow directions in DA PAM 611-15. Examinees will have 45 minutes to complete the test. At the end of the first 15 minutes, remind examinees that there are 30 minutes remaining. At the end of 30 minutes, remind them that there are 15 minutes remaining.

4. Scoring Instructions:

Using the Scoring Key, scan the answer sheets for any questions which have more than one answer marked and mark those as incorrect. Count the number right. The raw score is the final score. The results may be communicated in a memo signed by the TCO.

5. Distribution of Test Results:

- a. One copy Local APT file (2 years)
- b. One copy Individual
- c. One copy Military Personnel Service Division

6. Release personnel only after all test material has been collected and accounted for.

2.3 Auditory Perception (AP) Test

The AP evaluates a soldier's ability to use International Morse Code. Those MOS currently using Morse Code are 98H and 98K. The time that it takes to administer the test is determined by the tape length, approximately 25 minutes. A minimum score of 100 is required to qualify.

1. Required Materials

- a. DA Form 5160-R (Test Administration Statement)
- b. DA Form 6175 (Tape Recording)
- c. DA Form 6175-1A (Scoring Key)
- d. DA Form 6175-1B (Scoring Key)
- e. DA Form 6175-2 (Answer Sheet)
- f. DA PAM 611-70 (Administration Manual and Supplement to DA PAM 611-70)
- g. DA PAM 611-70-3 (Administration Manual)

2. The AP Test was originally part of the Army Classification Battery. The administration instructions are contained in DA PAM 611-70-3. The raw is the number of right answers minus one-half the wrong answers. Consult the Supplement to DA PAM 611-70, Table 15a, to convert the raw scores to standard scores.

3. Distribution of Test Results:

- a. One copy Local APT file (2 years)
- b. One copy Individual
- c. One copy Military Personnel Service Division

2.4 Army Flight Aptitude Selection Test (AFAST)

The AFAST is a test that measures special aptitudes as well as personality/ background characteristics that are predictive of success in Army flight training to include: high motivation, good coordination, and leadership skills.

The AFAST has a total of 200 questions divided into seven subtests. Each subtest has separate directions and time limits.

The Subtests are:

Subtest	No. of Questions	Time Limit
Background Information Form	25	10 min.
Instrument Comprehension Test	15	5 min.
Complex Movements Test	30	5 min.
Helicopter Knowledge Test	20	10 min.
Cyclic Orientation Test	15	5 min.
Mechanical Functions Test	20	10 min.
Self-Description Form	75	25 min

1. Required Materials:

- a. DA Form 6257-A or B (Test Booklet). Keep forms A and B separate in order to aid in collecting and scoring.
- b. DA Form 6257-1 (Answer Sheet).
- c. DA Form 5160-R (Test Administration Statement).
- d. DA Form 6257-2A-1 and DA Form 6257-2A-2, or DA Form 6257-2B-1 and DA Form 6257-2B-2 (Scoring Keys).
- e. Two (2) number 2 pencils.

2. Eligibility criteria:

- a. Applicants should have a GT score of 110 or higher; a GT score of 110 is required for entry into the Army Warrant Officer Program.
- b. Examinees must have read DA PAM 611-256-2, AFAST Information Pamphlet. This is now in electronic format on the USAPA web site (see Appendix C).
- c. Examinees may not have achieved an AFAST score of 90 or above on a previous test. If the previous score is lower than 90, one retest is allowed but not within six months of the previous test.

3. Test Administration Instructions:

- a. Follow instructions outlined in DA PAM 611-256
- b. Special instructions:
 - (1) Do not use photocopied answer sheets.
 - (2) The first page of the AFAST answer sheet, DA Form 6257-1 must be completed correctly. Ensure that it is completed prior to releasing the soldier. Item 10 on the answer sheet is very important. Soldiers should be made aware that false certification is a UCMJ offense.
 - (3) Examinees must be given sufficient time to review DA PAM 611-256-2 and so indicate in item 11 on the front of the answer sheet.
4. Scoring Instructions:
 - a. It is important that the scoring directions are followed exactly. All of the seven tests must be reviewed for double answers. Any question with more than one response marked is wrong. These answers should be marked through with a blue line.
 - b. On tests 1,5, and 7, the number of right answers is the score.
 - c. On tests 2,3,4, and 6, the examiner must first look for questions that have no answer marked. These are considered “omits.” These should be marked through with a red line. The second step is to ensure that the questions that have wrong answers are marked with a blue line. Then the number of right answers is counted.
 - d. The scoring formula for tests 2, 3, and 4 requires you to first take the number of wrong answers and divide them by 4. Then the score is calculated by subtracting the number of wrong answers from the number of right answers. The number of omits is not included.
 - e. The scoring formula for test 6 is the number right minus the number wrong. Omits are not counted as wrong answers.
5. Distribution of Test Results:
 - a. One copy Local APT file (2 years)
 - b. One copy Individual
 - c. One copy Military Personnel Service Division
6. The original answer sheet must be maintained in local APT files for 2 years.
7. Release personnel only after all test material has been collected and accounted for.

