



## AIR FORCE MILITARY PERSONNEL TESTING

### TCO/TE TRAINING GUIDE

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This training guide contains procedures and examples that implement guidance in Air Force Instruction (AFI) 36-2605, *Air Force Military Personnel Testing System*. The purpose of this document is to provide a training reference for clarifying and verifying test control officer (TCO) and test examiner (TE) duties and responsibilities and to assist in training new TCOs and TEs. Sample memorandums and documents are included when appropriate. Abbreviations and acronyms are listed in attachment 1. Because this information is subject to change, current All-TCO letters, messages and bulletins take precedence.

The procedures in AFI 36-2605 are mandatory; however, this training guide provides some steps of how to accomplish these procedures and illustrates ways of performing the various tasks. For example, conducting test material inventories are mandatory, but the way the written inventory is annotated may vary. The mailing of test answer sheets by certified mail and maintaining accountability is mandatory; however, the specifics of the control log may vary.



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## Chapter 1

### AIR FORCE MILITARY PERSONNEL TESTING PROGRAM

**1.1. Duties of Air Force Personnel Testing Program Agencies.** The responsibilities of all the organizations involved in the development and administration of Air Force personnel tests (AFPT) are fully outlined in Air Force Instruction (AFI) 36-2605, *Air Force Military Personnel Testing System*, chapter one. Following is a brief summary of key organizations with testing-related responsibilities:

**1.1.1. Headquarters United States Air Force/Deputy Chief of Staff, Personnel; Directorate of Personnel Force Management (HQ USAF/DPX)** develops plans and policies for the Air Force Military Personnel Testing Programs in this instruction that promote and enhance the use of personnel tests in making selection, classification, and enlisted promotion decisions. Approves all changes to the development, revision, administration, validation, and use of all new and existing AFPTs.

**EXCEPTION:** HQ USAF/DPX approval is not required for revisions to promotion tests developed by AFOMS. Similarly, minor changes to AFOMS' development procedures do not require HQ USAF/DPX approval. Conceptual changes to promotion test development, revision, administration, validation, and use must be approved by HQ USAF/DPX.

**1.1.2 Air Force Departmental Publishing Office (AFDPO/PP):**

- Processes requisitions from authorized TCOs according to the *AFPT Catalog* and this instruction.
- Provides an inventory system at the Air Force Publishing Distribution Center (AFDPO/PPLC) to control and account for all tests issued by AFDPO/PPLC to each TCO.
- Prepares and distributes Test Materials Inventory (TMI) listing of all accountable AFPTs to each TCO. **NOTE:** AFDPO/PPLC is responsible for all nonpromotion tests. AFOMS/TE is responsible for promotion tests.
- Reviews and approves production standards, printing, and packaging specifications for scannable AFPT answer sheets.
- Funds printing of scannable answer sheets.
- Procures and distributes Air Force publications, other than Air Education and Training Command (AETC)-published materials, used as study references.
- Prints scannable AFPTs for HQ AFPC/DPPPWT.

**1.1.3. Headquarters Air Force Personnel Center (AFPC):**

- Checks all promotion test scores for validity. Offers retesting on an alternate version when score cannot be validated.

**1.1.4 Enlisted Promotions and Military Testing Branch (HQ AFPC/DPPPW):**

- Operates a promotion testing and reporting system to support the WAPS and SNCO Promotion Program.

**1.1.5. Test Management Section (HQ AFPC/DPPPWT):**

- Reviews and coordinates with HQ USAF/DPX for approval of all personnel tests for use and inclusion in *AFPT Catalog*. Receives and scores all answer sheets for promotion tests.

- Forwards proposed changes to the development, revision, administration, validation, and use of all new and existing AFPTs to HQ USAF/DPX for approval as outlined in paragraph 1.4.
- Develops procedures to implement and monitor all programs in the Air Force Military Personnel Testing System. Establishes procedures for securing and safeguarding test materials.
- Approves waiver actions for Specialty Knowledge Tests (SKT) for Air Force specialties (AFS) and subpopulations of AFSs. Approves all other SKT exemptions except for individual exemptions.
- Analyzes promotion test results to detect any nonstandard test administrations.
- Assists AFOMS in administering the subject-matter expert (SME) program supporting promotion test development.
- Establishes an Air Force-wide test control and administration system. Serves as the Air Force TCO who directs the activities of this worldwide network of TCOs. Our website is accessible at the following web address: <http://www.afpc.randolph.af.mil/testing/>

#### **1.1.6. Classification Branch (HQ AFPC/DPPAC):**

- Furnishes proposed changes to AFMAN 36-2108, *Enlisted Classification*, to HQ AFPC/DPPPWT for evaluation of impact on testing programs and to AFOMS/TE for informational purposes. <http://www.afpc.randolph.af.mil/classification>

#### **1.1.7. All Major Command Directors of Personnel (MAJCOM DP), Including Air Force Reserve Command (AFRC):**

- Secure and safeguard all test materials under their control. MAJCOM TCOs will normally delegate the authority to safeguard materials only to TCOs within their MAJCOMs. They delegate this authority to TCOs outside their commands only when they judge this to be in the best interest of the Air Force.
- Monitor test administration at installations under their command and at MAJCOM-gained Air National Guard (ANG) units. MAJCOMs will enforce test security and procedures in this instruction at all testing locations under their command.
- Comply with SME levies in the Test Planning Document (TPD) to support promotion test development at AFOMS/TE. Select SMEs who are technical experts in their AFS. Reservists are not eligible.
- Resolve base-level WAPS study reference problems through their training and education divisions.
- Ensure subordinate units comply with instructions issued by HQ AFPC/DPPPWT, HQ AFPC/DPPPWM, AFOMS/TE, and for Basic Attributes Test (BAT) administration the Pilot Candidate Selection Method (PCSM) Program Management Office.
- Furnish the command Inspector General (IG) staff with topics on test administration and security for review during visits and inspections of subordinate units.
- Appoint a command TCO.

#### **1.1.8. Command TCOs:**

- Maintain control over individual command accounts to safeguard all CONTROLLED TEST MATERIAL.
- Develop training programs for subordinate test administration personnel to ensure compliance with all specified testing procedures with special emphasis on test security.
- Control transfer of CONTROLLED TEST MATERIAL from command accounts between TCOs within and outside their command.

- Verify TMIs are accomplished accurately and on time. **NOTE:** For promotion test TMIs, AFOMS will verify and ensure the accuracy. For non-promotion test TMIs, this responsibility rests solely with the MAJCOM TCO.
- Direct/conduct unannounced TMIs as necessary.
- Oversee and monitor status of test compromise investigations.

### 1.1.9. Air Education and Training Command (AETC):

#### 1.1.9.1. AFOMS/TE:

- Develops, revises, and publishes airman promotion tests (SKTs, Promotion Fitness Examinations [PFEs], and USAF Supervisory Examinations [USAFSEs]), other tests, and related materials as specified by HQ AFPC/DPPPWT. Prepares all tests and related materials such as administration manuals in camera-ready format for printing. Normally develops SKTs for new specialties within 1 year of the date of the Career Field Education and Training Plan (CFETP). Takes measures to enhance compatibility among CFETPs, Career Development Courses (CDCs), and occupational survey data.
- Funds printing of all AFPTs except scannable answer sheets.
- Schedules, monitors, and coordinates test development projects with Air Force career field managers in response to AFMAN 36-2108 changes and annual test revision requirements.
- Maintains a master directory of all Air Force TCO accounts and manages the worldwide network of TCOs for HQ AFPC/DPPPWT. Provides TCOs periodic instructions for administering tests and other information on testing programs through All-TCO letters and messages in coordination with HQ AFPC/DPPPWT.
- Produces tests meeting the commonly accepted standards of the professional testing community. Identifies research needs and uses in-house resources or outside research activities to meet those needs.
- Provides information to HQ AFPC/DPPPWT and HQ AFPC/DPPPWM on required promotion test waiver actions.
- Keeps record copies of all tests until no longer needed for test development research (generally not to exceed 5 years). Maintains an inventory of all current and obsolete promotion test materials and performs an annual inventory of these materials.
- Revises all promotion tests at least once a year. Accelerates revisions to accommodate AFS or study reference changes.
- Creates and announces test development schedules and requirements for SME support in the TPD. Sends HQ AFPC/DPPPWT a memorandum advising of PFE and USAFSE SME requirements at least 120 days in advance of the test development project date. Notifies MAJCOMs, field operating agencies (FOA), and training wings (TRW) of any change in the test schedule in the TPD that is within 6 months of the current date. When discrepancies or disagreements arise, the MAJCOM, FOA, or TRW must contact AFOMS/TE or HQ AFPC/DPPPWT for resolution. Advises HQ AFPC Airman Assignments Division (DPAA) if their support is required for SME levies.
- Provides the *WAPS Catalog* to AFPC and the Air Force Institute for Advanced Distributed Learning (AFIADL) for review and posts the *WAPS Catalog* on the AFOMS/TE web page. Notifies Military Personnel Flights (MPFs) of changes after initial posting on 1 August of each year. [https://www.omsq.af.mil/TE/03WAPScatalog/03\\_WAPS\\_Catalog.pdf](https://www.omsq.af.mil/TE/03WAPScatalog/03_WAPS_Catalog.pdf)

- Coordinates all test development, TCO publications, and waivers with HQ AFPC/DPPPWT and HQ AFPC/DPPPWM. Also coordinates with these offices on periodic development of test administration instructions and related guidance for TCOs.
- Limits the use of references to supplement CDCs or specialized courses (SC). Coordinates with HQ AFPC/DPPPWT on study references constructed at the direction of an Air Force career field manager that are not listed on the CFETP. Obtains all publications required to support test development projects. Schedules test development to accommodate availability of study references.
- Provides input to HQ AFPC/DPPPWT for publication of *AFPT Catalog* at least 75 days in advance of the 1 January annual publication date.
- Gives AFOMS/DAPS all required information for initial distribution of promotion tests to TCOs. Provides all printed material and distribution lists to AFOMS/DAPS at least 6 weeks prior to start of the testing cycles. Ensures AFOMS/DAPS distributes promotion tests on a timely basis. Processes promotion test requisitions from authorized TCOs according to *AFPT Catalog* and this instruction. Maintains an inventory system to control and account for all promotion tests issued to TCOs. Prepares and distributes TMI listing of all promotion tests to each TCO via MAJCOM TCOs.
- Coordinates with AFIADL and other activities to ensure the availability of all study references. Study references must be available to examinees 60 days before test administration.
- Keeps a listing of tests used in WAPS and the SNCO Promotion Program. Compiles a listing of WAPS tests to be given each cycle and forwards it to base-level TCOs on 1 October each year.
- Determines special equipment, including calculators, required for SKT administration. Coordinates use of special equipment with appropriate MAJCOMs and career field managers. Provides information to TCOs for ordering special equipment and other special requirements for testing.
- Gives HQ AFPC/DPPPW all information for scoring of promotion tests, including item deletions.
- Analyzes suspected test materials to support test compromise investigations.

#### **1.1.9.2. Training Wings:**

- All TRWs provide CDC writers and other training specialists, as levied in the TPD, to support SKT development at AFOMS/TE.
- All TRWs provide manuscript copies of CDCs to AFOMS/TE in time to support SKT development.

#### **1.1.10. AFIADL:**

- Establishes and implements all procedures necessary to process, publish, publicize, and distribute the CDCs and SCs required to support WAPS testing in a timely manner.
- Coordinates with AFOMS/TE on curriculum changes, and CDC and SC activations or deactivations to ensure courses are available to support WAPS testing.
- After coordinating with AFOMS/TE and HQ AFPC/DPPPWT, issues periodic instructions to MPFs governing requisition of CDCs and SCs for support of WAPS testing.
- On the AFIADL web page, posts a link to AFOMS/TE's web page, which contains a link to the current WAPS Catalog.
- Assists AFOMS/TE in establishing requirements for any Air Force or MAJCOM publications used to write promotion tests.

**1.1.11. USAF Academy:** The Academy administers the Air Force Officer Qualifying Test (AFOQT) and the BAT to cadets applying for the USAF Academy (USAFA) pilot selection program. Coordinates with HQ AFPC/DPPPWT and the USAFA TCO on all administration issues associated with this testing program.

**1.1.12. AFOMS/DAPS:** Prints and distributes enlisted promotion tests to TCO accounts according to a time schedule set by HQ AFPC/DPPPWT, based on instructions from AFOMS/TE.

**1.1.13. Installation Commanders, MSS Commanders, and Base DPs:** (All references to installation commanders, MSS commanders, base DPs, or base flight chiefs also apply to ANG base detachment commanders or station commanders; appropriate HQ Air Force Recruiting Service [HQ AFRS] directors or AFRS group and squadron commanders; and Air Force Reserve Officer Training Corps [AFROTC] detachment commanders.)

- Help manage the Air Force Military Personnel Testing System, giving special attention to test security and training.
- Responsible for the testing programs conducted under their authority.

**1.1.14. Unit Commanders:**

- Appoint a unit WAPS monitor by memorandum and forward an information copy to the base WAPS monitor.
- Request training for the WAPS monitor from the MPF.

**1.1.15. Unit WAPS Monitor:**

- Publicizes availability of *WAPS Catalog*.
- Assists unit members in identifying reference requirements and obtaining study reference materials.
- Publicizes individual responsibilities listed in paragraph 1.19.
- Ensures availability of non-CDC study reference materials on a 1:5 ratio.

**1.1.16. MPF Commander:**

- Reviews procedures with the TCO and Test Examiner (TE) to ensure they understand their responsibilities. This includes special TCOs (STCO) who administers tests at hosted units and geographically separated units (GSU) they service.
- Manages the promotion-testing program to include logistical and administrative responsibility for testing members serviced by the MPF and ordering and distributing study reference materials.
- Oversees administration of the FLPP program.
- Appoints one or more base Weighted Airman Promotion System (WAPS) monitors to coordinate and manage the WAPS program.

**1.1.17. Base WAPS monitor:**

- Provides training to unit WAPS monitors upon appointment.
- Publicizes through various base media (e.g., base bulletin, newspaper, commander's calls) the individual's responsibilities in this instruction before each testing cycle begins.
- Complies with SME selection procedures.

**1.1.18. TCOs and TEs at Base-Level Organizations:**

- Follow all procedures in this instruction; *AFPT Catalog*; AFMAN 37-139, *Records Disposition Schedule*; and all other procedural guidance issued by HQ AFPC/DPPPWT, HQ AFPC/DPPPWM, AFOMS/TE, and the PCSM Program Management Office.
- Maintain testing facilities that meet the requirements of chapter 2.
- Track and submit test material requirements and requisitions to support all testing programs.
- Receive and account for all test materials from AFDPO/PPLC, AFOMS/TE, and other authorized activities by signing the document receipt and returning within 15 days of receipt.

NOTE: For individually sealed promotion tests, TCO and TE must jointly receive and account for the booklets. If either TCO or TE is not available to conduct this joint check, the MPF Commander may designate another individual of appropriate rank to assist. Ensure no booklet seal is torn or broken. If the seal is broken upon receipt and there is no evidence of package having been improperly accessed, the faulty booklets must be destroyed. Follow proper destruction procedures and mail a copy of the destruction certificate to AFOMS. Reorder needed test booklets. If there is any indication of unauthorized access, follow the procedures in paragraph AFI 36-2605, paragraph 5.16, for opening a test compromise investigation.

- Control and safeguard all test materials.
- Schedule examinees and conduct testing.
- Jointly conduct November TMI.
- Arrange for unit commanders to interview all SMEs chosen for test development duties at AFOMS before departure. Provide unit commanders with appropriate information for the interviews to ensure each SME is qualified to develop tests.
- Process queries from examinees on current SKTs, PFEs, and USAFSEs.
- Test Air Force Office of Special Investigations (AFOSI) special agents separately.

**1.1.19. Base-Level TCOs:** (TCOs have certain responsibilities that are separate and unique from those of the TE). The TCO will as a minimum:

- Screen and certify requisitions for test materials before submitting the requisitions to AFDPO/PPLC or AFOMS/TE as appropriate (all promotion tests are ordered through AFOMS/TE).
- Conduct the May TMI with an impartial official. Inventory test materials by copy number and sign over to the new TCO within five workdays of appointment. The new TCO must take part in this inventory to verify the presence of all tests and sign the inventory document. The TCO will conduct similar audits when the TE is replaced.
- Maintain copies of all TMI listings per AFMAN 37-139.
- Select TEs that possess unquestionable integrity, maturity, and ability to maintain test security.
- Establish training programs on testing procedures.
- Report instances of test material loss or suspected compromise IAW AFI 36-2605, chapter 5.
- Periodically attend TE-conducted test administration sessions to ensure quality and consistency.
- Oversee administration of the FLPP program.
- Educate the customer base on test procedures.

**1.1.20. Base-Level TEs:** (TEs have certain responsibilities that are separate and unique from those of the TCO). TEs will as a minimum:

- Supervise all testing sessions.

- Schedule testing sessions, requisition special equipment necessary for tests, prepare the testing room before testing sessions, and conduct testing sessions following test administration procedures and guidance.
- Prepare and mail answer sheets according to table 3.1.
- Follow proper procedures to hand score tests.
- Brief test proctors on their duties in the testing room and requirements for safeguarding CONTROLLED TEST MATERIAL.
- Administer the FLPP program according to procedures in AFI 36-2605, Attachment 11 and Air Staff policies.

#### **1.1.21. ANG and AFRC Personnel Testing Program:**

- ANG and AFRC Personnel Offices administer their own testing programs. However, in certain cases, they may obtain support from a collocated active duty MPF. ANG and AFRC TCOs must maintain only tests for which they have a recurring need. The active duty MPF may loan common usage and infrequently administered tests if authorized for ANG or AFRC use. Active duty TEs may schedule ANG or AFRC personnel to test with active duty members during normal duty hours.
- MAJCOMs gaining ANG units may name Air Force advisors to ANG units as TCOs to administer and control the testing of ANG personnel. These TCOs may use ANG personnel to give and score tests in the ANG program if the ANG unit commander concurs. If an Air Force advisor is not appointed as TCO, the gaining MAJCOM must designate a qualified ANG technician to serve as TCO.
- HQ AFRC. The HQ AFRC TCO must verify that all AFRC TCOs comply with applicable procedures in this instruction.

#### **1.1.22. Individual Responsibilities:**

- Individuals must understand all provisions of test compromise in chapter 5 and not give out any information gained through testing to unauthorized individuals.
- Before and during testing, examinees must follow all instructions. All examinees must inform the TE of any mental or physical condition that may prevent them from doing their best or finishing testing.
- Individuals receiving FLPP must re-certify (retest) annually for continuation of pay.
- Examinees must wear an authorized uniform or the uniform of the day (AFOSI agents must be tested in civilian clothes).

