

[COMMAND LETTERHEAD]

[Office Symbol] (611)

[Date]

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

SUBJECT: Request for Establishment of new Army Personnel Test (APT) Account

1. Request the establishment of a new APT Account.

2. This account will conduct the following tests:

AFAST AFCT ASVAB DLAB DLPT

3. Component:

Active Army Army Reserve Navy DOD Activity

National Guard Marine Corps Air Force Other: _____

4. Justification: [include approximately how many soldiers your site will be servicing, and current distance to closest test facility. If you are Army National Guard, be sure to list whether this is the main account with the ESO, or a sub-site.]

5. Test Account Site Mailing Address: [This is the address used by the US Postal Service (USPS) and can be a post office box. Do not use abbreviations or acronyms and be sure to include attention line.]

6. Test Account Site Physical Address: [This must be a complete street address and must include a room or suite number if appropriate.]

7. This test account is able to receive mail/packages via the following delivery methods:

FedEx UPS USPS Registered Mail

8. Test Account Site Email Address:

9. Test Account Site Plain Language Address (PLA) AUTODIN Message Address: [This and the next bullet refer to communication methods at your installation. If you do not know what this is, please contact your Communications Center on post and inquire as to whether or not your installation is in the process of installing DMS throughout. If so, please request a Distinguished Name. If not, request a PLA to where you can receive messages. If neither is available write N/A.]

10. Test Account Site Distinguished Name (Defense Messaging System) Address:
11. Test Account Site DSN & COM Phone Numbers:
12. Test Account Site DSN & COM FAX Numbers:
13. TCO orders are enclosed.
14. This test account will be administered IAW AR 611-5.

COMMAND SIGNATURE