2.5 Armed Forces Classification Test (AFCT)

The AFCT evaluates in-service personnel who wish to improve ASVAB scores in order to qualify for reenlistment, an MOS change, Warrant Officer training, Officer Candidate School (OCS), or Reserve Officer's Training Corps (ROTC). The AFCT is a battery of 10 subtests, from which 10 composite scores are derived. An old version of the ASVAB that is no longer used for enlistment testing is now used for the in-service AFCT.

1. Required Materials:

- b. DOD 1304.12-L-AETP-AM1 (Administration Manual)
- c. DOD 1304.12-L-AETP-SD1 (Directions for Scoring)
- d. DOD 1304.12-L-AETP-CT3 (Conversion Tables)
- e. DOD 1304.12B17A (Test Booklet Form A) or
DOD 1304.12B17B (Test Booklet Form B)
- f. DD Form 1304-1AS (three-page Answer Sheet, do not separate)
- g. DOD 1304.12-L-AETP-ST17F1,
DOD 1304.12-L-AETP-ST17F2, and
DOD 1304.12-L-AETP-ST17F3 (Scoring Keys, for Test Booklet Form A)
- h. DOD 1304.12-L-AETP-ST17G1,
DOD 1304.12-L-AETP-ST17G2, and
DOD 1304.12-L-AETP-ST17G3 (Scoring Keys, for Test Booklet Form B)
- i. DOD Form 1304.12-K (Scoring Worksheet)
- j. DOD Form 1304.12S (Template for Computing Composites)
- k. DA Form 5160-R (Test Administration Statement)
- l. Two (2) Number 2 pencils
- m. Scrap Paper

2. Eligibility criteria:

a. Please refer to handbook sections, "2.1 Army Personnel Testing Administration Guidelines" and "1.2 APT Retesting Policy" for information on eligibility.

3. Test Administration Instructions:

a. Follow instructions outlined in DOD 1304.12-L-AETP-AM1. It is a known problem that this administration manual refers to enlistment in the text to be read verbatim to the test takers. A

companion manual for in-service AFCTs is under development. Until it is fielded, the test administrator will have to instruct those personnel taking the test in-service to ignore the references to enlistment.

b. Special Instructions:

(1) Ensure servicemember completes examinee information on all three pages of the answer sheet.

(2) Remind soldiers that no breaks are authorized during the entire test that lasts a minimum of 2 ½ hours.

(3) Remind examinees not to mark in the test booklet.

(4) Before releasing the servicemembers, ensure that all test materials, including scratch paper, have been collected. Inform personnel when they can expect to receive their test results and emphasize to them that it is important for them to retain their copy. (Soldiers have been made to retest later in their careers when it is discovered that the scores have not been included in their personnel record for whatever reason.)

4. Scoring Instructions:

a. Check answer sheets for completion, double scoring and stray marks. Double scoring and/or stray marks will be counted as wrong answers. Release personnel only after all test material has been collected and accounted for.

b. Have scoring checked independently by a second person (IAW Appendix B-3, AR 611-5).

5. Distribution of Test Results:

a. One copy Local APT file (2 years)

b. One copy Individual

c. One copy Military Personnel Service Division

2.6 Language Testing

Language proficiency testing is given to Army members who have received foreign language training at government expense, who claim knowledge of a foreign language as a result of civilian education, residence in a foreign country, or family usage, or whose records indicate previous language study. Tests include the Oral Proficiency Interview (OPI), given by Defense Language Institute, Foreign Language Center (DLIFLC) in languages not available in either the Defense Language Reading Proficiency Test (DLRPT) or the Defense Language Proficiency Test (DLPT).