##### **1.1.22.1 For promotion testing, individuals must:**

- Know their promotion eligibility status.
- Maintain their specialty and military qualifications to retain their eligibility.
- Use self-initiated programs of individual study and effort to advance their career under WAPS.
- Obtain and study all current study references specified for a particular promotion cycle.
- Review the annual *WAPS Catalog* published in August to check availability and receipt of correct study references.
- Be prepared to test the first day of the testing cycle. **EXCEPTION:** For members, who will be unavailable during the entire testing cycle due to a scheduled TDY, be prepared to test prior to TDY departure even if the TDY departure is before the first day of the testing cycle. Member can be required to test up to 10 calendar days prior to the start of the testing cycle.

- Ensure they receive at least 60 days access to study materials prior to testing. **NOTE:** When a member signs the promotion testing Report on Individual Person (RIP), he or she is stating that he/she has had sufficient study time even if he or she did not have the materials 60 days prior to test date. Member is also waiving the right to 60 days study time if she/he has not initiated follow-up action to obtain study materials in a timely manner (at least 60 days before start of testing cycle).
- Be prepared, if randomly selected, to serve as test certification or witnessing official for PFE/USAFSE sealed test booklet verification and destruction process. This will require member being available for entire testing session plus additional time following testing session. Refusal to perform these duties will be interpreted, as a declination to test and member will be ineligible to compete for promotion until the next test cycle.

**1.2. Appointment of TCOs and TEs.** (See AFI 36-2605, paragraphs 2.5 and 2.6.)

1. 2.1. Table 1.1 specifies the TCO and TE grade requirements.

1. 2.2. Only one TCO but more than one TE may be appointed for each account.

1. 2.3. TCOs in the grade of MSgt or SMSgt cannot handle, store, have access to, or administer the USAFSE. An additional TCO must be appointed and a separate test account established.

1. 2.4. MPF commander (ESO when Military Personnel Testing System is part of an E&TF) appoints and relieves a TCO or TE. MPF commander (or ESO) submits a separate memorandum for each appointment. (Refer to figure 1.1 for memorandum format.)

1. 2.5. Provide the original memorandum to the new TCO or TE, and send copies to:

- Major Command (MAJCOM TCO)

- AFPC/DPPPWT

550 C Street West, Suite 9

Randolph AFB TX 78150-4712

- AFOMS/TEA

1550 5th Street East

Randolph AFB TX 78150-4449

1.3.6. Individuals 35 years old or younger who are appointed as TCOs or TEs must either take the AFOQT and have their scores recorded in their permanent records or sign a disclaimer statement (see figure 1.2) indicating they are ineligible to take the AFOQT until 6 months after they have terminated TCO/TE responsibilities.

1.3.7. For TCO accounts that administer the BAT, the TCOs/TEs who may want to apply for pilot training must take the BAT and have their scores recorded in their permanent records. If they decline to take the BAT, they must sign a disclaimer statement (see figure 1.2) indicating they are permanently disqualified from taking the BAT to apply for any Air Force pilot training program. If TCOs/TEs are Ineligible for pilot training, neither of these actions is required. However, all new TCOs/TEs assigned to locations that administer the BAT are required to take a practice test as part of their training.

1. 2.8. TCOs/TEs may not take any AFPT they had access to until 6 months after terminating TCO/TE responsibilities.

1. 2.9. Outgoing TCO/TE and incoming TCO/TE must conduct a joint test inventory.

1. 2.10. Upon appointment, the new TCO/TE must change safe combinations.

1. 2.11. MPF commander (or ESO) must ensure new TCO/TE receives necessary training. MAJCOM TCOs assist in this training by providing training guides and checklists.

<b>Table 1.1. TCO and TE Grade Requirements.</b>		
<b>If test is:</b>	<b>TCO must be in grade of: (See notes):</b>	<b>and TE must be in grade of: (See notes):</b>
USAFSE	CMSgt selectee or higher	CMSgt selectee or higher.
SKT or PFE	MSgt selectee or higher	MSgt selectee or higher.
AFOQT	MSgt selectee or higher	SSgt selectee or higher.
All other tests	MSgt selectee or higher	SSgt selectee or higher.

**NOTES:**

1. TCOs and TEs are prohibited from taking a test they have had access to or administered within the past six months.
2. TCOs and TEs must be qualified in the personnel career field (Air Force Specialty Code (AFSC) 3S0XX). This requirement is waived for Air Force Reserve Officer Training Corps (AFROTC) detachments, Air Force Reserve (AFRES) units, Military Entrance Processing Stations (MEPS), and bases organized under the Education and Training Flight (E&TF) concept.
3. Fully qualified civilians may serve as TCOs or TEs with the approval of the Military Personnel Flight (MPF) commander (or Education Services Officer (ESO) when the Military Personnel Testing System is part of an E&TF). Civilian TCOs should be in the grade of GS-5 or higher and civilian TEs should be in the grade of GS-4 or higher.

<b>Table 1.2. Test Proctor Grade Requirements.</b>	
<b>If the test is:</b>	<b>then the Proctor must be in grade (see note):</b>
SSgt PFE/SKT	SSgt selectee or higher.
TSgt PFE/SKT	TSgt selectee or higher.
MSgt PFE/SKT	MSgt selectee or higher.
USAFSE (SMSgt & CMSgt)	CMSgt selectee or higher.
All other tests	SSgt selectee or higher.

**NOTE:** Civilians may be used for all test administrations.

**1. 3. Appointment of Test Proctors.** (See AFI 36-2605, paragraph 2.7.)

1. 3.1. The TCO/TE verbally appoints and relieves test proctors.
1. 3.2. Table 1.2 specifies the test proctor grade requirements.
1. 3.3. Test proctors must not have access to actual test material. They can only distribute and collect materials with test booklets closed.
1. 3.4. Test proctor duties:
  - Assist TCO/TEs with setting up for the test.
  - Ensure examinees are following directions, working on the correct test, not making stray marks in the test booklet or on the answer sheets, and not cheating.
  - Do not give examinees information concerning the test. If an examinee asks about a question on the test, advise examinee to read it again.
  - Alert TCO/TE to any problems, discrepancies, or other occurrences affecting testing.
  - Collect, count, and return all test material to the TCO/TE at the end of the testing period.
1. 3.5. Minimum proctor requirements:

<b>Table 1.3. Test Proctor Requirements.</b>	
<b>If number of examinees is:</b>	<b>then minimum number of test proctors required is:</b>
0-30	0
31-50	1
51-75	2
75+	1 additional proctor for every 25 examinees

**1. 4. Special TCOs (STCO).** (See AFI 36-2605, paragraph 3.9.)

1. 4.1. An STCO is appointed at a geographically separated unit (GSU) when it is not feasible or desirable for either qualified TE to travel to GSU to administer test or for examinees to travel to primary testing location to take the test.

1. 4.2. STCO functions as TCO at geographically separated units (GSU). The servicing TCO is responsible for STCO training.

1. 4.3. Servicing TCO retains overall responsibility for testing conditions and test security.

1. 4.4. STCOs must have the same qualifications as regular TCOs except personnel AFSC are not required.

1. 4.5. If STCO is an Air Force member or civilian employee of the Air Force, MPF commander (or ESO) appoints with the concurrence of GSU commander. If STCO is member of another service, the GSU commander appoints.

- Forward two copies of the appointment letter to the STCO.
  - STCO must acknowledge by return endorsement that he or she has been briefed on STCO duties and responsibilities as outlined in AFI 36-2605.
  - STCO keeps one copy of letter and returns original to TCO.
- Appointing official should send an information copy to the MAJCOM. If STCO is a member of a different MAJCOM, also send an information copy to STCO's MAJCOM.

1. 4.6. STCOs cannot requisition tests.

1. 4.7. The servicing TCO must mail or deliver test materials not maintained locally by the STCO to the STCO shortly before the desired testing date.

- If materials are delivered to the STCO, the TCO must maintain physical control of materials until STCO signs AF Form 310, **Document Receipt and Destruction Certificate**.
- If materials are mailed, send in accordance with guidelines given in paragraph 3.7 of this pamphlet and AFI 36-2605, paragraph 4.5 and table 4.1.

1.4.8. Materials delivered to STCO must include a test roster and the test booklets required to conduct testing.

1.4.9. STCO must store tests in an approved security container to which only he or she has access.

1.4.10. If the STCO does not receive tests for a member scheduled for testing, he or she must immediately notify the member, reschedule, and notify the TCO.

1.4.11. STCO should follow normal test procedures as outlined in chapter 3, General Test Administration Procedures, of this pamphlet.

1.4.12. STCO must return test answer sheets and other test materials no longer needed to TCO within 6 calendar days of test administration. If materials are mailed, follow the procedures in paragraph 3.7, Mailing of Test Materials, of this pamphlet.

1.4.13. STCO should ensure the AF Form 310 identifies each AFPT, test copy number, and examinees' grade, name, and Social Security Number (SSN) for those test booklets included in the package.

1.4.14. STCO must follow test security guidelines at all times when test materials are in his / her custody.

1.4.15. Examinees can complete test queries. Per test query procedures in paragraph 3.6 of this pamphlet, query can be suspended for 5 workdays to allow examinee to return to complete query justification portion of Part IV of AFPT 230, Test Query. The servicing TCO completes Part II of each AFPT 230 received from the STCO. STCOs must mail (via registered mail) or deliver queries to the TCO.

1.4.16. STCOs should inform the TCO of any test no-shows and complete a no-show letter following the format shown in figures 4.8 and 4.9. A Special All-TCO Letter was published to serve as a training guide on appointing STCOs. Access it here...<https://www-r.omsq.af.mil/TE/TCO/Letters/Special%20All-TCO%2004-2.pdf>

**1. 5. TCO Book.** Set up the TCO book with the following sections:

- AFI 36-2605.
- (TCO/TE Training Guide).
- Military Personnel Flight Memorandums.
- All-TCO letters.
- Address Indicator Group (AIG 8106) messages containing testing-related information.
- AIG 8421 messages/ALL TCO Bulletins

1. 5.1. All-TCO Letters:

- All-TCO letters will be received in March and October of each year, and additional special topic All-TCO letters as needed. Figure 1.3 shows an example of the front page of an All-TCO letter.
  - October letter will announce all promotion tests authorized for administration the following year.
  - March letter will disseminate any changes to the October letter and will provide a comprehensive list of the year's All-TCO messages.
- Review All-TCO letters when received and comply with all instructions.
- Retain letters for at least 2 years.
- Letters take precedence over this pamphlet.

1. 5.2. AIG 8106 Messages:

- AFPC sends AIG 8106 messages to the MPF commander to disseminate test-related information that requires broader dissemination than information in an AIG 8421 message.
- Figure 1.4 shows a sample AIG 8106 message.

1. 5.3. AIG 8421 Messages/ALL TCO Bulletins

- AFOMS sends AIG 8421 messages to disseminate test administration information to TCOs when speed is essential. Figure 1.5 shows a sample AIG 8421 message and Figure 1.6 shows a sample ALL-TCO Bulletin. These are referred to as All-TCO messages and bulletins.
- AFPC is now sending ALL-TCO Bulletins running parallel with regular ALL-TCO Messages that correspond to non-WAPS testing issues. Comply with all instructions.
- Maintain a log of all messages received to ensure you have all of them on file.
- Messages are numbered consecutively for control purposes.
  - Messages containing an Obsolete/Faulty Question Listing will be designated with a "D" for deletion.
  - Messages dealing with other testing topics will be designated with an "M" for message.
  - The first Obsolete/Faulty Question Listing for the fiscal year is labeled FY-D-1 and the first All-TCO message related to other testing matters for the fiscal year is labeled FY-M-1 (e.g., 03-D-1 and 03-M-1).
- When a message is missing, contact the message center to obtain a copy. Copies may also be obtained from AFOMS/TEAAT or the AFOMS website. <https://www-r.omsq.af.mil/TE/TCO/index.htm>
- Retain messages for a maximum of 2 years or until no longer needed.
- Messages take precedence over this pamphlet.

1.5.4. PFE/SKT Booklet Requirements and USAFSE Booklet Requirements:

- AFOMS makes available on their website a PFE/SKT Test Booklet Requirements Listing and a USAFSE Test Booklet Requirements Listing (see sample listing shown in figure 1.6) approximately 7 months before each of the promotion cycles.
- For the USAFSE (promotion to E-8 and E-9) and the PFE (promotion to E-5, E-6, and E-7), order the number of booklets equal to the maximum number of examinees that you will test during a testing session.
- For SKTs, follow the instructions from AFOMS. Some SKTs require one booklet for each examinee; some require one booklet for every three examinees, etc. If not specified, order one booklet for every five examinees, not to exceed the maximum number you will test at one time.
- Order any additional booklets needed to support STCO requirements.

MEMORANDUM FOR (indicate name and SSN of new TCO/TE) (date)

FROM: (organization appointing the new TCO/TE)

SUBJECT: Appointment of (indicate either Test Control Officer or Test Examiner) for account(s) (indicate TCO account number(s)).

You are appointed (Test Control Officer or Test Examiner) for account(s) (indicate account number(s)), effective (indicate effective date). You must read and follow the procedures listed in AFI 36-2605, the AFPT Catalog, and AFI 37-138, Records Dispositions, Procedures, and Responsibilities, Table 3.1.

(Indicate name of TCO or TE being relieved of duties) is relieved of all (Test Control Officer or Test Examiner) duties for account(s) (indicate account number(s), effective (indicate effective date) ). The safe combination was changed (indicate date changed).

An inventory was conducted on (indicate date conducted) using the latest TMI. (NOTE: Inventory required on appointment of new TCO.)

Commander

Signature of MPF commander, ESO, or ROTC Detachment

Attachments: (If applicable)

Disclaimer Statement(s)

cc:

MAJCOM TCO

AFOMS/TEA

HQ AFPC/DPPPWT

**Figure 1.1. Sample TCO/TE Appointment Memorandum.**

**AFOQT DISCLAIMER STATEMENT**

I, (indicate name, grade, and SSN of individual and TCO account number) understand that while I have access to the AFOQT I will not be able to take the AFOQT for application to a commissioning program or for another program that requires official AFOQT scores. I understand this prohibition will remain in effect for six months after my last contact with any AFOQT CONTROLLED TEST MATERIAL.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title of Witness

\_\_\_\_\_  
Date

---

**BAT DISCLAIMER STATEMENT**

I hereby certify that I have a valid need to gain access to all or part of the operational test battery loaded on the Basic Attributes Test (BAT). I understand that I must safeguard the test battery as CONTROLLED TEST MATERIAL. Failure to do so is a violation of AFI 36-2605, Air Force Military Personnel Testing System, and is punishable under the UCMJ. I also understand that I will be permanently disqualified from taking the BAT for the purpose of applying for any Air Force flying training program once I have access to the BAT.

\_\_\_\_\_  
Typed Name/SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
TCO #

\_\_\_\_\_  
Date

**Figure 1.2. Sample Disclaimers.**

## ALL-TCO LETTER

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Figure 1.3. Sample ALL-TCO Letter.

R016496  
ROUTINE

\*\*\*\*\*  
\* UNCLAS - E F T O \*  
\*\*\*\*\*

RAAEZYUW RHWRMPC1620 2391955-EEEE--RUCLBMA.

ZNY EEEEE

R 271900Z AUG 94

FM HQ AFPC RANDOLPH AFB TX//DPP//

TO AIG 8106//DP/MS/DPM/MSP/CMS//

AIG 10607//MSM//

INFO ANGRC ANDREWS AFB MD//DPA//

XMIT HQ AFPC RANDOLPH AFB TX

BT

UNCLAS E F T O

SUBJ: USAF STANDARD TYPEWRITING EVALUATION

REF: AFI 36-2605, AIR FORCE MILITARY PERSONNEL TESTING SYSTEM

1. AFI 36-2605 ELIMINATED THE USAF STANDARD TYPEWRITING EVALUATION; AIR FORCE PERSONNEL TEST (AFPT) 70, BECAUSE IT IS OBSOLETE. THIS AFPT WAS DEVELOPED IN THE 1970'S TO BE ADMINISTERED ON A STANDARD TYPEWRITER. THERE IS NO REPLACEMENT EVALUATION AT THE PRESENT TIME; HOWEVER, WE ARE IN THE PROCESS OF IDENTIFYING A SUITABLE TEST TO EVALUATE KEYBOARD SKILLS.
2. IN VIEW OF THE IMPACT THIS ISSUE HAS ON MEMBERS APPLYING FOR RETRAINING, YOU MAY CONTINUE TO USE THE USAF STANDARD TYPEWRITING EVALUATION UNTIL YOU RECEIVE FURTHER GUIDANCE FROM US. PLEASE CALL HQ AFPC/DPPPWT AT DSN 665-2265 IF YOU HAVE ANY QUESTIONS.

TOR:272102z AUG 94

\*\*\*\*\*  
\* UNCLAS - E F T O \*  
\*\*\*\*\*

**Figure 1.4. Sample AIG 8106 Message.**

ROUTINE

\*\*\*\*\*  
\* UNCLASSIFIED - E F T O \*  
\*\*\*\*\*

DATE: 321  
TIME: 1333

RAAEOMDV RHWRAAA6819 3182248-EEEE--RHWRCYY.  
ZNY EEEEE  
R 141402Z NOV 94  
FM AFOMS RANDOLPH AFB TX//OMDV//  
TO AIG 8421  
INFO RUERJFA/AFDPO BALTIMORE MD//AFLO//  
BT

UNCLAS E F T O

SUBJ: ALL-TCO MESSAGE 95-M-2

1. FOR ALL BASE AND MAJCOM TEST CONTROL OFFICERS.
2. FOR AFPT 2T171, 1 JAN 95, REV 01: THE EDITION DATE PRINTED ON THE BOTTOM OF EACH PAGE OF THE TEST BOOKLETS IS INCORRECT. IT IS PRINTED "(2T171/9401)". THE CORRECT EDITION DATE IS "(2T171/9501)".
3. FOR AFPT 2W071, 1 JAN 95, REV 00: PAGE 1 HAS AN INCORRECT EDITION DATE ENTRY, "(2W071/9601)". THE CORRECT EDITION DATE IS "(2W071/9501)". ALL OTHER PAGES AND THE COVER ARE CORRECT.
4. THIS MESSAGE IS BEING DISSEMINATED FOR INFORMATION ONLY. NO "PEN-AND-INK" CORRECTIONS ARE NECESSARY. THESE PRINTING ERRORS WERE DETECTED IN THE TEST BOOKLETS RECEIVED AT AFOMS/TEAOV.
5. POC IS MSGT WARREN, DSN 487-5013.
6. THIS MESSAGE FOLLOWS AIG 8421, 271302Z OCT 94, ALL-TCO MSG 95-M-1.

