

[Office Symbol]

[Date]

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Effective immediately, [FULL NAME], [SSN], [AKO ID], [DSN & COM PHONE], [EMAIL ADDRESS] is appointed an APT Test Examiner replacing [FULL NAME], [SSN].
2. Authority: AR 611-5, Personnel and Classification Testing.
3. Purpose: To administer and score APT tests under the direction of a Test Control Officer IAW AR 611-5; AR 11-6, Army Foreign Language Program; test administration manuals; and directives from the APT Program Office.
4. Period: Until officially relieved or released from appointment or assignment.
5. Special Instructions: Secure, properly safeguard, and correctly administer all APT tests IAW AR 611-5, and in particular:
  - a. Keep all APT material properly secured when not in use. When out for inventory, scoring, or testing, ensure that material is never left unattended.
  - b. When preparing APT test material for mailing, ensure it is double-wrapped and properly addressed and marked IAW AR 611-5.
  - c. 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.
  - d. Serve as a witness for test destruction and test inventory when required.

COMMANDER'S 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