To schedule an OPI, TCOs should contact DLIFLC, OPI Scheduler (see Appendix C). An OPI is expensive; there must be a mission-related reason for requesting it.

The DLPTs are available in the following languages:

Albanian, Arabic, Bulgarian, Burmese, Cambodian, Chinese-Amoy, Chinese-Cantonese, Chinese-Mandarin, Czech, Danish, Dutch-Flemish, French, German, Greek, Hebrew, Hungarian, Icelandic, Indonesian, Italian, Japanese, Korean, Lao, Lithuanian, Norwegian, Persian, Polish, Portuguese-Brazilian, Portuguese-European, Romanian, Russian, Serbian-Croatian, Slovenian, Spanish, Swahili, Swedish, Tagalog, Thai, Turkish, Ukrainian, Vietnamese, and Yiddish.

The DLRPTs are available in the following languages:

Amharic, Haitian-Creole, Hausa, and Hindi.

Special Requirement:

Language test results are archived at DLIFLC for research and retrieval purposes. Soldiers often request results from DLIFLC because they are not in their personnel records; therefore it is important that original copies (photocopies cannot be scanned or archived) of all DLAB, DLPT, and DLRPT test answer sheets be sent to DLIFLC. Answer sheets should be completed with all required information, batched and sent once a month to the following address:

Commandant, DLIFLC
ATTN: ATFL-ESM
660 Rifle Range Road, Suite 13
Monterey, CA 93944-3136

Completed answer sheets are controlled test material and must be mailed as such. Include a DA Form 200 Transmittal Document with the answer sheets. Ensure that you have completed your site information and contact information and provide the total number of answer sheets included in the package (i.e., 20 DLPT I Answer Sheets, 65 DLPT IV Answer Sheets, 85 Total Answer Sheets). DLIFLC will not check the social security numbers on the transmittal; they will only verify the total quantity of answer sheets in the package. Do not include DA Forms 330 (original or copies). See AR 611-6, 16 Feb 96, para 3-19 for proper disposition of DA Form 330. See handbook section, "Security of Test Materials" for proper handling instructions.

2.7 Defense Language Aptitude Battery (DLAB)

The DLAB evaluates the aptitude of a servicemember to learn a foreign language. The test is used to determine the soldier's eligibility for language training (AR 611-6).

1. Required Material:

- a. DOD Form 5160.41A (Administration Manual)
- b. DOD Form 5160.41B (Test Booklet)
- c. DOD Form 5160.41G (Answer Sheet)
- d. DOD 5160.41D-1 (Scoring Key)
- e. DOD 5160.41D-2 (Scoring Key)
- f. DOD Form 5160.41F (DLAB cassette tape)
- g. DA Form 5160-R (Test Administration Statement)
- h. Two (2) number 2 pencils
- i. Cassette player with headphones

2. Forbidden Material.

- a. Scratch paper.
- b. Lexical aids, i.e. dictionaries.

3. Eligibility Criteria:

a. Examinees may not have achieved a DLAB score of 85 or above on a previous test (See also "APT Retesting Policy" in this manual).

4. Test Administration Instructions:

- a. Follow instructions outlined in DoD Form 5160.41A
- b. Special instructions

(1) Ensure that the DLAB cassette tape is not paused, stopped, or rewound to a previous question at any time during the examination. When side one of the cassette is completed, immediately turn tape over. Do not rewind at any time for part 2 of the tape.

(2) Give examinees enough time to remove their headsets when the listening section is completed, then announce that they have 25 minutes to complete the reading portion and start the timer immediately. There is no break between the listening and reading portions of the test.

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(3) The recording and reporting of DLAB scores is governed by AR 611-6, paragraph 3-6. The original answer sheet is sent to DLIFLC. Completed answer sheets are controlled test material and must be mailed as such. See handbook sections “Security of Test Materials,” and “Language Testing.”

5. Distribution of Test Results:

- a. One copy Local APT File (2 years)
- b. One copy Individual
- c. One copy Military Personnel Service Division

2.8 Defense Language Reading Proficiency Test (DLRPT)

The DLRPT evaluates the proficiency of Amharic, Haitian-Creole, Hausa, or Hindi linguists. DLRPT is a reading test only. Testing time limit is 2 hours and 30 minutes.