BT

#6819

NNNN

**Figure 1.5. Sample AIG 8421 Message.**

FROM: AFPC/DPPPWT

TO: ALL TEST CONTROL OFFICERS/TEST EXAMINERS (TCO/TE)

**SUBJ: ALL TCO BULLETIN 04-5**

**DATE: 1 MAR 2004**

UNCLASSIFIED

SUBJECT: **SUSPENSION OF ITALIAN DEFENSE LANGUAGE PROFICIENCY TEST IV, LISTENING AND READING, FORM C**

1. PER GUIDANCE FROM THE OFFICE OF THE SECRETARY OF DEFENSE, THIS MESSAGE APPLIES TO ALL SERVICES THAT MAINTAIN AND ADMINISTER DEFENSE LANGUAGE PROFICIENCY TESTS (DLPT).

2. THE ITALIAN DLPT IV, LISTENING AND READING, FORM C TESTS HAVE BEEN COMPROMISED. TCOS IN POSSESSION OF THE FOLLOWING TEST COMPONENTS SHALL **CEASE USING THEM—DO NOT DESTROY THEM**—UPON RECEIPT OF THIS MESSAGE:

NOMENCLATURE	TITLE/DESCRIPTION	DATE
DLI FORM 6339-4C-1	TEST BOOKLET, FORM C, LISTENING	1 NOV 2002
DLI FORM 6339-4C-1A	SCORING KEY, FORM C, LISTENING	1 OCT 2001
DLI FORM 6339-4C-1C-1	CASSETTE, FORM C, LISTENING	1 OCT 2001
DLI FORM 6339-4C-1C-2	CASSETTE, FORM C, LISTENING	1 OCT 2001
DLI FORM 6339-4C-1C-3	CASSETTE, FORM C, LISTENING	1 OCT 2001
DLI FORM 6339-4C-2	TEST BOOKLET, FORM C, READING	1 OCT 2001
DLI FORM 6339-4C-2A	SCORING KEY, FORM C, READING	1 OCT 2001

3. UNTIL FURTHER GUIDANCE IS RECEIVED FROM THIS OFFICE, TCOS SHALL SEGREGATE THE ABOVE LISTED MATERIAL FROM CURRENT TEST INVENTORY. SUSPENDED TEST MATERIAL SHOULD BE WRAPPED OR PLACED IN ENVELOPES, AND, IF POSSIBLE, STORED IN A SEPARATE DRAWER FROM CURRENT TEST MATERIAL. PACKAGES WILL BE LABELED WITH THE FOLLOWING NOTATION:

“DO NOT USE. TEST COMPONENTS SUSPENDED AS OF  
1 MAR 2004; DO NOT USE UNTIL FURTHER GUIDANCE IS RECEIVED FROM THIS OFFICE.”

4. PER GUIDANCE FROM THE DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER (DLIFLC), MONTEREY, CA, TCOS SHALL **ONLY ADMINISTER THE ITALIAN DLPT IV, LISTENING AND READING FORM D DATED 1 OCTOBER 2001**

5. THIS COMPROMISE CLEARLY ILLUSTRATES THE IMPORTANCE OF PROPERLY SAFEGUARDING TEST MATERIALS AT ALL TIMES, INCLUDING DURING TEST ADMINISTRATION, SCORING, DESTRUCTION, STORAGE, AS WELL AS DURING THE PHYSICAL INVENTORY PROCESS. TCOS MUST BE ABLE TO ACCOUNT FOR EVERY TEST COMPONENT AT ALL TIMES.

6. POC FOR THIS MESSAGE IS MSGT CHASSE, DSN 665-2265/4386 OR EMAIL: [BRIAN.CHASSE@RANDOLPH.AF.MIL](mailto:BRIAN.CHASSE@RANDOLPH.AF.MIL).

**Figure 1.6. Sample ALL-TCO Bulletin**

## Chapter 2

### REQUISITIONING, SECURITY, AND HANDLING OF TEST MATERIALS

#### 2.1. **Storage of Test Materials.** (See AFI 36-2605, paragraph 5.5.)

2.1.1. Protect all AFPTs from review by potential examinees and anyone else whose duties do not require access to tests.

2.1.2. To provide test protection, some AFPTs are marked CONTROLLED TEST MATERIAL.

2.1.2.1. CONTROLLED TEST MATERIAL must be safeguarded in the same manner as CONFIDENTIAL material as explained in AFI 36-2605.

2.1.2.2. Personnel tests that contain security information described in DOD ISPR 5200.1R and AFI 31-401, *Managing the Information Security Program*, are classified as SECRET, in addition to CONTROLLED TEST MATERIAL.

2.1.2.3. All AFPTs listed in the AFPT catalog, as CONTROLLED TEST MATERIAL must be safeguarded.

2.1.2.4. Test administration and scoring manuals are uncontrolled and do not require safeguarding.

2.1.2.5. Treat test answer sheets listed in the AFPT catalog as CONTROLLED TEST MATERIAL unless completely blank.

2.1.2.6. Completed test queries must be properly labeled and safeguarded as CONTROLLED TEST MATERIAL.

2.1.3. Generally only TCOs, TEs, and examinees are allowed access to CONTROLLED TEST MATERIAL.

2.1.4. CONTROLLED TEST MATERIAL must be stored in an approved security container.

2.1.4.1. Only the TCO and TE are authorized to know the safe combination.

2.1.4.2. Security container combinations must be changed at least once every 12 months and whenever the TCO or TE changes. Use random combination numbers only. Do not use birth dates, AFI numbers, etc.

#### 2.2. **Requisitioning Test Materials.** (See AFI 36-2605, paragraph 4.1)

2.2.1. Promotion Test Materials.

2.2.1.1. Approximately 6 months prior to each promotion cycle, AFOMS updates the TCO Ops website (<https://www-r.omsq.af.mil/TE/TCO/index.htm>) with the current booklet requirements order form for each promotion cycle.

2.2.1.2. To order promotion tests follow the instructions on the order form found on the TCO Ops Website. Some promotion tests require one booklet for each examinee; some require one booklet for every five examinees, etc. If not specified, order one booklet for every five examinees, not to exceed the maximum number you will test at one time.

2.2.1.3. Order any additional booklets needed to support Special TCO (STCO) requirements. See paragraph 1.5 for further information on STCOs.

2.2.1.4. After AFOMS receives your booklet requirements, they will send you a verification e-mail message indicating a receipt of your order. Check the content of the message against your original order. If there is an error notify AFOMS/TEA.

2.2.2. Non-Promotion Test Materials. (See AFPT Catalog, paragraph 3)

2.2.2.1. Submit AFPT requisitions to the Air Force Publishing Distribution Center, by memorandum for all AFPTs.

2.2.2.2. Include the AFPT number and date, requisitioning code, TCO account number, number of copies requested, and date memorandum is prepared. (see figure 2.3 for example memo)

2.2.2.3. Requisitions may be sent by e-mail, fax, or regular mail.

2.3. **Receipt of Test Materials.** (See AFI 36-2605, paragraph 1.15)

2.3.1. Verify that all packages received with test materials contain all the materials indicated on the shipping receipt. For individually sealed promotion tests, TCO and TE must jointly receive and account for booklets. If either TCO or TE is not available to conduct this joint check, the MPF Commander may designate another individual of appropriate rank to assist. Ensure no booklet seal is torn or broken. If the seal is broken upon receipt and there is no evidence of the package having been improperly accessed, the faulty booklets must be destroyed. Follow proper destruction procedures and mail a copy of the destruction certificate to AFOMS. Reorder needed test booklets. If there is any indication of unauthorized access, follow the procedures in paragraph 5.16 for opening a test compromise investigation. **Effective immediately**, reporting of promotion examination shipment discrepancies must include digital photographs of all discrepancies. TCOs must inventory their WAPS test booklet orders upon receipt or NLT two duty days from the day of receipt. Report all discrepancies in the shipment to AFOMS TCO OPS box at [tco.ops@randolph.af.mil](mailto:tco.ops@randolph.af.mil) within 24 hours.

2.3.2. Sign the receipts and return to AFDPO/PP (for non promotion materials) and AFOMS (for promotion test material).

2.3.3. An AFPT Document Receipt is usually used as the receipt for CONTROLLED TEST MATERIAL.

2.3.4. Return document receipts by first class mail to AFDPO/PP or AFOMS within 15 days of receipt.

2.3.4.1. When receipts are not returned on time, it indicates the possible loss of CONTROLLED TEST MATERIAL.

2.3.4.2. An investigation of a possible test compromise must be initiated.

2.3.4.3. No additional materials can be shipped to a frozen account until document receipts are received for the previously shipped materials.

**2.4. Transfer of Test Materials.** (See AFI 36-2605, paragraph 4.4.)

2.4.1. The TCO may transfer surplus tests to another TCO account.

2.4.2. The MAJCOM TCO must approve and monitor all permanent transfers of CONTROLLED TEST MATERIAL.

2.4.3. If transfer of material is inter-command, both MAJCOM TCOs must monitor the transaction.

2.4.3.1. The TCO transferring the material must complete an AF Form 310.

2.4.3.2. Write TRANSFER on the top of the AF Form 310 so TMIs can be updated

2.4.3.3. Send copies of the AF Form 310 to:

2.4.3.3.1. Transferring MAJCOM TCO

2.4.3.3.2. Receiving TCO

2.4.3.3.3. Receiving MAJCOM TCO

2.4.4. Both TCOs must annotate the most recent TMI to reflect the transaction.

**2.5. Loan of Test Materials.** (See AFI 36-2605, paragraph 4.4.3.)

2.5.1. In an emergency or on a short-notice basis, the MAJCOM TCO can authorize temporary loan of test materials from one TCO account to another.

2.5.2. First attempt to borrow from an account assigned to the same MAJCOM. When this is not possible, borrow test materials inter command.

2.5.3. If the loan of test material is inter-command, both MAJCOM TCOs must approve by message and monitor the transaction.

2.5.4. The TCO must complete and sign an AF Form 310 documenting this transaction. Send information copies of the AF Form 310 to the MAJCOM TCOs.

**2.6. Conducting Test Material Inventories (TMI).** (See AFI 36-2605, paragraph 4.2.)

2.6.1. AFOMS/TEA emails the promotion TMIs to all TCOs.

2.6.1.1. Keep original signed TMI and forward a signed copy of the TMI to AFOMS/TEA

2.6.2. AFDPO mails all non-promotion TMIs

2.6.3. The TMIs are sent on the 15<sup>th</sup> day of inspection month

2.6.4. When conducted:

- 2.6.4.1. AFDPO mails 15 May; complete by 15 Aug. AFOMS mails on 1 Jul, complete by 15 Aug
- 2.6.4.2. AFDPO and AFOMS emails on 15 November; complete by 30 December.
- 2.6.5. Required items for conducting inventories:
  - 2.6.5.1. Two copies of current TMI from AFDPO. Keep one copy and forward one copy to MAJCOM TCO after completion of inventory.
  - 2.6.5.2. Previous TMI.
  - 2.6.5.3. AF Form 310 for tests transferred from one TCO account to another and the AFDPO distribution voucher for any test received after the TMI date or AFOMS Document Receipt and Destruction Certificate.
  - 2.6.5.4. AFPT Catalog.
  - 2.6.5.5. AFI 36-2605.
  - 2.6.5.6. All-TCO letter/bulletin file.
- 2.6.6. Inventorying officials:
  - 2.6.6.1.** TCO and an alternate TE conduct the November inventory.
  - 2.6.6.2.** TCO and impartial official conduct the May inventory.
  - 2.6.6.3.** AFROTC detachments do not conduct the May inventory. For AFROTC detachments, the TCO and an impartial official conduct the November inventory.
- 2.6.7. Impartial official:
  - 2.6.7.1. During the month of May, submit a memorandum to base Information Management (IM) (refer to figure 2.7 for sample memorandum format) requesting appointment of an impartial official not associated with MPF (or E&TF when Military Personnel Testing System is part of an E&TF) in grade of CMSGT selectee or above for military and GS-7 or above for civilian to assist with May inventory. For AFROTC detachments, individuals may have duties associated with the detachment but not with the testing program.
  - 2.6.7.2. Brief impartial official on inventory procedures after he or she has read AFI 36-2605, paragraph 4.2 and chapter 5, and paragraph 2.7 of this pamphlet.
  - 2.6.7.3. Impartial official must sign statement on first page of TMI indicating he or she has read and understands the inventory procedures as outlined in AFI 36-2605 and this pamphlet before beginning the inventory. This statement should not be signed for inventories conducted by TCOs and TEs.
  - 2.6.7.4. As part of the inventory, the impartial official must inspect all test storage facilities and verify safe combinations have been changed at appropriate times by checking SF 700, **Security Container Information**.
  - 2.6.7.5. The impartial official must verify test booklets by checking front covers only. Impartial official cannot have access to test contents.

2.6.8. Possible TMI conditions:

2.6.8.1. Test booklets or language tapes are in the safe and listed on the TMI.

2.6.8.2. Test booklets or language tapes are in the safe but not listed on the TMI.

2.6.8.2.1. Test booklets or language tapes were received by TCO account after TMI was printed. Booklets or tapes can be accounted for on TMI.

2.6.8.2.2. Test booklets or language tapes were received via permanent transfer from another TCO account. Booklets or tapes can be accounted for on TMI.

2.6.8.2.3. Test booklets or language tapes were received via temporary transfer from another TCO account. Take no action; the item will be accounted for by the loaning TCO.

2.6.8.3. Test booklets or language tapes are not in safe but are listed on TMI.

2.6.8.3.1. Booklets or tapes were destroyed and can be accounted for on TMI.

2.6.8.3.2. Booklets or tapes were transferred to another TCO account and can be accounted for on TMI as transferred.

2.6.8.3.3. Booklets or tapes are missing.

2.6.9. Conducting the non-promotion TMI:

2.6.9.1. For tests and language tapes located in the safe and listed on the TMI, write a “P” in the right margin of the TMI indicating the test is present.

2.6.9.2. For tests or language tapes in the safe and not listed on the TMI, check the AFDPO distribution voucher to determine if the items were received from AFDPO after the TMI was printed. If they are listed on the distribution voucher, annotate the TMI by adding the AFPT number, test edition date, quantity, and booklet numbers.

2.6.9.3. For tests or language tapes in the safe and not listed on the TMI or the AFDPO distribution voucher, check AF Forms 310 to determine if the tests have been transferred from another TCO. If the tests have been permanently transferred, annotate the TMI with the AFPT number, test edition date, quantity, booklet numbers, and “transferred from (indicate transferring TCO account number).”

2.6.9.4. For tests or language tapes not in the safe but listed on the TMI, check AF Forms 145 or 310 to determine if the test has been destroyed since the previous inventory. If test is verified as destroyed, line out the entry, annotate the date of destruction, and record a “D” in the right margin to indicate the tests or tapes were destroyed. Send a copy of the destruction certificate to AFDPO.

2.6.9.5. For tests or language tapes not in the safe, listed on the TMI, and not recorded on AF Forms 145 or 310 as destroyed, check the last inventory to see if the tests or tapes were annotated as previously destroyed. If so, line out the entry, annotate the date of destruction, and record a “D” in the right margin to indicate the tests or tapes were destroyed. Send notification of destruction to AFDPO.

2.6.9.6. For tests or language tapes not in the safe, listed on the TMI, not recorded on AF Forms 145 or 310 as destroyed, and not listed on last inventory as previously destroyed, check AF Forms 310 to determine if tests or tapes were transferred to another TCO. If the test was permanently transferred, annotate “transferred to (indicate TCO account number to which transferred)” next to entry. If the tests are on loan, annotate "loaned to (indicate TCO account number to which loaned)" next to entry.

2.6.9.7. Impartial official (or TE for TMIs that do not require an impartial official) must initial all additions and changes to the listing.

2.6.9.8. Unresolved discrepancies:

2.6.9.8.1. Summarize unresolved discrepancies in a narrative on the last page of the TMI.

2.6.9.8.2. Contact AFDPO to resolve discrepancies.

2.6.9.8.3. Initiate a compromise investigation when materials cannot be accounted for.

2.6.9.9. When the inventory is completed, TCO and impartial official (or TE for inventories that do not require an impartial official) must sign both copies of the TMI in the appropriate blocks on the last page of the TMI (see figure 2.6).

2.6.9.10. The MPF commander/AFROTC commander must authenticate both copies of the inventories conducted by an impartial official. Authentication is not required for inventories that do not require an impartial official.

2.6.9.11. Disposition of inventory:

2.6.9.11.1. Forward one copy of the annotated TMI, other inventory listings, and a copy of all destruction certificates completed since the previous inventory to the MAJCOM TCO.

2.6.9.11.2. Keep one copy of the TMI locally.

2.6.9.11.3. Only send a copy to AFDPO when the TMI is used as a destruction certificate.

## **2.7. Conducting Promotion TMI**

2.7.1. When test booklets are in the safe and listed on the TMI:

2.7.1.1. Annotate the column labeled “Initial ‘P’ if booklet is presently in your control.”

2.7.2. When test booklets are located in the safe and are not listed on the TMI:

2.7.2.1. Check all AF Forms 310 received from AFOMS to determine if the booklet(s) were received after the TMI was printed.

2.7.2.2. For test booklets that are listed on the AF Forms 310, annotate the TMI by adding the appropriate information to the bottom of the TMI.

2.7.2.3. For test booklets not listed on the TMI or the AF Forms 310 received from AFOMS, check all AF Forms 310 used to annotate test booklet transfers.

2.7.2.4. For test booklets transferred permanently to your account, annotate the bottom of the TMI.

2.7.3. When test booklets are not located in the safe and are listed on the TMI:

- 2.7.3.1. Check all test roasters to determine if the test has been destroyed since the previous inventory. If the test is verified as destroyed, annotate the deletion on the TMI.
- 2.7.3.2. For test booklets not listed on the AF Forms 310 as destroyed, check the previous inventory to determine if the test booklet has already been destroyed.
- 2.7.4. When test booklets are listed on the TMI and are not located in the safe, AF forms 310, or previous TMI as destroyed or transferred:
  - 2.7.4.1. Summarize unresolved discrepancies in a narrative on the last page of the TMI.
  - 2.7.4.2. Contact AFOMS to resolve discrepancies.
  - 2.7.4.3. Initiate a compromise investigation when materials cannot be accounted for.
- 2.7.5. When the inventory is completed:
  - 2.7.5.1. The TCO and impartial official (or TE for inventories that do not require an impartial official) must provide two original signatures on their corresponding lines located at the bottom of the TMI.
  - 2.7.5.2. If an impartial official signs the two original TMIs, then ensure the MPF Chief/AFROTC commander authenticates both copies. Authentication is not required for TMIs that do not require an impartial official
  - 2.7.5.3. Forward one original copy of the annotated TMI with all supporting documentation for destructions and transfers since the previous inventory to the MAJCOM TCO.
  - 2.7.5.4. The TCO must keep one original copy of the TMI locally.
  - 2.7.5.5. Send a copy of the TMI to AFOMS.

