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MEMORANDUM FOR Education Division (AHRC-PDE-P), US Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Verification of Army Personnel Test (APT) Account # [T-account] Information

1. Test Control Officer (TCO): [Name], [Rank], [SSN], [AKO ID]
2. Alternate TCO (ATCO): [Name], [Rank], [SSN], [AKO ID]
3. Test Account 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/Mailing Address: [Address used for the US Postal Service (USPS). This can be a Post Office Box. Be sure to include attention line, 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 Email Address: [Generic email address for account, or email addresses for both TCO and ATCO.]
7. Test Account DSN & COM Phone Numbers:
8. Test Account DSN & COM FAX Numbers:
9. Test Account Subsite Information: [If your account has subsites, include locations and ATCO names and contact information.]
10. TCO appointment orders are enclosed.
11. POC for this memo (if differs from TCO or ATCO) is [Name], [phone number], and [email address].

COMMAND SIGNATURE