1. Required Materials:

- a. DLI Form 6401A Amharic Test Booklet
- b. DLI Form 6401A-1 Amharic Scoring Key or
- c. DLI Form 6431A Haitian-Creole Test Booklet
- d. DLI Form 6431A-1 Haitian-Creole Scoring Key or
- e. DLI Form 6428A Hausa Test Booklet
- f. DLI Form 6428A-1 Hausa Scoring Key or
- g. DLI Form 6433A Hindi Test Booklet
- h. DLI Form 6433A-1 Hindi Scoring Key
- i. DLI Form 104 (Answer Sheet)
- j. DLI PAM 611-2 (Administration Manual)
- k. DA Form 5160-R (Test Administration Statement)
- l. Two (2) number 2 pencils

2. Forbidden Material.

- a. Scratch paper.
- b. Lexical aids, i.e. dictionaries.

3. Special Requirement:

- a. The original answer sheet is sent to DLIFLC.
- b. Completed answer sheets are controlled test material and must be mailed as such. See handbook section 1.10.

4. Reporting and Distribution of Test Scores:

5. Reporting of DLRPT scores is accomplished on a DA Form 330. See AR 611-6, paragraph 3-19 for disposition instructions.

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6. Distribution of Test Results:

- (1) One copy Local APT File (2 years)
- (2) One copy Individual
- (3) One copy Military Personnel Service Division

2.9 Defense Language Proficiency Test (DLPT)

The information provided here is not a substitute for the DLPT administration manuals. Persons administering DLPTs should familiarize themselves thoroughly with the manuals and this section before administering the DLPTs.

When listening to cassettes, if the form number spoken on the cassette is a “-2” instead of the “-3” that is written on its label, this is because the cassette was created by a direct transfer from a reel-to-reel. This has no bearing on the test itself.

DLPT I

1. Required Materials:

- a. DA PAM 611-300 (Administration Manual).
- b. DLI Form 13 (Answer Sheet).
- c. Test booklet for language being tested.
- d. Cassette for language being tested.
- e. Scoring key for language being tested.

2. Forbidden Material.

- a. Scratch paper.
- b. Lexical aids, i.e. dictionaries.

3. Special Requirement:

- a. The original answer sheet is sent to DLIFLC.
- b. Completed answer sheets are controlled test material and must be mailed as such. See handbook section 1.10.

4. Test Administration Instructions

a. Tests in this series include both listening and reading sections. On the answer sheet, questions 1-60 are for the listening portion, questions 61-120 are for the reading portion.

b. The cassette consists of two sides. When one side is completed, do not rewind. Just turn the tape over to complete the listening portion. The listening portion will take 25-30 minutes; there is no specific time limit, as it is paced by the tape.

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c. A break of 5 minutes should be offered between the listening and reading portions. After the examinees have been given the instructions and have had time to read and answer the sample questions, the reading portion time limit is 45 minutes.

DLPT II

1. Required Materials:

- a. DA PAM 611-1 (Administration Manual).
- b. DA Form 13 (Answer Sheet).
- c. Test booklet for language being tested.
- d. Cassette for language being tested.
- e. Scoring key for language being tested.

2. Forbidden Material.

- a. Scratch paper.
- b. Lexical aids, i.e. dictionaries.

3. Special Requirement:

- a. The original answer sheet is sent to DLIFLC.
- b. Completed answer sheets are controlled test material and must be mailed as such. See handbook section 1.10.

4. Test Administration Instructions

- a. Tests in this series include both listening and reading sections. On the answer sheet, questions 1-60 are for the listening portion, questions 61-120 are for the reading portion.
- b. The cassette consists of two sides. When one side is completed, do not rewind. Just turn the tape over to complete the listening portion. The listening portion will take 25-30 minutes; there is no specific time limit, as it is paced by the tape
- c. A break of 5 minutes should be offered between the listening and reading portions. After the examinees have been given the instructions and have had time to read and answer the sample questions, the reading portion time limit is 45 minutes.

DLPT III

1. Required Materials:

- a. DLI PAM 611-3-1 (Administration Manual).