**2.8. Destruction of Test Materials.** (See AFI 36-2605, paragraph 4.3.)

- 2.8.1. Obsolete editions of AFPTs can be destroyed upon receipt of revised editions or when authorized by AFPT CATALOG, MAJCOM, or HQ AFPC/DPPPWT. Obsolete test materials should be destroyed after each inventory.
- 2.8.2. A destruction certificate must be completed when test materials are destroyed. See figures 2.1 and 2.2 for examples of forms that may be used as destruction certificates.
  - 2.8.2.1. Type the name, grade, and duty title of the witnessing official. The witnessing official must meet at least TE grade requirements. The TCO and TE must not serve together as the destroying and witnessing officials. Either the TCO or TE can serve as the destroying official. The witnessing official must be from outside the testing organization. **EXCEPTION:** *For AFROTC detachments, the witnessing official cannot have duties related to the testing program but can be assigned to the detachment.*
  - 2.8.2.2. Send copies of the destruction certificates to AFDPO and the MAJCOM TCO.
  - 2.8.2.3. Prepare a separate destruction certificate for each TCO account.

- 2.8.2.4. Before obsolete materials are destroyed, the destruction and witnessing officials must inventory the materials by comparing the materials to be destroyed against the materials identified on the AF Form 145 or 310.
- 2.8.2.5. Destruction and witnessing officials must observe the materials being destroyed and sign AF Form 145 or 310.
- 2.8.2.6. Enter return address and TCO account on the certificate.
- 2.8.2.7. List the test materials as recorded in AFPT CATALOG. This should match the document cover.
- 2.8.2.8. Indicate the date on the AFPT cover.
- 2.8.2.9. Include all digits of the AFPT copy number.
- 2.8.2.10. Indicate the number of copies being destroyed.
- 2.8.2.11. Enter the words "LAST ITEM" immediately after the last entry. Do not leave any blank lines.
- 2.8.2.12. Indicate the date the test materials were destroyed.
- 2.8.2.13. Type name, grade, position (e.g., TCO or TE), and TCO account number of the destroying official and line through the word "(certifying)".

**2.9. Test Compromise Investigations.** (See AFI 36-2605, paragraphs 5.8 and 5.16.)

- 2.9.1. TCOs/TEs must advise MPF commander (or ESO when Military Personnel Testing System is part of an E&TF) upon identification or notification of a potential compromise situation.
- 2.9.2. The MPF commander (or ESO) must then report the situation to the installation commander or equivalent.
- 2.9.3. Installation commander or equivalent must take the following actions within 24 hours after being notified of the situation (TCO/TE assists in this process):
  - 2.9.3.1. Prepare a summary of circumstances surrounding the possible compromise.
  - 2.9.3.2. Indicate names, SSNs, and CAFSCs of all individuals who may be involved in the possible compromise.
    - 2.9.3.2.1. Indicate names, SSNs, and CAFSCs of all individuals who may benefit from the possible compromise.
    - 2.9.3.2.2. Indicate test involved with revision number and test date.
  - 2.9.3.3. Send all correspondence as "FOR OFFICIAL USE ONLY - SENSITIVE PERSONNEL DATA."
  - 2.9.3.4. Notify the local AFOSI detachment to conduct an investigation.
  - 2.9.3.5. If AFOSI declines to investigate, immediately appoint an investigating officer to conduct an investigation, using AFI 90-301, The Inspector General Complaints, as a guide.
  - 2.9.3.6. Notify the MAJCOM DP and SJA of possible compromise by letter or message.

- 2.9.3.6.1. Sends a courtesy copy to HQ AFPC/DPPPWT if compromise involves a promotion test (e.g., SKT, PFE, or USAFSE).
- 2.9.3.6.2. Advise the gaining MAJCOM DP and HQ AFPC if personnel implicated in the case have been reassigned.
- 2.9.3.7. Notify the appropriate special court-martial convening authority when other than the Air Base Group Commander.
- 2.9.3.8. Notify the base SJA.
- 2.9.3.9. Notify the MSS Commander to ensure the involved individuals are placed in assignment availability code (AAC) 17 and promotion eligibility status (PES) code B.
- 2.9.4. MAJCOM TCO keeps HQ AFPC/DPPPWT informed of status until case is closed.
- 2.9.5. When case is closed, the investigating officer must prepare a report in triplicate for installation commander, MAJCOM TCO, and HQ AFPC/DPPPWT. The report should indicate:
  - 2.9.5.1. A comprehensive statement of the extent of the compromise.
  - 2.9.5.2. Corrective actions taken.
  - 2.9.5.3. Disciplinary actions taken.
- 2.9.6. If the investigation is not complete within 60 days the investigating officer should prepare an interim report with proposed corrective actions.

Figure 2.1. Sample Test Material Order Form. (Posted on TCO Ops website)

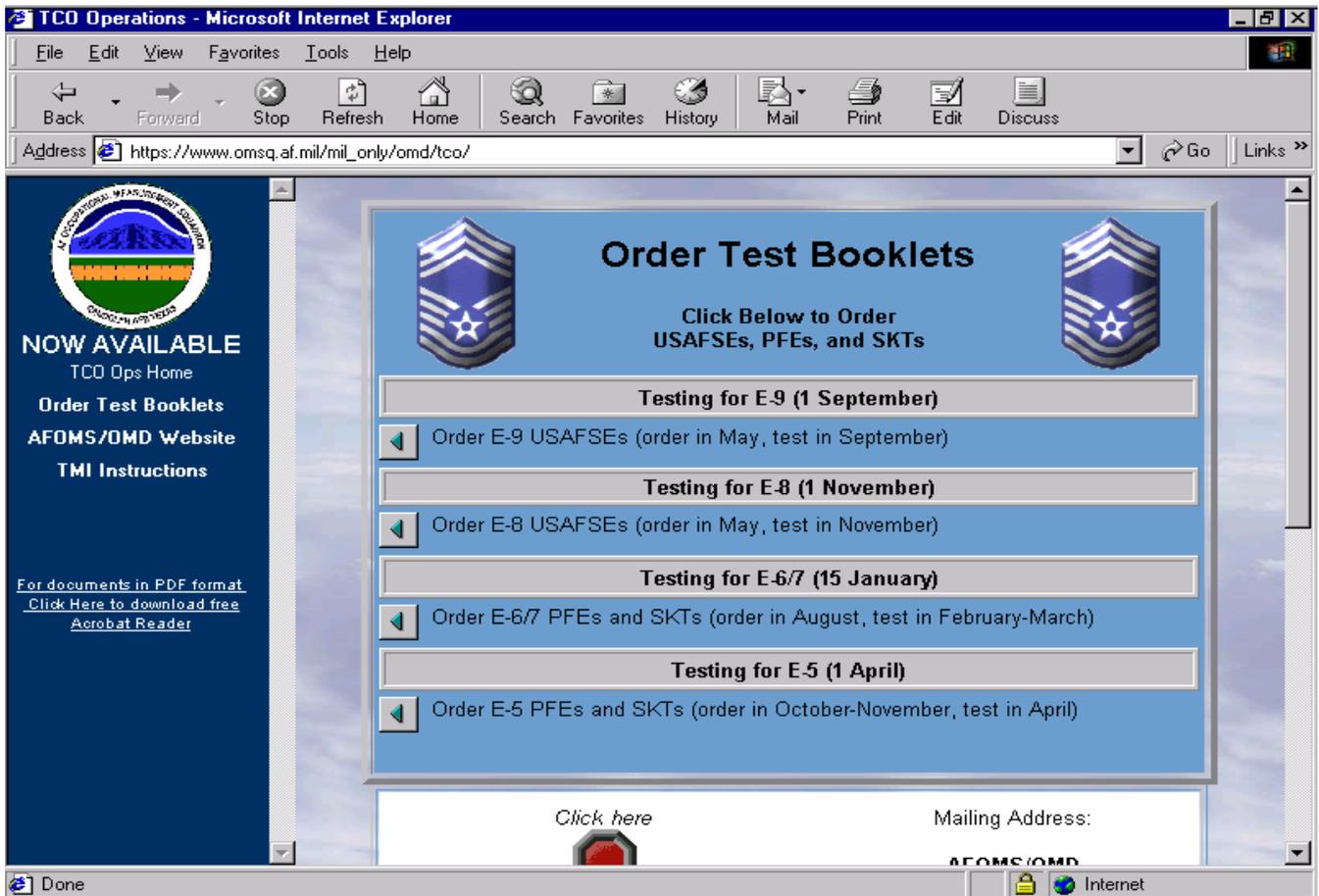
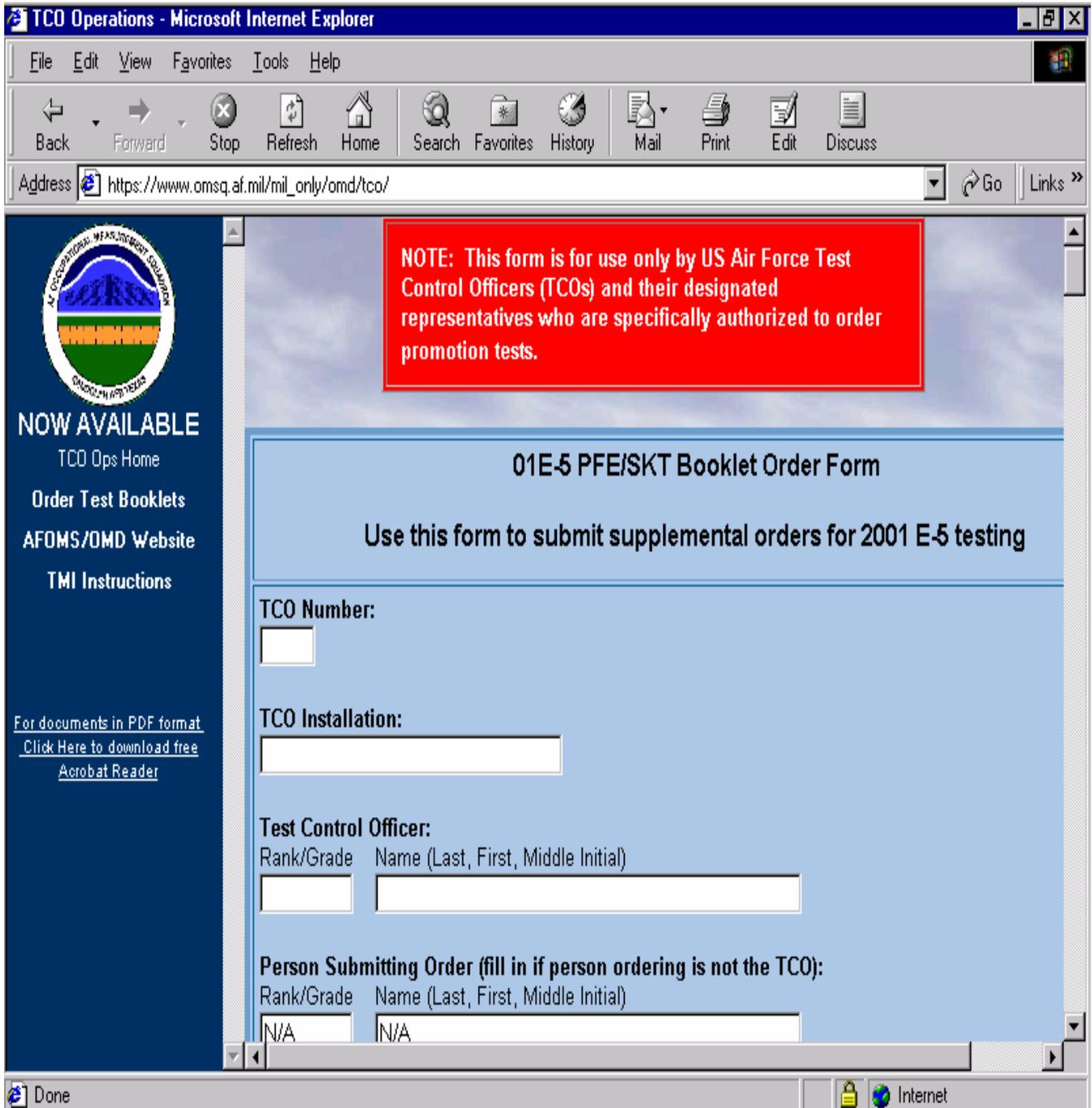


Figure 2.1. Continued



**Figure 2.2. Sample Document Receipt and Destruction Certificate. (Posted on TCO Ops website)**

SHIPPING DATE:			CONTAINER NO:	
TO:			FROM:	
TCO#:				
<b><i>CONTROLLED TEST MATERIAL</i></b>				
<b>AFPT</b>	<b>REV</b>	<b>DATE</b>	<b>QUANTITY</b>	<b>BOOKLET NUMBERS</b>
SUSPENSE DATE:			Return signed receipt by this date to	

DOCUMENT RECEIPT		
I ACKNOWLEDGE RECEIPT OF THE ABOVE AFPTS		
Date Received:	Name, Organization & Phone #	Signature of Recipient
DESTRUCTION CERTIFICATE		
The Document(s) Listed Above Were	Destroyed On	Date
	Committed to Central Destruction Facility On	
Typed or Printed Name and Signature of Witnessing Official		Typed or Printed Name and Signature of Witnessing Official

Figure 2.3. Sample Certificate of Destruction of Material.

DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE			
1. TO:	2. FROM:	3. DATE	4. CONTAINER NO.
5. DESCRIPTION OF DOCUMENTS: (include serial classification, originator, type (letter, message, form, etc.), date, method, number of copies and originator control number and copy number if "top Secret". Also include all addressee's for both things that would require receipt if transmitted separately)			
TO AVOID TRACK RETURN TO THE OFFICE BY			6. DATE
7. DATE RECEIVED			
8. NAME, ORGANIZATION, AND ADDRESS (DSO)		9. SIGNATURE OF RECIPIENT	
DESTRUCTION CERTIFICATE			
10. THE DOCUMENT(S) LISTED ABOVE WERE	DESTROYED	COMMITTED TO CENTRAL DESTRUCTION FACILITY ON	11. DATE
12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL		13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL	

AF FORM 310, 19951101 (EF-V4) PREVIOUS EDITION WILL BE USED.

**Figure 2.4. Sample AFPT Requisition Memorandum.**

MEMORANDUM FOR      AFDPO/PPLC  
2800 EASTERN BLVD  
BALTIMORE MD 21220-2898

FROM:            YOUR OFFICE SYMBOL  
STREET ADDRESS  
BASE/STATE/ZIP + 4

SUBJECT: Requisitioning AFPTs

Request the following AFPT(s) be sent to TCO account \_\_\_\_\_.

<u>AFPT Number</u>	<u>Date</u>	<u>Requisitioning Code</u>	<u>Number of Copies</u>
DLPT 6392-4B1	Apr 93	B	2

JOHN J. DOE, Capt, USAF                      JOHN J. DOE, GS-05  
Test Control Officer                      or      Test Examiner  
TCO Account \_\_\_\_\_                      TCO Account \_\_\_\_\_  
Email Address:                                      Email Address:

**Figure 2.5. Sample Transaction Summary Report.**

TO: TCO 1001

FROM: AF PUB DIST CEN BALTIMORE MD

SUBJ: WEEKLY PDO-RAN-MTCO-CTCO TRANSACTION SUMMARY AS OF 13MAY94

ITEM	QTY	CODES	QTY	VOUCH	CLEAR	DAT		
SHORT-TITLE	DATE	REQUESTED	UR TD	EDIT	SHIP	UI	NO	DATE RCV
AFPT7S051	AP94	4	53	4	60594	20MAY	11MAY	

TEST MATERIAL INVENTORY

I have read and understand the sections of AFI 36-2605 and TCO/TE GUIDE dealing with the procedures for inventorying and accounting for CONTROLLED TEST MATERIAL, and my duties and responsibilities in conducting this inventory.

\_\_\_\_\_  
 Type Name & Grade and  
 Signature of Impartial Official

TCO#	PERSONNEL TEST	DATE	QUANTITY	SERIAL NUMBERS	DATE	R OR I
1007	AFPT60	DE72	1	500	05OCT87	R
1007	AFPT60	DE72	174	10402-10575	05MAR93	R
1007	AFPT095A	NO79	1	2031	08MAR89	R
1007	AFPT098E	JA78	1	275	05OCT87	R
1007	AFPT984-1	JA87	1	3	24DEC86	R
1007	DLPT611-4	FB91	2	79-80	11OCT91	R

I certify an inventory and audit of TCO account \_\_\_\_\_ was conducted on \_\_\_\_\_ in accordance with AFI 36-2605, paragraph 4.2, and that this inventory is true and correct to the best of my knowledge.

\_\_\_\_\_  
 Typed Name & Grade and Signature of TCO  
 Inventorying Official

\_\_\_\_\_  
 Typed Name & Grade and Signature of

The foregoing inventory/audit of TCO account \_\_\_\_\_ has been reviewed by the undersigned and appropriate actions initiated to resolve any identified discrepancies.

\_\_\_\_\_  
 Typed Name & Grade and Signature of MPF commander/  
 Education Services Officer/AFROTC Detachment  
 Commander

"I certify an inventory and destruction of all items annotated with a "D" on this listing was conducted on \_\_\_\_\_ in accordance with AFI 36-2605 and that this listing is true and correct to the best of my knowledge."

\_\_\_\_\_  
Name, Grade, and Signature of TCO

\_\_\_\_\_  
Name, Grade, and Signature of Witnessing Official

After completion, retain the original TMI and mail copies to:

AFDPO/AFLO  
2800 Eastern Blvd  
Baltimore MD 21220-2898

You're MAJCOM TCO

**Figure 2.6. Sample Test Material Inventory.**

**Figure 2.7. Sample Appointment of Impartial Official Memorandum.**

MEMORANDUM FOR (indicate unit of impartial official) (date)

ATTENTION: (indicate name of impartial official)

FROM: (Indicate address of organization appointing the impartial official.)

SUBJECT: Appointment of Impartial Official for Test Inventory

You are to conduct the June (indicate year) inventory of military testing accounts (indicate TCO account numbers) along with (indicate grade and name of TCO), Test Control Officer. You must read and become familiar with AFI 36-2605, chapter 5, and TCO/TE GUIDE, paragraph 2.7.

Your duties will include reviewing all test storage facilities and verifying applicable safe combinations were changed at appropriate times. It is vital to the military personnel-testing program that all test materials are present and accounted for; however, you are not authorized to view test content. You must view the front cover of each document and annotate its presence on the inventory list. The test control officer will maintain physical security at all times.

Please contact (indicate grade and name of TCO) at extension (indicate duty phone) prior to (indicate date) to review the documents listed above and coordinate the date the inventory will be conducted.

