

[Office Symbol]

[Date]

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Test Control Officer (TCO) for the Army Personnel Testing (APT) Program  
[Test Account ID #]

1. Effective immediately, [FULL NAME], [RANK], [Full-SSN], [AKO ID], [DSN & COM PHONE], [EMAIL ADDRESS] is assigned the additional duty of TCO for APT replacing [NAME], [RANK], [SSN].
2. Effective immediately, [FULL NAME], [RANK], [Full-SSN], [AKO ID], [DSN & COM PHONE], [EMAIL ADDRESS] is assigned the additional duty of Alternate Test Control Officer (ATCO) for APT replacing [NAME], [RANK], [Full-SSN].
3. Authority: AR 611-5, Personnel and Classification Testing.
4. Purpose: To administer the APT program IAW AR 611-5; AR 11-6, Army Foreign Language Program; test administration manuals; and directives from the APT Program Office.
5. Period: Until officially relieved or released from appointment or assignment.
6. Special Instructions: To secure, properly safeguard, and correctly administer all APT tests IAW AR 611-5, and in particular:
  - a. Conduct an immediate physical inventory upon assumption of duties, and once a quarter; to ensure that all items on the previous inventory are present or documented as destroyed, and that all tests are current. Submit said inventory to the APT Program Office for reconciliation when directed.
  - b. Keep all APT material properly secured when not in use; and when out for inventory, scoring, or testing; ensure that it is never left unattended.
  - c. Mail all APT test material, including completed answer sheets, double-wrapped and properly addressed and marked IAW AR 611-5, and establish proper organizational mail-handling procedures to ensure APT test material is promptly hand delivered to the TCO or ATCO.
  - d. Ensure that all examinees are eligible for the given test, have proper authorization documentation, and that they are tested in a suitable environment and condition.
  - e. Maintain a current APT Standing Operating Procedure.

COMMANDERS SIGNATURE

DISTRIBUTION:

1 – Army Continuing Education Division (AHRC-PDE), U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Dept. #410, Fort Knox, KY 40122-5401  
1 - Individual Concerned  
1 - Personnel File