- b. DLI PAM 611-3-2 (Test Scoring and Reporting Manual).
 - c. Test Booklet for Listening, Form A or B.
 - d. DLI Form 99 (Listening Answer Sheet).
 - e. Test Booklet for Reading, Form C or D.
 - f. DLI Form 100 (Reading Answer Sheet).
 - g. Test Booklet for Speaking Test (optional).
 - h. Cassettes for language being tested.
2. Forbidden Material.
- a. Scratch paper.
 - b. Lexical aids, i.e. dictionaries.
3. Special Requirement:
- a. The original answer sheet is sent to DLIFLC.
 - b. Completed answer sheets are controlled test material and must be mailed as such. See handbook section 1.10.
4. Test Administration Instructions.
- a. The DLPT III is produced in Forms A and B, Listening and Speaking, and Forms C and D, Reading. When administering a DLPT III in the A, B, C and D formats, it is recommended that Form A Listening be used with Form C Reading and Form B Listening be used with Form D Reading. Alternate forms should be used when an individual is retested.
 - b. The DLPT III adds a spoken component to the language testing program. Soldiers are required to take Reading and Listening tests only for the purpose of Foreign Language Proficiency Pay (FLPP) qualification. (Soldiers may request testing with the Speaking test, but the score will have no effect on FLPP qualification. See AR 611-6, Table 6-1.)
 - c. Ensure that all required information identifying examinee and test site is completed on the answer sheet. Indicate the test site is an Army site.
 - d. There are three cassette tapes for DLPT IIIs, 1/3, 2/3, and 3/3. Examinees should not turn these tapes over, as the second side is blank. When one tape finishes, examinees should insert the next one. Caution: When examinee is listening to the tapes, they are not allowed to rewind or pause for any portion of the Listening test. All instructions for the Listening test are on the cassette and in the test booklet.

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e. The time required for taking the Listening test is driven by the tape (approximately 90 minutes). Examinees should have at least a ten-minute break between Listening and Reading tests. (DLI recommends taking the two tests on successive days, or one in the morning and one in the afternoon.) For the Reading test, after the directions have been read and sample questions done, examinees have 2 hours 30 minutes to complete the test.

f. If the soldier requests the Speaking test, the examinee's answers may be recorded on a DLI Form 98, if one is available, but DLI accepts any tape. If the Speaking test is given, the Speaking tape will be forwarded to DLIFLC for scoring. Upon receipt of the Speaking score from DLIFLC, TCOs will report the Speaking score using the same date that the listening and reading tests were administered.

DLPT IV

1. Required Materials:

- a. Test Administration and Scoring Manual, DLI PAM 611-4.
- b. Test booklets for Listening, Reading, and Speaking (if administered).
- c. DLI Form 101 is the answer sheet for Listening and Reading tests, one each.
- d. Cassettes for language being tested.

2. Forbidden Material.

- a. Scratch paper.
- b. Lexical aids, i.e. dictionaries.

3. Special Requirement:

- a. The original answer sheet is sent to DLIFLC.
- b. Completed answer sheets are controlled test material and must be mailed as such. See handbook section 1.10.

4. Test Administration Instructions.

a. The DLPT IVs consist of Listening, Reading and Speaking tests. Listening and Reading are available in two forms and Speaking in four, Forms A, B, C, and D. Alternate forms should be used when an individual is retested.

b. Soldiers are required to take Reading and Listening tests only for the purpose of FLPP qualification. (Soldiers may request testing with the Speaking test, but the score will have no effect on the FLPP qualification. See AR 611-6, Table 6-1.)

c. There are three cassettes for the DLPT IVs, 1/3, 2/3, and 3/3. Examinees should not turn these tapes over, as the second side is blank. When one tape finishes, examinees should insert the next one. Caution: When examinee is listening to the tapes, they are not allowed to rewind or pause for any portion of the listening test. All instructions for the Listening test of the test are on the cassette and in the test booklet. The time required for the Listening tests range from 55 minutes to 83 minutes, and is driven by the tape

d. Examinees should have at least a ten-minute break between the Listening and Reading tests. (DLI recommends taking the two tests on successive days, or one in the morning and one in the afternoon.) For the Reading test, after the directions have been read and sample questions done, examinees have 2 hours 15 minutes to complete the test.

e. If the soldier requests the Speaking test, the examinee's answers may be recorded on a DLI Form 98, if one is available, but DLI accepts any tape. If the Speaking test is given, the Speaking tape will be forwarded to DLIFLC for scoring. Upon receipt of the Speaking score from DLIFLC, TCOs will report the Speaking score using the same date that the listening and reading tests were administered.