Signature of MPF commander (or ESO)

**Figure 2.8. Sample TMI Step by Step Guide.**

**HQ AFPC/DPPPWT**

**1 Mar 2004**

### **Test Material Inventory (TMI) Procedures**

TCOs have requested additional clarification on how to conduct TMIs. AFI 36-2605, *Air Force Military Personnel Testing System*, paragraph 4.2, presents the policy while this document has been designed to present a step-by-step procedure of how a TMI can be effectively conducted and to clarify common points of confusion.

If you have any further questions, please contact AFPC/DPPPWT at DSN 665-2265 for clarification or e-mail MSgt Chasse ([brian.chasse@afpc.randolph.af.mil](mailto:brian.chasse@afpc.randolph.af.mil)).

# Completing a Test Materials Inventory (TMI)

## Overview

**Introduction** Proper completion of TMIs is critical to the integrity and security of the Air Force Military Personnel Testing Program. Program requirements for TMIs are established in AFI 36-2605, *Air Force Military Personnel Testing System*, paragraph 4.2. This document presents a step-by-step overview of the TMI process and how to conduct a TMI.

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**In this document**

This document contains the following topics:

<b>Topic</b>	<b>See Page</b>
The TMI Process	43
Conducting the TMI	46

## The TMI Process

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**Introduction** This section describes the TMI process. The following areas are explained:

- Purpose of inventories
  - Key definitions
  - TMI cycle
  - Steps of TMI cycle
  - Schedule and inventorying officials
-

- Purpose** TMIs are conducted on a periodic basis to ensure accountability and security of CONTROLLED TEST MATERIAL. Control of test material is necessary for the viability of the Air Force Military Personnel Testing System.
- Definitions** You will need to understand the following definitions when conducting a TMI:
- **Air Force Occupational Measurement Squadron (AFOMS)** - - Provides an inventory system to control and account for all promotion test materials issued to each testing account.
  - **Air Force Publishing Distribution Center (AFDPO)** - - Provides an inventory system to control and account for all nonpromotion test materials issued to each testing account.
  - **CONTROLLED TEST MATERIAL** - - Level of security assigned to Air Force Personnel Test (AFPT) materials. Integrity and validity of Air Force Military Personnel Testing Program rests on controlling access and disclosure of test materials for only authorized use.
  - **Impartial Official** - - Individual in grade of CMSgt selectee or above for military or GS-7 or above for civilian. This individual, must not be associated with the MPF  
*EXCEPTION: For AFROTC and MEPS, impartial official may have duties associated with the detachment or processing station, but not with the testing program.*
  - **Inventorizing Officials** - - Individuals responsible for conducting the TMI (e.g., impartial official, test control officer [TCO], test examiner [TE]).
  - **MAJCOM TCO** - - MAJCOM POC for Air Force Military Personnel Testing Program. Provides training and guidance to base-level TCOs, ensures security of all base-level TCO accounts within the command, controls transfer of all CONTROLLED TEST MATERIAL between TCOs, verifies TMIs are accomplished accurately and on time, and oversees conduct and status of test compromise investigations.
  - **TCO** - - Responsible for administration and management of base-level Air Force Military Personnel Testing Program testing unit.
  - **TE** - - Supervises and administers Air Force Military Personnel testing sessions.

**Steps of TMI Cycle**

The table below explains who is responsible and the responsibilities to be performed during each step of the TMI process.

<b>Step</b>	<b>Who</b>	<b>What</b>
1	AFOMS and AFDPO	<ul style="list-style-type: none"> <li>• Sends electronic copies of TMI to MAJCOM TCOs who in turn distribute to TCO accounts for which they are responsible</li> </ul>
2	MAJCOM TCO	<ul style="list-style-type: none"> <li>• Suspense's and ensures completion of TMIs</li> </ul>
3	TCO	<ul style="list-style-type: none"> <li>• Conducts TMIs</li> <li>• Sends completed copy of TMI to MAJCOM TCO</li> <li>• Sends completed copy of promotion TMI (WAPS tests) to AFOMS</li> <li>• Sends destruction certificate to AFDPO (nonpromotion tests)</li> </ul>

**Schedule and Inventorying Officials**

The schedule below indicates the dates AFDPO and AFOMS send the TMIs to the TCO, who is required to perform each TMI, and the required completion date.

**Nonpromotion TMI**

<b>TMI for</b>	<b>is sent from AFDPO on</b>	<b>and must be conducted by</b>	<b>and completed</b>
Jun	15 May	TCO and Impartial Official	NLT 15 Aug
Nov	15 Nov	TCO and TE	NLT 31 Dec
Appointment of new TCO/ Primary TE	Note: Use most recent TMI	Incoming and outgoing TCOs	ASAP

**Promotion TMI**

<b>TMI for</b>	<b>is sent from AFOMS on</b>	<b>and must be conducted by</b>	<b>and completed</b>
Jun	1 Jul	TCO and Impartial Official	NLT 15 Aug
Nov	15 Nov	TCO and TE	NLT 31 Dec
Appointment of new TCO/ Primary TE	Note: Use most recent TMI	Incoming and outgoing TCOs	ASAP

## Conducting the TMI

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### Required materials

The following materials are required to conduct a TMI:

- Two copies of nonpromotion TMI and three copies of promotion TMI
  - Previous TMIs
  - AF Forms 310, *Document Receipt and Destruction Certificate*, for tests transferred from one TCO account to another
  - AFDPO Distribution Voucher for any AFPTs received after the TMI date
  - AF Forms 310, *Document Receipt and Destruction Certificate*, for tests received from AFOMS after the TMI date
  - *Air Force Personnel Test Catalog*
  - AFI 36-2605, *Air Force Military Personnel Testing System*
- 

### Impartial official

The table below explains the steps to follow when an impartial official is required for a TMI.

Step	Action
1	<p>Send a memorandum in May to base IM requesting appointment of an impartial official.</p> <ul style="list-style-type: none"> <li>• Impartial official cannot be associated with MPF. For AFROTC Dets and MEPS, impartial official can be part of Det or processing station, but must not be associated with Air Force testing program.</li> <li>• Rank of impartial official:                             <ul style="list-style-type: none"> <li>• For military, CMSgt selectee or above</li> <li>• For civilian, GS-7 or above</li> </ul> </li> </ul>
2	<p>Ensure impartial official reads AFI 36-2605, paragraph 4.2 and chapter 5.</p>

**Inventory procedures**

The table below explains the steps to follow when conducting an inventory.

Step	Action
1	<p>Ensure impartial official signs statement on first page of TMI before beginning the inventory procedures indicating he or she has read and understands the inventorying procedure. See sample nonpromotion TMI on page 51 and sample promotion TMI in second e-mail attachment.</p> <p><i>Note: This statement should not be signed when the inventory is conducted by the TCO and TE and no impartial official is required.</i></p>
2	<p>For TMIs requiring an impartial official, impartial official must inspect all test storage facilities and verify safe combinations have been changed at appropriate times by checking SF 700, <b>Security Container Information</b>.</p>
3	<p>Impartial official must verify test materials by checking the covers only. He or she is not authorized access to the contents of the test materials.</p>
4	<p>Verify presence of each item listed on TMI by comparing serial number listed on TMI to serial number on item. Use step-by-step procedure chart on page 49 and 50 to determining appropriate action to take and annotation required for each TMI entry</p>
5	<p>Impartial official (or TCO for TMIs that do not require an impartial official) must initial all additions and changes to the listing.</p>
6	<p>Summarize all unresolved discrepancies in a narrative on the last page of the TMI. Contact AFDPO to resolve non-WAPS promotion test TMI discrepancies and AFOMS to resolve WAPS promotion test discrepancies.</p>
7	<p>Initiate a compromise investigation when materials cannot be accounted for. Follow test compromise investigation procedures established in AFI 36-2605, paragraphs 5.8 and 5.16.</p>
8	<p>When inventory is completed, TCO and impartial official (or TE for inventories that do not require an impartial official) must sign all copies of the TMI in the appropriate blocks on the last page of the TMI. See sample TMI on page 51.</p>
9	<p>All copies of TMIs conducted by an impartial official must be authenticated by the MPF Commander/AFROTC Commander/MEPS Commander. Authentication is not required for inventories that do not require an impartial official.</p>
10	<p>In conjunction with the June TMI, the MSS/AFROTC/MEPS Commander must verify compliance of testing program with all established testing policies (e.g., test security, storage, scheduling, administration, destruction) by co-signing (AFI 36-2605, para 4.2.9.6)</p>

**Disposition of Inventory**

Complete the steps below for TMI documentation and verification following completion of the inventory.

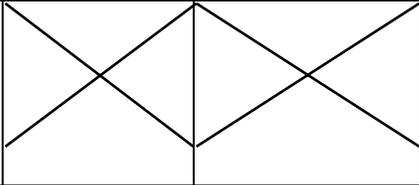
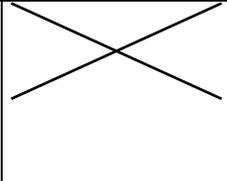
**Nonpromotion TMI**

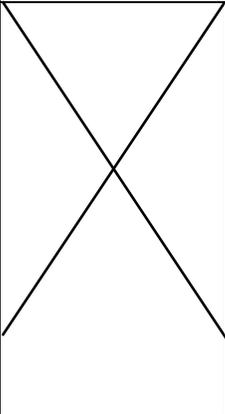
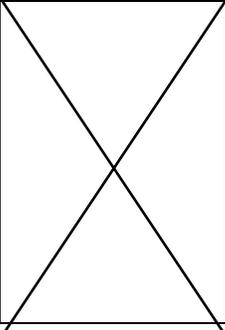
<b>Step</b>	<b>Action</b>
1	Retain one copy of completed TMI locally.
2	Forward one copy of annotated TMI with a copy of all destruction certificates completed since the previous inventory to the MAJCOM TCO.
3	Forward a copy of all destruction certificates completed since the previous inventory to AFDPO. <i>Note: Do not send a copy of the TMI to AFDPO.</i>

**Promotion TMI**

<b>Step</b>	<b>Action</b>
1	Retain one copy of completed TMI locally.
2	Forward one copy of annotated TMI with a copy of all destruction certificates completed since the previous inventory to the MAJCOM TCO
3	Forward one copy of annotated TMI with a copy of all destruction certificates completed since the previous inventory to AFOMS. <i>Note: TMI may be used as a destruction certificate. Complete the last page (See sample TMI attached separately) and send a copy to AFOMS.</i>

## STEP BY STEP PROCEDURE FOR VERIFICATION OF EACH ITEM OF TEST CONTROLLED MATERIAL

If CONTROLLED TEST MATERIAL item is	And	And	as	then
on TMI	in safe			<p><b>For nonpromotion TMI:</b> write a “P” in the right-hand margin.</p> <p><b>For promotion TMI:</b> write a “P” in the appropriate column.</p>
	not in safe	on AF Form 310	destroyed since last inventory	<p><b>For nonpromotion TMI:</b> line out entry, annotate the date of destruction, and record a “D” in the right-hand margin to indicate item was destroyed. Send copy of destruction certificate to AFDPO.</p> <p><b>For promotion TMI:</b> record a “D” in the appropriate column.</p>
			permanently transferred to another TCO account	<p><b>For nonpromotion TMI:</b> annotate “transferred to (<i>indicate TCO account number to which transferred</i>)” next to the entry.</p> <p><b>For promotion TMI:</b> note TCO account number to which transferred or “AFOMS” (<i>if items transferred to AFOMS</i>) in the appropriate column.</p>
			on temporary loan to another TCO account	<p><b>For nonpromotion TMI:</b> annotate “loaned to (<i>indicate TCO account number to which loaned</i>)” next to the entry.</p> <p><b>For promotion TMI:</b> note TCO account number to which loaned in the appropriate column.</p>
		not on AF Form 310		

not on TMI	in safe	on AFDPO distribution voucher or AFOMS document receipt received after TMI was printed		Annotate the TMI by adding the AFPT number, test edition date, quantity, and booklet numbers.
		on AF Form 310	permanently transferred from another TCO account	Annotate the TMI with the AFPT number, test date, quantity, booklet numbers, and transferring TCO account number.
			on temporary loan from another TCO account	Make no annotation. Item will be accounted for by the loaning TCO.
		presence is not documented		<p><b>For nonpromotion TMI:</b> summarize discrepancy in a narrative on the last page of the TMI and contact AFDPO.</p> <p><b>For promotion TMI:</b> document the discrepancy in the last section of TMI provided for listing additional CTM inventory information.</p>

# SAMPLE TMI

## *TEST MATERIAL INVENTORY*

TCO Account # 1007

As of 15 Nov 01

TCO      Short Title and Date      Quantity      Serial Numbers      Issue Date

TCO Address: MIL TCO

Major Command:

AFPC/DPPPWT

550 C STREET WEST

SUITE 10

RANDOLPH AFB TX 78150-4712

I have read and understand the sections of AFI 36-2605 and TCO/TE GUIDE dealing with the procedures for inventorying and accounting for CONTROLLED TEST MATERIAL, and my duties and responsibilities in conducting this inventory.

	<i>Typed Name &amp; Grade</i>	<i>Signature</i>
<i>Inventorying Official</i>		

<u>TCO</u>	<u>Short Title and Date</u>	<u>Quantity</u>	<u>Serial Numbers</u>	<u>Issue Date</u>
1007	AFPT60	DE72	1      500	05OCT87
1007	AFPT60	DE72	174      10402-10575	05MAR93
1007	AFPT095A	NO79	1      2031	08MAR89
1007	AFPT098E	JA78	1      275	05OCT87
1007	AFPT984-1	JA87	1      3	24DEC86

I certify an inventory and audit of TCO account \_\_\_\_\_ was conducted on \_\_\_\_\_ in accordance with AFI 36-2605, paragraph 4.2, and that this inventory is true and correct to the best of my knowledge.

	<i>Typed Name &amp; Grade</i>	<i>Signature</i>
<i>TCO</i>		
<i>Inventorying Official</i>		

*The foregoing inventory/audit of TCO account \_\_\_\_\_ has been reviewed by the undersigned and appropriate actions initiated to resolve any identified discrepancies.*

	<i>Typed Name &amp; Grade</i>	<i>Signature</i>

## Chapter 3

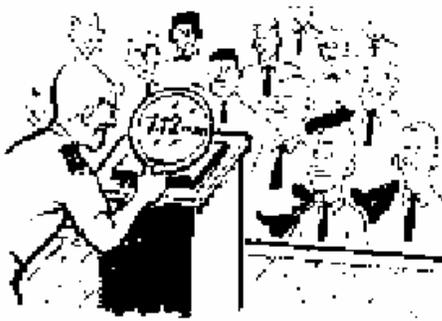
### GENERAL TEST ADMINISTRATION PROCEDURES



**1 REHEARSE THOROUGHLY**



**2 PREPARE MATERIAL IN ADVANCE**



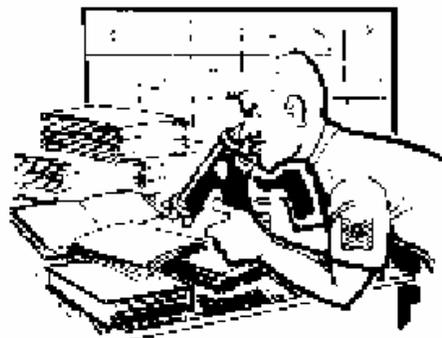
**3 FOLLOW THE MANUAL EXACTLY**



**4 TIME THE TEST ACCURATELY**



**5 COLLECT MATERIALS CAREFULLY**



**6 CHECK TEST BOOKLETS FOR MARKINGS**

**3.1. Testing Room Layout.** The testing room must be a good testing environment (e.g., comfortable lighting; appropriate temperature, ventilation, and humidity; adequate workspace; and adequate soundproofing to minimize distracting noise). Arrange the testing room as shown in figure 3.1.

**3.2. Test Preparation.** (See AFI 36-2605, paragraph 3.2.)

3.2.1. Review general test administration instructions and specific test administration manuals.

3.2.2. Obtain the correct number of copies of tests to be administered.

- Review each test booklet to ensure all pages are included and all pages are printed clearly. **EXCEPTION: USAFSE and PFE test booklets must remain sealed until opened by the examinee.**
- Report discrepancies for PFEs, SKTs, and USAFSEs to AFOMS/TEA.
- Report discrepancies for all other tests to HQ AFPC/DPPPWT.

3.2.3. Rehearse directions.

3.2.4. Review emergency procedures. (Refer to paragraph 3.4.)

3.2.5. Prepare a test roster.

- Use a transmittal letter; AFPT 237, *Test Roster*, or an automated list.
- Enter the names, SSNs, and grades of individuals scheduled to take the test on the roster.
- The entries on AFPT 237 are self-explanatory. Enter the TCO account mailing address, TCO account number, and test date. Use a different testing roster for each day of testing and for each type of test. For promotion testing, enter the SKT and PFE on the same roster. Make entries for SKT and PFE on the same line for examinees taking both tests.
- TE name, grade, title, and DSN number should be entered on the roster.

3.2.6. Inspect testing room.

- Ensure you can see all examinees.
- Allow an overall space of at least 15 square feet per examinee.

3.2.7. Display any locally developed visual aids.

3.2.8. Have a supply of sharpened pencils and scratch paper.

3.2.9. Check the timepiece (electric timer, stopwatch, electric wall clock, or sweep second-hand watch). When possible, use a timer with an auditory signal.

**3.3. Test Administration.** (See AFI 36-2605, paragraph 3.3.) Proper test administration procedures are crucial. Without standardization (e.g., similar testing room conditions, test instructions, answer sheets), test results may be unreliable. An examinee's score can be affected by environmental conditions such as noise level or amount of lighting. Following established procedures and maintaining standardization is vital to the integrity of the Air Force Military Personnel Testing System. Failure to follow procedures correctly can disadvantage individuals and invalidate test results.

3.3.1. Assign test proctors, if used, to their areas.

3.3.2. Identify each examinee by comparing SSN on identification card with SSN on test roster.

3.3.3. Advise examinees they must not bring any materials such as books, calculators, cell phones, beepers, note pads, or any other extraneous materials into the testing room.

3.3.4. Members must be in the uniform of the day to test. For AFOSI personnel, this is civilian clothes.

3.3.5. Give examinees answer sheets, scratch paper, and #2 pencils.

3.3.6. Confirm examinees are able to test (not ill, fatigued, or distressed). If an examinee has just completed a long period of hard labor, received an immunization, or completed a full day's work (at his / her military job), excuse him / her from testing.

3.3.7. Give a brief statement about the nature and purpose of the test, how the results will be used, and why it is important for the examinees to do their best.

3.3.8. Maintain test security and control.

3.3.9. Read any local instructions before the specific AFPT administration instructions.

3.3.10. Place special emphasis on correctly marking the answer sheet (e.g., ovals completely darkened, no smudges or stray marks, thorough erasures, etc. so it will scan accurately).