5. Special Instructions for Completing Answer Sheets.

a. Ensure that all required information identifying examinee and test site is completed. Indicate the test site is an Army site. Once the answer sheets arrive at DLI, they will be rescored by computer for quality control, test data analysis, and credit by examination. For this reason, utmost care must be taken that they are not folded, or mutilated and that no additional marks (other than students' scores at the upper right hand corner) are on them, or that they are any other way rendered unscannable.

b. Separate answer sheets are used for the Listening and Reading tests. Only the front of the form is used. In the "Skill" column, place the numbers 001 for the Listening test, and 002 for the Reading test. The last three digits of your T-account number goes in the "TCO No." column. In Block 2 ("Class Number"), examinees should be directed to use the two columns which extend from A to Z to print the two letters that represent the language in which the individual is being tested. (The Language Identification Codes are in the back of the Administration Manual, Appendix B.) DLI reports that the information most often not provided are "Skill," "language code," "Julian Date," and the "Test Form." All this information is essential for the scores to go into the database.

c. Photocopied answer sheets are unacceptable

Reporting and Distribution of DLPT I, II, III, and IV Scores

1. To report DLPT scores, use DA Form 330. See AR 611-6, paragraph 3-19 for disposition instructions.

2. Distribution of Test Results

a. One copy Local APT File (2 years)

Army Personnel Testing

- b. One copy Individual
- c. One copy Military Personnel Service Division

Appendix A: Acronyms

AAAT	Army Analysis Aptitude Test
AFAST	Army Flight Aptitude Selection Test
AFCT	Armed Forces Classification Test
ALARACT	All Army Activities
AP	Auditory Perception
APT	Army Personnel Testing
ASVAB	Armed Services Vocational Aptitude Battery
ATCO	Alternate Test Control Officer
COM	Commercial
DEP	Delayed Entry Program
DLAB	Defense Language Aptitude Battery
DLIELC	Defense Language Institute, English Language Center
DLIFLC	Defense Language Institute, Foreign Language Center
DLRPT	Defense Language Reading Proficiency Test
DLPT	Defense Language Proficiency Test
DoDEA	Department of Defense Educational Activity
DSN	Defense Service Number
ETP	Exception to Policy
FLPP	Foreign Language Proficiency Pay
IAW	In Accordance With
MEPS	Military Entrance Processing Station
MILPER	Military Personnel
MOS	Military Occupational Specialty
OCS	Officer Candidate School
OLB	Officer Leadership Board
OPI	Oral Proficiency Interview
OSB	Officer Selection Battery
ROTC	Reserve Officer's Training Corps
SOP	Standing Operating Procedures
TCO	Test Control Officer
USAPA	United States Army Publishing Agency
USAPDOF	United States Army Publishing Distribution Operations Facility

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Appendix B: References

Regulations:

AR 611-5	Army Personnel Selection and Classification Testing
AR 611-6	Army Linguist Management
AR 601-210	Regular Army and Army Reserve Enlistment Program
USMEPCOM 611-1	Enlistment Qualification Tests
USMEPCOM 601-4	Student Testing Program

Forms:

DA Form 4187	Personnel Action Form
DA Form 5160-R	Test Administration Statement
DA Form 3964	Classified Document Accountability Record
DA Form 200	Transmittal Record
DA Form 5159-R	Inventory of Army Personnel Test Material

Messages

Note: TAPC-PDE messages are archived on the APT section of the ACES Extranet (see Appendix C).

TAPC-PDE Message, DTG 141000Z JUN 00, Korean Defense Language Proficiency Test Form A Suspended

TAPC-PDE Message, DTG 151850Z JUN 00, Scoring Program for New AFCT

TAPC-PDE Message, DTG 181604Z MAY 00, Correction to Previous AFCT Message

TAPC-PDE Message, DTG 101751Z MAY 00, Introduction of New Armed Forces Classification Test

TAPC-PDE Message, DTG 041447Z JUN 99, Change in Procedures for Receiving Army Personnel Test Material