3.3.11. Read test administration instructions verbatim. **ENSURE TO TELL EXAMINEES TO NOT TURN THE PAGE BEFORE TOLD TO DO SO BY THE TCO OR TE. DOING SO IS CONSIDERED CHEATING AND WILL RESULT IN TERMINATION OF THE TEST.**

3.3.12. Explain time limits and how you will time the test.

- After giving the signal to start the test:
  - Write down on paper, the hour, minute, and second of starting.
  - Below this time, write the hours, minutes, and seconds of working time for the test as specified in the instruction manual.
- Add these two figures to obtain the exact time when the stop signal should be given. For example:

Starting time:	1451:00
Time limit for test:	45:00
Give signal to stop promptly at:	1536:00

- Write the stop time on the chalkboard or other location that is readily visible to examinees.
- Advise the examinees every 30 minutes of how much time has been used except for tests with subtests (e.g., the ASVAB, AFCT, and AFOQT).
- Ensure examinees stop the instant word is given to stop testing. Failure to comply with this requirement constitutes cheating and invalidates the test.

3.3.13. Do not leave an examinee or group of examinees unsupervised during the testing session. *Leaving examinees unsupervised constitutes a test compromise. Exception: You are allowed to leave BAT examinees unsupervised.*

3.3.14. Ensure no examinee leaves the testing room except during tests that have a scheduled break unless the examinee has a medical statement to substantiate the need to take a break. (**NOTE:** Examinees with a medical statement authorizing a break must be in the presence of an escort at all times during the break.)

- Terminate testing of examinees without a medical statement that leave the testing room after testing has begun. Document testing time completed.
  - Before allowing examinees to leave, explain that testing will be terminated and ask again if they need to be excused.
  - Advise examinees who indicate illness to go to a medical facility for documentation of their condition. Retain answer sheet until request for resumption of testing is resolved. If proper documentation is obtained and HQ AFPC/DPPPW authorizes resumption of testing, allow examinee to resume testing beginning with last unanswered question with the time remaining from the original administration per guidance in AFI 36-2605, paragraph 3.6.
  - If no medical documentation is obtained or resumption of testing is disapproved, forward examinee's answer sheet to appropriate agency for scoring with a note explaining why testing was terminated.
- Ensure unit WAPS monitors advise members with certain medical conditions (e.g., pregnancy) of the requirement for a medical excuse to be allowed to take a break during testing. Check AF Form 422, **Physical Profile Serial Report**, to identify these members and make arrangements for an escort.

3.3.15. Ensure good testing conditions are maintained. Do not conduct testing when environmental conditions are so extreme they could interfere with concentration.

- Testing room should be quiet. Frequent or loud noises interfere with test performance.
- Provide adequate, comfortable lighting. Avoid shadows and strong glare on work surfaces.
- Control the ventilation, temperature, and humidity.
- If unfavorable conditions occur during testing, correct the problem and continue testing.
- When the problem cannot be immediately resolved, follow the test interruption procedures outlined in paragraph 3.4.

3.3.16. Account for all CONTROLLED TEST MATERIAL before dismissing an examinee.

3.3.17. Ensure ovals corresponding to information blocks on answer sheets have been correctly coded.

3.3.18. Ensure individuals being tested sign and date their answer sheet.

3.3.19. Ensure examinee wanting to complete an AFPT 230, AFPT Query, completes the query before leaving the testing room. (**EXCEPTION:** When examinee needs to conduct further research before completing query, you may hold it for up to five duty days. See paragraph 3.6 of this pamphlet for more details.)

**3.4. Test Interruptions.** (See AFI 36-2605, paragraphs 3.5 and 3.6.) Carefully follow the procedures for each type of test interruption as indicated below. After a test interruption, notify HQ AFPC/DPPPWT and MAJCOM TCO by message or phone and document details of test interruption:

- Reason testing was terminated.
- AFPT being administered.
- Number of examinees involved.
- Specific procedures followed.
- Projected date testing is to be resumed.

3.4.1. Emergency Promotion Test Interruption (e.g., fire or bomb threat that requires immediate evacuation of testing facility). See AFPT 250, Instructions for Administering USAF Promotion Tests (SKTs, PFEs, and USAFSEs), pages 14 and 15 for additional instructions.

- Note elapsed time of testing session.
- Collect materials as quickly as possible.
- Evacuate testing room.
- Keep examinees in a group and under your supervision.
- Remind examinees that discussion of test material is prohibited and violations constitute a test compromise.
- If examinees were kept under supervision at all times, use the following procedures when you resume testing:
  - Have examinees continue test on the same answer sheets.
  - Allow examinees to go back to previously answered questions and make any changes they want.
  - Complete testing in the time remaining from the original testing session.
- When situation is not resolved and alternate test site is not obtained in 30 minutes, reschedule the examinees to test later in the day or the next day.
  - On a new answer sheet, in the block labeled THIS AREA FOR PERSONNEL USE, indicate the last question the examinee answered during the former testing session and line through all answer blocks prior to and including the last answered question of the previous testing session. This includes any unanswered questions that came before the last question that was actually answered.
  - Give examinees new test answer sheets when they resume testing.
  - Complete testing in the time remaining from the original testing session.
  - Upon completion of follow-up testing session, have examinees consolidate their responses from both answer sheets on a third (new) answer sheet.

3.4.2. Non-emergency Promotion Test Interruption (e.g., high noise level, power failure, extreme heat or cold). See AFPT 250, pages 14 and 15 for additional instructions.

- Try to resolve situation as quickly as possible.
- When situation cannot be resolved quickly, terminate testing and record elapsed time of testing session.
  - Collect test materials.
  - Keep examinees in a group and under your supervision.
  - Remind examinees that discussion of test material is prohibited and violations constitute a test compromise.
- If an alternate site can be located in 30 minutes, resume testing.
  - Use the same answer sheets.
  - Allow examinees to go back to previously answered questions and make any changes they want.
  - Complete testing in the time remaining from the original testing session.
- When an alternate site cannot be located:
  - Advise examinees that testing will be rescheduled.
  - Provide examinees 3 minutes to review the completed portion of their test to change previously answered questions or answer questions they skipped. Explain to examinees that this will be their last opportunity to make changes to this portion of the test. Note elapsed time of testing session to include the 3-minute review.

- Before beginning the new testing session, indicate on a new answer sheet, in the block labeled THIS AREA FOR PERSONNEL USE, the last question the examinee answered during the former testing session. Line through all answer blocks prior to and including the last answered question of the previous testing session. This includes any unanswered questions that came before the last question that was actually answered.
- Give examinees new test answer sheets when they resume testing.
- Complete testing in the time remaining from the original testing session.
- Upon completion of follow-up testing session, have examinees consolidate their responses from both answer sheets on a third (new) answer sheet.

3.4.3. AFOQT Interruption. (See AFPT 983, page 7.)

- If possible, record the time remaining for the subtest being taken when the interruption occurs.
  - Collect test materials.
  - Locate alternate testing site or reschedule examinees to finish test at another time.
- 2 If you were able to record the time, instruct examinees to resume testing where they stopped. Use the same answer sheet. Allow examinees the remaining time to complete the subtest.
  - 3 If you were not able to record the time, instruct the examinees to resume testing at the beginning of subtest they were completing when the interruption occurred. Use a new answer sheet. Have examinees consolidate answer sheets when testing is completed.

3.4.4. BAT Interruption. (See Basic Attributes Tester Operator's Manual, page 30.) Shut down the system by following the steps indicated below:

- Press the CNTRL, ALT, and DEL keys simultaneously. The BAT screen will go blank and then return to DAILY START-UP PROCEDURES.
  - Turn the power ON/OFF switch on the power director to the OFF position.
- 4 *WARNING: If the power ON/OFF switch is turned off without first completing the CTRL-ALT-DEL step, the candidate's testing data will be corrupted.*
  - 5 Complete the following steps to resume testing:
    - Power machine back up.
    - Allow DOS to reboot.
    - Re-enter BAT software system.
    - Reselect candidate under test.
    - Re-enter test battery -- test battery will restart at place in battery where power was interrupted.

3.4.5. Emergency Test Interruptions for Other Military Personnel Tests (e.g., fire or bomb threat that requires immediate evacuation of testing facility).

- Note elapsed time of testing session.
- Collect materials as quickly as possible.
- Evacuate testing room.
- Keep examinees in a group and under your supervision.
- Remind examinees that discussion of test material is prohibited and violations constitute a test compromise.
- If examinees were kept under supervision at all times, use the following procedures when testing is resumed:
  - Have examinees continue test on the same answer sheets.

- Complete testing in the time remaining from the original testing session.
- When the situation is not resolved and alternate test site cannot be obtained, reschedule the examinees to test later in the day or the next day.
  - On a new answer sheet, in the block labeled THIS AREA FOR PERSONNEL USE, indicate the last question the examinee answered during the former testing session. Line through all answer blocks prior to and including the last answered question of the previous testing session. This includes any unanswered questions that came before the last question that was actually answered.
  - Give examinees new test answer sheets when they resume testing.
  - Complete testing in the time remaining from the original testing session.
  - Upon completion of follow-up testing session, have examinees consolidate their responses on a new answer sheet.

3.4.6. Non emergency test interruption for other military tests (e.g., high noise level, power failure, extreme heat or cold).

- Seek to resolve situation as quickly as possible.
- When the situation cannot be resolved quickly, terminate testing and record elapsed time of testing session.
  - Collect test materials.
  - Keep examinees in a group and under your supervision.
  - Remind examinees that discussion of test material is prohibited and violations constitute a test compromise.
- If an alternate site can be located in 30 minutes, resume testing:
  - Use the same answer sheets.
  - Complete testing in the time remaining from the original testing session.
- When an alternate site cannot be located:
  - Advise examinees that testing will have to be rescheduled.
  - On a new answer sheet, indicate the last question the examinee answered during the former testing session. Line through all answer blocks prior to and including the last question answered during the previous testing session. This includes any unanswered questions that came before the last question that was answered.
  - Complete testing in the time remaining from the original testing session.
    - Upon completion of testing session, have examinee consolidate his or her responses on a new answer sheet.

**3.5. Cheating.** (See AFI 36-2605, paragraph 3.4.2.)

3.5.1. Examples of cheating include:

- Copying another examinee's answers.
- Not following instructions.
  - Turning back to completed subtests or turning ahead to the next subtests.
  - Marking answers after time has expired.
- Using unauthorized equipment.
- Referring to personal notes or papers.
- Making notes and removing them from testing room.

3.5.2. If an examinee cheats, terminate testing.

3.5.3. Notify referral source if examinee is a civilian (e.g., the recruiter) or commander if examinee is military.

3.5.4. Mail examinee's answer sheet following procedures for a normal test administration, but include a note explaining testing was terminated due to cheating.

- Test results will be invalidated but test administration counts as an official administration.
- Individual will not be allowed to retest until specified retest interval has elapsed.

### 3.6. Test Queries. (See AFI 36-2605, paragraph 4.5.2.)

3.6.1. USAF Promotion Test Queries (for SKTs, PFEs, and USAFSEs). Mail and safeguard all completed test queries as CONTROLLED TEST MATERIAL.

- Per instruction manual (AFPT 250, page 11), advise examinees to bring any items they want to query as being obsolete or faulty to your attention at the end of the testing session.
- Check the AIG 8421 Obsolete/Faulty Question Listing to determine if the question has already been identified for deletion from scoring. If item has already been identified for deletion, inform the examinee that this item will not be scored.
- Provide an AFPT 230, Test Query, to the examinee if the question has not been identified for deletion. Figure 3.4 shows a sample AFPT Query.
- Instruct examinee to complete Parts I and IV.
- Inform examinee he or she has 5 workdays to research the question and return with references or documentation to support the query. A specific supporting reference is not mandatory for an examinee to submit a query. Remind examinee that discussion of test materials with others is prohibited and constitutes a test compromise.
- Suspend a partially completed AFPT 230 for 5 workdays from the date the examinee took the test.
  - If the examinee does not return to complete the query within 5 workdays but it contains information in either the SOURCE REFERENCE or QUERY JUSTIFICATION blocks of PART IV, mail to AFOMS.
  - If the examinee does not return to complete the form within 5 workdays and it does not contain information in either the SOURCE REFERENCE or QUERY JUSTIFICATION blocks, destroy the form as CONTROLLED TEST MATERIAL. Document this action in a Memo for Record and maintain in your file for 1 year.
- Complete Part II of the form after the examinee has completed Parts I and IV. The address in the REPLY TO ATTN OF block must not be hand-written.
- Follow mailing instructions as specified in paragraph 3.7 of this pamphlet when forwarding a query to AFOMS.

6 **NOTE:** USAF Promotion Test Queries are sent to a different location than WAPS answer sheets (see paragraph 3.7.7).

3.6.2. Other Test Queries.

- As with WAPS queries, advise the examinees prior to testing to bring any items they want to query as being obsolete or faulty to the attention of the TCO/TE at the end of the testing session. Non-WAPS items are not deleted until the test is revised or new norms are developed.
- AFPT 230 is also used for all non-WAPS queries. Change address in Part II to HQ AFPC/DPPPWT.
- Send all DLPT/DLRPT/DLAB queries to the Foreign Language Center in Presidio of Monterey, CA as specified in paragraph 3.7.7 of this pamphlet.
- Send all other non-WAPS queries to HQ AFPC/DPPPWT as specified in paragraph 3.7.7.

3.7. Mailing Test Materials (AFI 36-2605, table 3.1, paragraph 4.5, and chapter 5). General guidelines:

- Double-wrap all CONTROLLED TEST MATERIAL.
- Completely seal all open seams and ends of package.
- Do **NOT** indicate on outer wrapper that package contains AFPT materials.

- Mark top, bottom, and both ends of inner package: “CONTROLLED TEST MATERIAL. DO NOT OPEN: FOR TEST CONTROL OFFICER ONLY.”
  - Stamp controlled test material warning over tape seal so any attempt to compromise contents can be detected.
  - Maintain positive control over CONTROLLED TEST MATERIAL until it is received by postal authorities.
  - Use an AF Form 310 for all AFPT materials except test answer sheets, BAT disks, and test queries.
- 7 Maintain a control log documenting the mailing of all CONTROLLED TEST MATERIALS. See sample control log shown in figure 3.2.

#### 3.7.1. General Guidelines for Mailing of Test Answer Sheets:

- Verify actual number of answer sheets and tests and number indicated on the test roster are the same.
- Ensure test roster is properly completed.
- Draw a line through the name of any examinee listed who was not tested.
- Mail original copy of test roster with the answer sheets. Make copies of all test rosters for your file.
- Arrange answer sheets under the test roster in the same order as the names appear on the roster. For promotion testing, put each examinee’s PFE and SKT answer sheets together.
  - Enter the number of answer sheets being sent on the roster (see figure 3.2). Do not include more than 300 answer sheets in each package.
  - Do not use staples, paper clips, or rubber bands to attach answer sheets to the test roster.
- Arrange each test roster in the order of date or testing session.
- Make an entry in the TCO account control log documenting the mailing of the package. (See figure 3.2).
  - Maintain a separate log for each TCO account.
  - Make a new log for each calendar year.
  - Include destination, container number, and date sent.
  - Number packages sequentially.
- Package test answer sheets as follows:
  - Type or computer-generate two address labels and a certified mail slip with the address where you are sending the answer sheets.
  - Sandwich test rosters and answer sheets between two pieces of cardboard to prevent bending or other damage. The scanner will not score damaged answer sheets.
  - Place in a 9 1/2- by 12-inch envelope and cover seams and edges with reinforced brown paper tape.
  - Place address label on the envelope.
  - Stamp the edges of the paper tape and address label with the CONTROLLED TEST MATERIAL stamp.
  - Stamp return address and print the TCO number, package number, and number of answer sheets enclosed under the return address.
  - Put address label on second envelope (the outer envelope).
  - Stamp return address and then print the TCO number, package number, and number of answer sheets enclosed under the return address. *Do not indicate on outer envelope that package contains test materials.*
  - Complete an AF Form 12, **Accountable Container Receipt**, to be signed by the administration or base information transfer system (BITS) personnel.

- Take package to administration or hand-carry package to BITS. *All answer sheets must be sent by certified mail.*
- Staple signed AF Form 12 and Postal Service Form 3800, **Certified Slip** (form used by post office), to file copy of test roster and file in TCO Control Log.
- Comply with procedures specific to each type of answer sheet.

### 3.7.2. Mailing of SKT/PFE/USAFSE Answer Sheets:

- Ensure the answer sheet has been signed and dated by the examinee.
- Ensure the following information is printed clearly and bubbled in correctly:
  - Last Name (First 5 Characters)
  - SSN
  - Pay Grade
  - Testing date (MMDD)
  - Cycle
  - TCO Number
  - Booklet Number
  - Revision Number
  - AFPT Identification Number (Include shred out only if the AFPT contains a shred out)
- Include package control number in the return address. For example:

45 MSS/DPMPP (TCO 9078-001-010)  
 620 O'Malley Road  
 Patrick AFB FL 32925-3344  
 FOR OFFICIAL USE ONLY

- Package control number includes TCO account number (9078), package number (001), and number of answer sheets (010) in the package.
- Keep WAPS and USAFSE answer sheets separate with their own test rosters. However, they may be mailed in the same package. When they are mailed in the same package, use a separate package control number for each TCO account. For example, first line of address above would be changed to:
  - 45 MSS/DPMPP (TCO 9078-001-010) or (TCO 1655-001-010).
  - Answer sheets are included from both account number 9087 (SMSgt and CMSgt USAFSEs) and account number 1655 (SSgt, TSgt, and MSgt SKTs and PFEs).
- Record package control number in TCO Control Log as explained above. If WAPS and USAFSE answer sheets are enclosed in the same package, make an entry in the TCO Control Log for both accounts.
- Mail daily if possible but no later than 6 calendar days after testing. Send to:

HQ AFPC/DPPPWT  
 550 C Street West, Suite 9  
 Randolph AFB TX 78150-4711

- Occasionally, to reduce the number of nonweighables, HQ AFPC/DPPPWT will authorize overnight mailing (Express Mail) of WAPS/USAFSE answer sheets. They will provide instructions by message or CRTGRAM. Express mail provides the same level of protection as certified mail.
  - Do not prepare a certified mail slip.
  - Double-wrap as specified in paragraph 3.7 of this pamphlet.
  - Prepare a memorandum requesting overnight service (see figure 3.5).
  - Mail package to HQ AFPC/DPPPWT.

3.7.3. Mailing of AFOQT Answer Sheets:

- Mail within 1 workday or include a full memorandum of explanation of lateness.
- Ensure the following information is written and or darkened in:
  - Last Name
  - First Name
  - Middle Initial
  - SSN
  - Age
  - Sex
  - Race
  - Education
  - Degree
  - Form
  - Version
  - Retest
  - Source
  - Date of Test (YYMMDD)
  - TCO Number
  - Ensure the answer sheet is signed and dated by the examinee.

- Send to:
  - HQ AFPC/DPPPWT1
  - 550 C Street West, Suite 09
  - Randolph AFB TX 78150-4711

3.7.4. Mailing of DLPT/DLRPT/DLAB Answer Sheets:

- Send monthly to:

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

- Do not include test rosters or memorandums of transmittal.
- Include examinees' Privacy Act statements.
- Before mailing answer sheets, ensure the following items are correctly filled in and the corresponding bubbles completely blackened:
  - Name.
  - SSN.
  - Skill.
  - Language code.
  - Test form.
  - Date of test.
  - TCO number (last 3 digits).
  - Service.
  - Rank.
  - Sex.
  - First language.
- Also verify the following conditions:
  - No staples, holes, or tape.
  - Sheets not torn, folded, or dirty.
  - Clean erasures and no extraneous marks.

3.7.5. Mailing of BAT Disks. If the BAT results cannot be sent via email, mail the primary TPS download disk within 1 workday to:

PCSM Program Management Office  
Test Processing Station Operator  
151 J Street E, Ste 2  
Randolph AFB TX 78150-4343

- 8 Handle BAT disks the same as completed answer sheets.
- 9 Send by certified mail.

3.7.6. Disposition of Other Test Answer Sheets:

- 10 Maintain locally as CONTROLLED TEST MATERIAL for 6 months then destroy.

3.7.7. Mailing of Test Queries:

- Send all test queries by registered mail.
- Send all test queries within 1 workday of test administration. (**EXCEPTION:** A promotion test (e.g., SKT, PFE, or USAFSE) query can be held for up to 5 days to allow examinee time to obtain documentation to substantiate a query. The query should be submitted within 1 workday after examinee completes the query.)
- Send *SKT/PFE/USAFSE* queries to:

AFOMS/TEA  
 1550 5th Street East  
 Randolph AFB TX 78150-4449

- Send DLPT/DLRPT/DLAB queries to:

ATFL-ESM  
 Commandant, DLIFLC  
 ATTN: Test Control Officer  
 660 Rifle Range Road, Suite 13  
 Presidio of Monterey CA 93944-3136

- Send *all other test queries* to:

HQ AFPC/DPPPWT  
 550 C Street West, Suite 10  
 Randolph AFB TX 78150-4712

3.7.8. Mailing of Test Materials Other Than Answer Sheets or Test Queries:

- Include two copies of AF Form 310. See figure 2.1.
- Affix a label to inner package that reads:  
 FOR TEST CONTROL OFFICER ONLY. THIS PACKAGE CONTAINS AFPT NR. \_\_\_\_ COPIES NUMBERED \_\_\_\_ THROUGH \_\_\_\_.
- Send by *registered* mail.

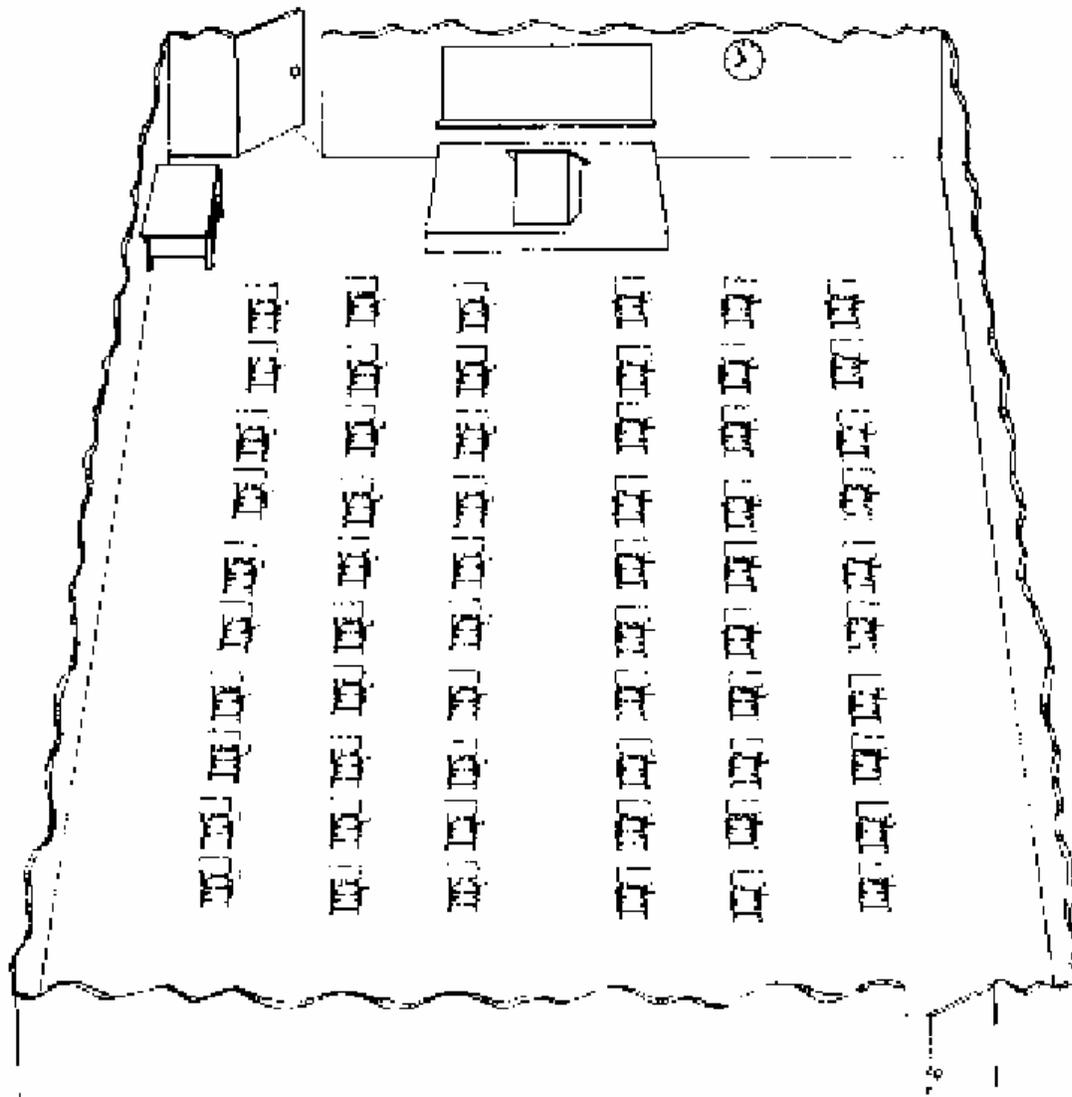


Figure 3.1. Sample Test Room Layout.

TCO ACCOUNT NUMBER 1655 **CONTROL LOG** FOR CY 1995

<u>PACKAGE NUMBER</u>	<u>FORWARDED TO</u>	<u>DATE SENT</u>	<u>REMARKS</u>
1655-001-023	HQ AFPC/DPPPWT	5 JAN 95	
1655-002-022	HQ AFPC/DPPPWT	6 JAN 95	Includes out of cycle SMSgt Sands
1655-003-022	HQ AFPC/DPPPWT	9 JAN 95	
1655-004-005	HQ AFPC/DPPAT	10 JAN 95	
1655-004-021	HQ AFPC/DPPPWT	10 JAN 95	
1655-005-026	HQ AFPC/DPPPWT	12 JAN 95	
1655-006-029	HQ AFPC/DPPPWT	13 JAN 95	
1655-007-024	HQ AFPC/DPPPWT	18 JAN 95	
1655-008-026	HQ AFPC/DPPPWT	19 JAN 95	
1655-009-025	HQ AFPC/DPPPWT	20 JAN 95	
1655-010-028	HQ AFPC/DPPPWT	24 JAN 95	
1655-011-023	HQ AFPC/DPPPWT	25 JAN 95	
1655-012-021	HQ AFPC/DPPPWT	27 JAN 95	

**Figure 3.2. Sample Control Log.**

MEMORANDUM FOR (indicate DPMPE office symbol)

(date)

FROM (indicate TCO office symbol)

SUBJECT: Request for Overnight Delivery

Request the attached package be express-mailed to AFPC. It contains information that is required by the Enlisted Promotions Branch to properly evaluate an individual's promotion opportunity.

This package does not contain classified materials nor does it contain anything of monetary value. Your assistance is appreciated.

Signature of TCO/TE

Attachment:  
Package

SHIP TO: HQ AFPC/DPPPWT  
550 C STREET WEST, SUITE 9  
RANDOLPH AFB TX 78150-4711

POC: Mr. Coker, (210) 652-4221

**Figure 3.3. Sample Overnight Delivery Memorandum.**

## Chapter 4

### WEIGHTED AIRMAN PROMOTION SYSTEM

(AFI 36-2605, chapter 3 and attachment 9)

#### 4.1. Scheduling.

4.1.1. Unit Eligible for Promotion Testing Rosters (figure 4.1), Unit Airman Ineligible for Promotion List (figure 4.2), and MPF Eligible for Promotion Testing Roster (figure 4.3) are sent from HQ AFPC to MPFs approximately 45 days prior to the beginning of each testing cycle.

4.1.2. The Unit Eligible for Promotion Testing Roster has two parts:

- Part I contains the names of individuals eligible to test.
- Part II contains the names of individuals who are eligible to test, but have quality force indicators (e.g., Unfavorable Information File (UIF)).

4.1.3. Verify currency of the rosters.

- Check with the UIF monitor to see if there are changes to the UIF.
- Check reenlistment eligibility codes of members on the roster to identify anyone with a code of 2X. Code 2X indicates member has been denied reenlistment and is ineligible for promotion.

4.1.4. A member must be recommended by the unit commander to be eligible to compete for promotion. Send testing rosters with memorandums similar to those in figures 4.4 and 4.5 to the unit commanders.

• If the commander recommends everyone in Part I and Part II of the Unit Eligible for Promotion Testing Roster, he or she signs and dates each part of the roster and returns the original to the MPF career enhancement section.

- If the commander does not recommend a member for promotion, he or she lines through the member's name, initials, and prepares a Memorandum of Non-recommendation for Promotion in accordance with AFI 36-2502, *Airman Promotion Program*. The commander sends the memorandum to the Career Enhancement section to update and file in member's record. Figure 4.6 shows a sample Memorandum of Notification of Non-recommendation for Promotion.

4.1.5. Identify dates available for testing during the cycle. Testing up to 10 duty days before the announced cycle is authorized and does not require concurrence of the member IAW AFI 36-2605.

4.1.6. Assign test dates to eligible members and maintain a consolidated listing of all members scheduled for testing.

4.1.7. Annotate test date on the Unit Eligible for Promotion Testing Roster and forward with Testing Notification Report on Individual Person (RIP) (see figure 4.7) to units.

- Members wishing to test must sign and date the acceptance endorsement indicating they accept the testing date.
- Members not wishing to test must sign and date the declination statement. Tell members a declination makes them ineligible for testing and promotion until the next promotion cycle.

4.1.8. As the promotion testing RIPs are returned, annotate any changes on the consolidated listing of testing dates. For example, if a commander non-recommends a member to compete for promotion remove that member's name from the roster and use the slot for another member.

4.1.9. After all promotion testing RIPs are returned, determine the number of seats, by date, available for members who need to reschedule and for new eligibles.

4.1.10. Test airmen prior to permanent change of station (PCS) or temporary duty (TDY) in accordance with AFI 36-2605, paragraphs A9.10.6 and A9.10.7.

4.1.11. The MPF commander approves requests for out-of-cycle testing as outlined in AFI 36-2605, paragraph A9.11.

#### 4.2. Rescheduling of Test Date.

4.2.1. Only unit commanders may approve test date changes. Emergencies and members going TDY will prompt most rescheduling. Do not reschedule members to accommodate personal leave unless leave was approved in advance.

4.2.2. Members must be prepared to test at any time during their testing cycle. Do not reschedule test dates because a member wants additional study time.

- Members who will depart PCS during the testing cycle should be tested BEFORE they depart. Do not delay testing due to PCS. Test members not able to test prior to departure immediately upon arrival at the new duty station.
- Members who will depart TDY during the testing cycle should be tested BEFORE they depart if their TDY extends to the last week of the testing cycle or beyond. Do not delay testing due to TDY. Members who are unable to test prior to departure should be tested at their TDY location if the TDY location administers promotion tests.

- A member must have access to study reference material at least 60 days prior to the test date. Reschedule members who have not had 60 days study time since receipt of study materials. If this necessitates out-of-cycle testing, follow the steps indicated in paragraph 4.7.
- A member can also be rescheduled when he or she has been TDY for a contingency. Those procedures are explained in paragraph 4.3.

4.2.3. Upon approval by the commander of a testing date change, the WAPS monitor must either send or hand-carry the approval letter to the Career Enhancement section, or the member must come and initial the change on his / her promotion testing RIP.

4.2.4. Enter new test date on the old promotion-testing RIP. Do not re-accomplish the RIP.

#### **4.3. Delay in Testing Due to Contingency TDY.**

4.3.1. A member deploying for at least 90 days in support of a contingency operation can receive 60 calendar days preparation time (30 days personal time and 30 days study time) upon return to home station before testing.

- For a member to qualify, TDY orders must cite the specific contingency operation (e.g., Operation Desert Storm). Check with MPF Personnel Readiness section to verify member's orders.
- Members are responsible for ensuring they receive the authorized personal or study time.
- Testing earlier than 60 days after return from deployment constitutes waiving the right to the full 60 days preparation time.
- Leave taken after deployment is considered personal time. However, a member does not have to take leave to receive the full 60 days of study time.
- Conduct testing between 60 to 75 days after return from deployment.

4.3.2. Members deployed in support of a contingency operation for less than 90 days may receive a delay in testing of up to 30 days.

- To qualify, the orders must indicate the specific contingency operation.
- Delay testing upon request from the unit commander.
- Commander should base delay on duration of deployment and conditions at the deployed location.

#### **4.4. First-Time No Shows.**

4.4.1. Write "no-show for testing" and sign promotion-testing RIP signed by member acknowledging original test date.

4.4.2. Within 24 hours of a testing no-show, notify the unit commander in writing. Include:

- Date of missed appointment and promotion testing cycle.
- Address of appropriate CC, CCQ, or SGAQ.
- Member's grade, name, and SSN.
- A suspense for commander's response within 5 workdays.

4.4.3. The commander can only recommend a new test date if member has a valid reason for failing to report as scheduled. Approval rests with the MPF commander for reasons beyond the members' control. Reasons within a members control must be approved by the MSS/CC.

- Factors to consider when the commander makes the decision should include:
  - Whether member was properly notified of test date.
  - Whether failure was beyond member's control (e.g., hospitalization, illness, emergency leave, short-notice TDY, hazardous travel conditions).
  - Whether member attempted to notify the commander, WAPS monitor, or MPF prior to testing appointment to accomplish rescheduling.
- The following reasons should not be considered favorably:
  - Oversleeping.
  - Time or date recorded on calendar incorrectly.
  - Reporting to wrong building.
  - Reporting late.

4.4.4. Call the unit and advise them of the no-show and find out if they want to come and pick up the memorandum.

4.4.5. Suspense copy of no-show memorandum with promotion testing RIP awaiting commander's reply.

- If the commander disapproves rescheduling, update the PES code to "P" and forward the promotion testing RIP for filing in the member's Unit Personnel Record Group (UPRG).

#### **4.5. Second Time No-Shows.**

4.5.1. Prepare a memorandum to include:

- Date and promotion testing cycle in subject block.

- Address of appropriate unit CC, CCQ, or SGAQ.
  - Member's grade, name, SSN, and appropriate promotion cycle in the body of the memorandum.
  - Suspense for commander's response within five workdays.
- 4.5.2. Call the unit and advise them of the second-time no-show and find out if they want to pick up the memorandum.
- 4.5.3. Annotate the promotion testing RIP by writing "second time no-show" and signing; forward RIP for filing in the member's UPRG.
- 4.5.4. Immediately update the PES code to "P" indicating member is ineligible for promotion testing. A copy of the no-show letter with the commander's signature is not required to update this code.
- 4.5.5. Suspense a copy of the no-show memorandum awaiting commander's reply. The commander must return memorandum within five workdays.
- 4.5.6. If the commander requests reinstatement, comply with AFI 36-2502, paragraph 3.6.
- The commander must sign the memorandum and provide complete justification for both missed testing sessions.
  - Forward the memorandum to the wing commander for approval.

#### **4.6. Counseling SKT- Exempt Personnel.**

- 4.6.1. Members whose date initially entered retraining (DIERT) is within 24 months of promotion eligibility cutoff date (PECD) are SKT-exempt as outlined in AFI 36-2502, paragraph 2.3.1.
- 4.6.2. When a member completes the promotion-testing RIP, the member must indicate whether he or she elects or declines the SKT exemption.
- Review the completed testing RIPs to determine which members decline the SKT exemption.
  - For a member who elects to take the SKT, update MILPDS with GAL T.
    - Member's WAPS file now indicates the SKT is required.
    - Don't delay testing pending receipt of new products.
  - Place a file copy of the promotion-testing RIP in the member's UPRG.
 

As an exception to the rule and with the concurrence of the unit commander and the MPF commander, member can change his / her decision on whether to elect or decline SKT testing up to the test date only.
- 4.6.3. In most cases, the CAFSC for member retraining changes effective when the member departs PCS, permanent change of address (PCA), TDY enroute, TDY and return for training, or date assigned duty when no PCS or PCA is involved.
- At the time of the departure from the old duty station, a member is considered to be no longer performing duties in his / her previous CAFSC. Therefore, the new CAFSC is assigned at this time.
  - The formal training class start date starts the clock for the member's 24-month SKT exemption. When the member does not attend formal training, the DIERT is date member was assigned duty in the new AFSC.
  - In cases where the member departs PCS or TDY to school prior to the PECD and does not start class until after PECD, the member should be placed in training status code "M" as of the PECD.
    - This generates SKT-exempt testing requirements.
- 4.6.4. A member returning to a previously awarded AFSC, reporting identifier (RI), or special duty identifier (SDI) may be entitled to an SKT exemption.
- A member returning to a fully qualified AFSC at a primary AFSC (PAFSC) skill level commensurate with current grade is given a training status code (TSC) "I" on the effective date of the new CAFSC (see paragraph 4.6.3). DIERT is the same as the CAFSC change date.
    - TSC is effective for six months, and then the member returns to a fully qualified training status.
    - If the member is in TSC "I" as of the PECD, he / she is SKT exempt.
  - IAW the new rules for treating prior service personnel, any prior service personnel who do not possess the required Primary AFSC Skill Level will be authorized an automatic 24 month SKT exemption for promotion. Your Base Training office is your primary office who will normally update these types of DIERT dates.
  - In all cases please refer to the appropriate MPFM from Enlisted Promotions website for the latest rules governing SKT Exempt personnel and DIERT dates. Access it here... <http://www.afpc.randolph.af.mil/eprom/informations/index.htm>

#### **4.7. Out-of-Cycle Testing**

- 4.7.1. Determine the reason the member did not test during the regular testing cycle.
- When a valid reason exists that was beyond the member's control, take the following actions to request out-of-cycle testing for member:
    - Prepare a memorandum with justification.
    - Submit to the MPF commander (or ESO) for approval or disapproval.