TAPC-PDE Message, DTG 022109Z DEC 98, Automated APT TCO Inventory

TAPC-PDE Message, DTG 201000Z OCT 98, APT Update, Oct 98

TAPC-PDE Message, DTG 051000Z SEP 97, Checklist for AR 611-5

TAPC-PDE Message, DTG 031300Z APR 97, Current AFAST Material

TAPC-PDE Message, DTG 250900Z OCT 97, Driver Selection Batteries 1 & 2

TAPC-PDE Message, DTG 250900Z JUL 97, Drivers Testing

TAPC-PDE Message, DTG 040800Z FEB 97, Elimination of OSB

TAPC-PDE Message, DTG 101700Z JUN 97, Officer Accession/Candidate Programs

TAPC-PDE Message, DTG 201430Z DEC 96, Ordering APT Material

TAPC-PDE Message, DTG 200945Z DEC 96, Distribution of APT Information

TAPC-PDE Message, DTG 210800Z NOV 96, DLPT Administration

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Appendix C: Points of Contact

Some of these points of contacts change frequently. Check the APT web site listed below for the most current list.

ACES Extranet for APT

<https://www.aces.army.mil/apt/>

A username and password is required to access the Extranet. If the current TCO (or ESO for education centers) can not provide it to you, contact the APT Program Office below.

APT Program Office

Mailing Address/Web Address	Phone/Fax/Email
Education Division (TAPC-PDE/APT) PERSCOM 200 Stovall Street Alexandria, VA 22332-0472 https://www.aces.army.mil/apt/	COM 703-325-2673 DSN 221-2673 Fax, COM 703-325-9811 Fax, DSN 221-9811 apt@hoffman.army.mil

Current POCs	Position	Phone/Email
Lynn Steed	APT Program Manager (Policy)	COM 703-325-3588 DSN 221-3588 Madalene.Steed@hoffman.army.mil
Christian Brock	APT Technical POC (Automation)	COM 703-325-1936 DSN 221-1936 Christian.Brock@hoffman.army.mil
Zeina Zannelli	APT Program Coordinator (Operations)	COM 703-325-9812 DSN 221-9812 Zeina.Zannelli@hoffman.army.mil

APT Distribution Center

Mailing Address	Phone/Fax/Email
Education Division (TAPC-PDE/APT Dist Ctr) PERSCOM 200 Stovall Street Alexandria, VA 22332-0472	COM 703-325-8862 DSN 221-8862 Fax, COM 703-325-9069 Fax, DSN 221-9069 aptdistro@prc.com

Army Personnel Testing Program

Current POCs	Position	Phone/Email
Joyce Goode	APT Dist. Center Manager	COM 703-325-8872 DSN 221-8872 Joyce.Goode@hoffman.army.mil
Henrietta Lewis	APT Orders	COM 703-325-8862 DSN 221-8862 Henrietta.Lewis@hoffman.army.mil

Air Force

Mailing Address/Web Address	Phone Numbers
HQ AFPC/DPPPWE 550 C Street West, Suite 10 Randolph AFB, TX 78150-4712 http://www.afpc.randolph.af.mil/testing/	COM 210-655-2265 DSN 665-2265

Current POCs	Email
TSGT Tina Martinez	tina.martinez@afpc.randolph.af.mil
TSGT Theron Nelson	theron.nelson@afpc.randolph.af.mil
Ken Schwartz	ken.schwartz@afpc.randolph.af.mil

Defense Intelligence Agency (DIA)

Current POC	Position	Phone
Ms. Anna Knight	Foreign Language Program Manager	COM 202-231-3427 FAX, COM 202-231-8497 anna.knight@dia.mil

Defense Language Institute Foreign Language Center (DLIFLC) for DLAB/DLPT Answer Sheets

Mailing Address
Commandant, DLIFLC ATTN: ATFL-ESM 660 Rifle Range Road, Suite 13 Monterey, CA 93944-3136

Defense Language Institute Foreign Language Center (DLIFLC)

Current POC	Position	Phone/Email
Ms. Carrie Pettibone	Oral Proficiency Interview Scheduler	COM 408-242-5505 DSN 878-5505 OPI@pom-emh1.army.mil

Defense Language Institute English Language Center (DLIELC)

Web Address	Fax/Email
http://www.dlielc.org	COM 210-617-4290 COM FAX 210-671-0211 DSN Fax 473-0211 dlitestesting@lackland.af.mil

Current POCs	Position	Phone/Email
Karen Sacre	Chief, Test and Measurements Division	COM 210-671-4889 DSN 473-4889 karen.sacre@lackland.af.mil
Dawn Moore	Non Resident ESL Class Accounts	210-671-3783 DSN 473-3783 dawn.moore@lackland.af.mil
Eloise Stripling	ESL Test Material for SOUTHCOM and EUCOM	210-671-4889 473-4889 eloise.stripling@lackland.af.mil
Sam Martin	ESL Test Material for CENTCOM and PACOM	210-671-4889 473-4889 sam.martin@lackland.af.mil
Yolanda Henderson	ESL Test Material for CONUS	210-671-4889 473-4889

Marine Corps Testing Office

Mailing Address	Phone Numbers
Headquarters Marine Corps Marsh Center Manpower and Reserve Affairs (MA) 3280 Russell Road Quantico, VA 22134-5103	COM 703-784-9615 DSN 278-9615

Army Personnel Testing Program

Current POCs	Email
CPT John America	jfameric@MANPOWER.USMC.MIL
GySgt Henry Talley	talleyhm@manpower.usmc.mil
Cpl John Crouser	Crouserjw@manpower.usmc.mil

MEPS, Honolulu

Address	Phone/Fax/Email
Honolulu MEPS 300 Ala Moana Boulevard P.O. Box 50266 Honolulu, HI 96850-0001	COM 808-471-8725 x 217 Fax, COM 808-471-4122 or 9853 or 2888 hontco@mepcom.army.mil

Current POC	Email
CPT Robertson	honest@mepcom.army.mil

MEPS, New York

Address	Phone/Fax/Email
Ft Hamilton Military Community New York MEPS ATTN: Test Control Officer 116 White Avenue Brooklyn, NY 11252-6700	COM 718-630-4431 DSN 232-4431 Fax, COM 718-630-4862

Current POC	Email
1LT Jolie Erickson	nyktco@mepcom.army.mil

Navy AFCT

Address	Phone/Email
Chief of Naval Operations (N132D10) Enlisted Plans and Career Management Division Navy Annex Building FOB-2, Room G607 11 Columbia Pike Washington, DC 20390	COM 703-614-6863 DSN 224-6863 N132D10@bupers.navy.mil

Current POC	Email
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Navy DLPT

Address	Phone/Email
Chief of Naval Operations N132D8B Enlisted Plans and Career Management Division 2 Navy Annex Washington, DC 20370-5234	COM 703-695-6363 DSN 225-6363 n132d8b@bupers.navy.mil

Current POC	Email
Senior Chief Haggert (N132D8B)	n132d8b@bupers.navy.mil

Office of the Chief of Military Intelligence, Futures Directorate

Current POCs	Phone/Email
SFC Montes	COM 520-533-1182 DSN 821-1182 montesj@hua.army.mil
SFC Reed	COM 520-533-1451 DSN 821-1451 reedk@hua.army.mil
CSM Moreno	COM 520-533-1174 DSN 821-1174 morenoa@hua.army.mil

Officer Candidate School

Branch	Current POCs	Phone/Email
Active Duty	Mr. Albert Rolland	COM 703-325-3756 Toll Free 1-800-654-7298 rollanda@hoffman.army.mil
Army National Guard	MAJ Exum	COM 703-607-9511 DSN 327-9511 exuml@arngrc-emh2.army.mil
Army Reserve	Mr. Lawrence Earls	COM 314-592-0000 x 3230 DSM 892-0000 x 3230 lawrence.earls@arpstl.army.mil
Reserve Officer Training Corps	Larry Brown	COM 757-727-4589 DSN 680-4589

Army Personnel Testing Program

		brownl1@emh10.monroe.army.mil
US Army Recruiting Command	Mr. Joe Howell	COM 502-626-0467 DSN 536-0467 Joe.howell@usarec.army.mil

USAIC, Fort Huachuca

Current POC	Phone
SFC Reed	COM 520-533-1451 DSN 821-1451 reedk@hua.army.mil

U.S. Army Publishing Distribution and Operations Facility (USAPDOF)

Address	Customer Service Phone/Email
USAPDOF 1655 Woodson Road St. Louis, MO 63114-6181	COM 314-263-7305 ext. 268 DSN 693-7305 ext. 268 CustomerService@usapadof.army.mil

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