- If it is unclear whether a valid reason existed, request a memorandum from the member's commander with sufficient justification to support out-of-cycle testing.
    - Indorse for MPF commander approval or disapproval.
    - Coordinate with the Career Enhancement, MPF NCOIC, and MPF administration.
  - If every situation, always check the WIRE file to ensure you have the most accurate test requirements on file.
- 4.7.2. If approved, schedule the member for testing and have him / her acknowledge the testing date by initialing the promotion testing RIP. Use existing RIP. Do not prepare a new promotion testing RIP unless absolutely necessary.
- 4.7.3. If selections have been released for the promotion cycle for which out-of-cycle testing is approved, forward a copy of the approval memorandum to HQ AFPC/DPPPWT with the answer sheets.
- 4.7.4. Retain the original copy of the approval or disapproval memorandum in the file.

#### **4.8. Test Administration Preparation.**

- 4.8.1. Follow all general procedures indicated in AFI 36-2605, AFPT 250, and chapter 3 of this pamphlet.
- 4.8.2. There are no restrictions on the grades that can be tested together (e.g., if out-of-cycle testing necessitates mixing grades).
- 4.8.3. Review applicable All-TCO letters for possible special administration instructions. Obtain special equipment or materials needed by examinees as specified in the All-TCO letter.
- 4.8.4. Administer only current and valid tests. The test edition date and revision number must correspond to the promotion cycle for which testing is being conducted. PLEASE DO NOT ADMINISTER OBSOLETE TESTS.
- 4.8.5. Conduct a page-by-page check of each test booklet for printing errors, missing pages, or other problems that would make the test booklet unusable. Report the errors to MAJCOM TCO, AFDPO/AFLO, AFOMS/TEA, and AFPC/DPPPWT.
- 4.8.6. Check to ensure there are no tears in the sealed booklets.
- 4.8.7. Using information from the notification testing RIPs, produce a test roster with names listed in alphabetical order.
- 4.8.8. Using the AFPT and revision numbers indicated on the test roster, pull the number of PFE and SKT booklets and answer sheets that will be required for the testing session.
- 4.8.9. Place corresponding promotion testing RIP with answer sheet inside of PFE booklet directly behind front cover. Place in a folder.
- 4.8.10. Review the Obsolete/Faulty Question Listing messages to anticipate questions from examinees.
- 4.8.11. Please ensure you are aware that you will be selecting witnessing officials for destruction of test materials after the test administration session. This is a mandatory official function and if refused will render the examinee ineligible for promotion IAW AFI 36-2605.

#### **4.9. Test Administration.**

- 4.9.1. Take both folders with SKT and PFE booklets to the testing room. (**NOTE:** The instructions that follow assume the PFE is being given first and then the SKT. However, the actual order of test administration is a local procedure based on the needs and circumstances of each location.)
- 4.9.2. Call examinees by rank and name as listed on the test roster and instruct them to come forward to receive their test booklet. Ensure examinees do not bring cell phones, pagers, books, etc into the test room. This is explained in AFPT 250.
- 4.9.3. Check ID cards and pass out test booklets.
- 4.9.4. Have examinee verify name, SSN, and booklet number for correctness on test roster and initial.
- 4.9.5. Using AFPT 250, Instructions for Administering USAF Promotion Tests (SKTs, PFEs, and USAFSEs), read the instructions for completing testing notification RIP verbatim.
- 4.9.6. Have examinees pass in testing notification RIPs when completed.
- 4.9.7. Read the instructions for filling in answer sheets verbatim from AFPT 250.
- 4.9.8. Continue reading the instructions verbatim on from AFPT 250 and begin testing.
- 4.9.9. During testing, check the promotion testing RIPs for signatures, dates, and booklet numbers.
- 4.9.10. Put RIPs in alphabetical order for examinees who will be taking the SKT after PFE testing is completed. Place RIPs of examinees taking PFE only in a separate file.
- 4.9.11. Put SKT answer sheets inside of RIP.
- 4.9.12. Verify tests are in the same order as the test roster.
- 4.9.13. Place RIP and answer sheet inside of SKT booklet.
- 4.9.14. After completion of PFE testing and the break, begin SKT test administration procedures by following steps in paragraphs 4.9.3 through 4.9.10 above.
- 4.9.15. During SKT testing, arrange PFE answer sheets in the order the names appear on test roster.
- 4.9.16. Authenticate all promotion testing RIPs by entering TCO account number and signing.
- 4.9.17. Redline no-shows on test roster. Refer to paragraphs 4.4 and 4.5 for no-show processing procedures.
- 4.9.18. Combine PFE and SKT answer sheets when testing is completed.
- 4.9.19. Count answer sheets and enter total on test roster.
- 4.9.20. Type "last item" entry on test roster and sign.

- 4.9.21. Put test booklets in numerical order.
- 4.9.22. Treat scratch paper as CONTROLLED TEST MATERIAL and destroy as soon as possible.
- 4.9.23. Destroy all PFE/USAFSE booklets and individual sealed SKTs in the presence of the witnessing officials.
- 4.9.24. Send RIPs to records unit for filing in member's UPRG.
- 4.9.25. Mail answer sheets following procedures in paragraph 3.7.

**4.10. Responsibilities of WAPS Monitors.** (See AFI 36-2605, paragraph 1.13.)

- 4.10.1. Each unit commander appoints a member by memorandum to serve as unit WAPS monitor.
- 4.10.2. Unit WAPS monitor responsibilities:
  - AFIADL sends CDC study references directly to examinees. A complete set of CDC study references will be issued to every member competing for promotion for the first time. ECI also sends new and changed material to members who received materials for a previous testing cycle.
  - Unit WAPS monitors must assist in the distribution of WAPS CDCs by following the guidance in the WAPS Catalog. In addition, WAPS monitors must initiate and communicate to members that timely follow up is required in order for members to receive CDC material in a timely manner for testing purposes. Also, WAPS monitors play a role in assisting in the distribution of the PFE/USAFSE study guides every 2 years.

**4.11. Selection of Subject-Matter Experts (SME) for WAPS Testing.** (See AFI 36-2605, attachment 9.)

4.11.1. Selection Method. MAJCOMs select SMEs for SKT test development projects. They typically task a unit with the requirement. For the PFE and USAFSE test development projects, nominations for volunteers are solicited. HQ AFPC/DPPPWT and AFOMS make the selections.

4.11.2. Selection of SMEs for SKT Projects:

- MAJCOM functional managers for AFSCs being tasked with selecting SMEs must ensure SMEs possess special experience requirements in accordance with USAF Training Planning Document (TPD).
  - MAJCOM functional managers should forward names of SMEs to MAJCOM DP staff and a message notification to servicing MPF promotions unit. MAJCOMs must also conduct suitability checks on nominees.
  - Promotions unit should forward a memorandum to the applicable unit identifying the SME selected.
    - Attach a copy of the MAJCOM message or memorandum.
    - Attach an extract from AFI 36-2605; paragraph A9.6.2.1, which lists the information to be covered during the unit commander's interview.
    - Establish a suspense date for a response to confirm the following information:
      - NCO's qualifications for the duty.
      - NCO's unit mailing address, fax, e-mail address, and duty phone number.
      - Date of unit commander's interview.
      - Mode of travel to Randolph AFB.
  - MPF promotions unit ensures TDY orders are properly processed.
    - Upon receipt of the fund citation from AFOMS, generate the request for TDY orders (DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**) in accordance with AFI 37-128, *Administrative Orders* (formerly AFR 10-7).
    - Include information required by the *USAF TPD, volume II, section XIII, part II*.
    - Include additional information required by the message from AFOMS, which gives the fund citation.
- 4.11.3. Nomination and Selection of SMEs for PFE and USAFSE Projects:
- MPF promotions unit forwards a memorandum to units requesting nominations for those who meet the requirements established by the MAJCOM.
    - Attach a copy of the original tasking message or memorandum.
    - Establish suspense for receipt of nominees' names.
  - Provide MAJCOM the information required on each nominee in the format required by message or memorandum.
  - After AFPC makes the final selections, comply with MAJCOM instructions.
    - Notify the units that made nominations but did not have any selectees.
    - Ensure the required information is received by the unit commander of all selectees.
    - Process orders following procedures in paragraph 4.11.2.

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09 22:37 REPORT ON INDIVIDUAL PERSON (PA) AS OF 94 DEC 09 PCN SE300

UNIT ELIGIBLE FOR PROMOTION TESTING ROSTER -- PART I RPCP1

CYCLE: 95E7

UNIT: RJOJFXQL - 619 TRAINING SUPPORT SQ

NAME SSN GRD RECORD STATUS DUTY STATUS OFF-SYM

MATHEWS STEPHANIE T 123-45-6789 TSG PROJ-GAIN OTHER XOO  
 PAFSC-NR/AWD-DT: 3A071 / OCT 93 PROJ PAS: RJOJFJL2  
 CAFSC-NR/EFF-DT: 3A071 / OCT 93 RNLTD: 15DEC94  
 TRAINING STATUS: R DATE-ENT-COMPL-WD-TNG: 00FEB88  
 PROM SKILL WVR: NO DATE-INIT-ENTER-RETNG: N/A  
 UIF: NO SUBS ABUSE: NO  
 PROMOTION TEST REQUIRED: LAST THREE EPRS: 1ST: 5B 30APR94  
 SKT REV-NR PFE REV-NR 2ND: 5B  
 3A071 01 00037 27 3RD: 5B  
 REC / NON-REC

AIR FORCE POLICY IS THAT ONLY AIRMEN WHO CLEARLY SHOW POTENTIAL FOR MORE RESPONSIBILITY WILL BE PROMOTED. THE PERFORMANCE INDICATORS OF AIRMEN LISTED ABOVE SUGGEST THEY MAY HAVE THIS POTENTIAL. HOWEVER, YOU'RE REVIEW OF THEIR SPECIFIC QUALIFICATIONS IS REQUIRED TO CONFIRM WHETHER PROMOTION IS APPROPRIATE IN EACH CASE.

I RECOMMEND THE ABOVE INDIVIDUALS FOR PROMOTION UNLESS OTHERWISE INDICATED. A LETTER OF NONRECOMMENDATION IS ATTACHED FOR EACH MEMBER SO INDICATED. PROMOTION RECOMMENDATIONS ARE FOR EVERYONE EXCEPT PROJECTED GAINS.

-----  
 (COMMANDER) (DATE)

ASTERISK IDENTIFIES INDIVIDUALS WHO ARE PROJECTED GAIN OR PRIOR SERVICE AND WHOSE EPRS OR UIF (IF APPROPRIATE) HAVE NOT BEEN UPDATED TO FILE.

PCN SE300-R01 RJ KY=RJ 6 UNTESA PAGE 1

**Figure 4.1. Sample Unit Eligible for Promotion Testing Roster.**

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09 22:37 REPORT ON INDIVIDUAL PERSON (PA) AS OF 94 DEC 09 PCN SE300

UNIT ELIGIBLE FOR PROMOTION TESTING ROSTER -- PART II RPCP1

CYCLE: 95E7

UNIT: RJOJFXQL - 619 TRAINING SUPPORT SQ

NAME	SSN	GRD	RECORD STATUS	DUTY STATUS	OFF-SYM
COVINGTON, TONY S	123-45-6789	SSG	PROJ-GAIN	OTHER	XOO
PAFSC-NR/AWD-DT:	2A471 /	OCT 93	PROJ PAS:		RJOJFJL2
CAFSC-NR/EFF-DT:	2A471 /	OCT 93	RNLTD:		15DEC94
TRAINING STATUS:	R		DATE-ENT-COMPL-WD-TNG:		00FEB88
PROM SKILL WVR:	NO		DATE-INIT-ENTER-RETNG:		N/A
UIF:	NO		SUBS ABUSE:		NO
PROMOTION TEST REQUIRED:			LAST THREE EPRS: 1ST:		5B 30APR94
SKT	REV-NR	PFE	REV-NR		2ND: 5B
2A471	01	00036	27		3RD: 5B
REC / NON-REC					WEIGHT-STATUS: ONE YR PROBATION

PERFORMANCE INDICATORS SUGGEST THAT THE AIRMEN LISTED ABOVE DO NOT CLEARLY SHOW POTENTIAL FOR THE INCREASED RESPONSIBILITY REQUIRED FOR PROMOTION. YOUR CAREFUL REVIEW OF THEIR DOCUMENTED PERFORMANCE RECORDS, UNFAVORABLE INFORMATION FILES, TRAINING STATUS, DISCIPLINARY HISTORY AND OTHER RECORDS IS REQUIRED TO DETERMINE IF PROMOTION IS OR IS NOT APPROPRIATE.

I RECOMMEND, NON-RECOMMEND FOR PROMOTION THE ABOVE AIRMEN AS INDICATED. I HAVE REVIEWED THEIR PERFORMANCE RECORDS AND UNFAVORABLE INFORMATION FILES IAW AFI 36-2907. A LETTER OF NONRECOMMENDATION IS ATTACHED FOR EACH MEMBER AS APPROPRIATE. PROMOTION RECOMMENDATIONS/NON-RECOMMENDATIONS ARE FOR EVERYONE EXCEPT PROJECTED GAINS.

-----  
(COMMANDER)

-----  
(DATE)

ASTERISK IDENTIFIES INDIVIDUALS WHO ARE PROJECTED GAIN OR PRIOR SERVICE AND WHOSE EPRS OR UIF (IF APPROPRIATE) HAVE NOT BEEN UPDATED TO FILE.

**Figure 4.1. Continued.**

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 02 23:19

REPORT ON INDIVIDUAL PERSON (PA)

AS OF 94 DEC 02

UNIT AIRMAN INELIGIBLE FOR PROMOTION LIST

RP39V

CYCLE ID: 95E6

UNIT: PE0DFKZC 89 MSSQ FO OL CCQ1

CRD	NAME	SSN	RANK	TAFMSD	PROM ELIG STAT	DATE	RECD COND
SSG	CONNALLY, MELODY	888776666	01SEP88	10JUN82	A	OCT94	110
	OFFICE SYMBOL:	DPME	PAFSC-NR/AWD	DT:	3S071	/	OCT 93
	DUTY PHONE:	6705	CAFSC-NR/EFF	DT:	3S051	/	OCT 93
	RET SEP ID:		RET SEP EFF	DT:			
	PROJ PAS:		REPT NLT	DATE:			
	CURR PAS:	PE0DFKXL	89 MSSQ	FO			OL DPME
	REASON INELIGIBLE:	18 - CRT MARTL/ART 15 PUNISH					

PCN SE300-R01 PE KY=FCC895E8

UNINAM

END PAGE 1

**Figure 4.2. Sample Unit Airman Ineligible for Promotion List.**

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09 22:37 REPORT ON INDIVIDUAL PERSON (PA) AS OF 94 DEC 09 PCN SE300

MPF ELIGIBLE FOR PROMOTION TESTING ROSTER ( CYCLE: 95E6) RPCP2

MPF/SCSC: RJ - 12 MSS

NAME	SSN	GRD	RECORD STATUS	DUTY STATUS
ANDERSON WILLIAM C	234-56-7891	SSG	ASSIGNED	PFD
PAFSC-NR/AWD-DT: 3S071 / OCT 93				
CAFSC-NR/EFF-DT: 3S051				
TRAINING STATUS:		R	DATE-ENT-COMPL-WD-TNG: 00MAR89	
PROM SKILL WVR:		NO	DATE-INIT-ENTER-RETNG: N/A	
UIF:		NO	SUBS ABUSE: NO	
PROMOTION TEST REQUIRED:			LAST EPR RATING/DATE: 5B 30SEP94	
SKT	REV-NR	PFE	REV-NR	CURRENT PAS:
3S071	01	00036	27	RJ3VFWTV
TYPE TRANSACTION:				
BROWNING STEPHEN S	345-67-8912	SSG	ASSIGNED	PFD
PAFSC-NR/AWD-DT: 4A051 / NOV 94				
CAFSC-NR/EFF-DT: 3S051 / NOV94				
TRAINING STATUS:		R	DATE-ENT-COMPL-WD-TNG: 00NOV94	
PROM SKILL WVR:		NO	DATE-INIT-ENTER-RETNG: N/A	
UIF:		NO	SUBS ABUSE: NO	
PROMOTION TEST REQUIRED:			LAST EPR RATING/DATE: 5B 31OCT94	
SKT	REV-NR	PFE	REV-NR	CURRENT PAS:
4A071	01	00036	27	RJ09F7H7
TYPE TRANSACTION:				
CALDWELL JAMES E	456-78-9123	SSG	PROJ SEP/RET	PFD
PAFSC-NR/AWD-DT: 3S071 / OCT93				
CAFSC-NR/EFF-DT: 3S052 / OCT93				
TRAINING STATUS:		G	DATE-ENT-COMPL-WD-TNG: 93AUG93	
PROM SKILL WVR:		NO	DATE-INIT-ENTER-RETNG: 06JUL93	
UIF:		NO	SUBS ABUSE: NO	
PROMOTION TEST REQUIRED:			LAST EPR RATING/DATE: 5B 25SEP94	
SKT	REV-NR	PFE	REV-NR	CURRENT PAS:
( CURR - N/A )	00036		27	RJOJFDNK
TYPE TRANSACTION:				

PCN SE300 - R01 RJ KY = RJ95E6 MPFTEA PAGE 1

**Figure 4.3. Sample MPF Eligible for Promotion Testing Roster.**

MEMORANDUM FOR (indicate name and office symbol of unit commander)

(date)

FROM: MSPPP/DPMP

SUBJECT: Unit Eligible for Promotion Testing Roster

The attached Unit Eligible for Promotion Testing Roster identifies members assigned to your unit who are eligible for promotion for cycle (indicate cycle) with a promotion eligibility cutoff date of (indicate cutoff date). Promotion test requirements are also identified.

Review this list in conjunction with the Unit Ineligible for Promotion List to ensure all eligible members are identified. The individuals listed at Part II of the attached roster have not clearly demonstrated the potential for service in the next higher grade. Carefully review the entire record of each individual before recommending him/her for promotion. If you do not wish to recommend a member to compete for promotion, line through the member's name, initial, and prepare a Memorandum of Non-recommendation for Promotion in accordance with AFI 36-2502, Airman Promotion Program, and AFMAN 36-2622, Volume I, Personnel Data Systems End Users Manual.

If you non-recommend any member of your organization for promotion consideration, provide the member a written statement advising him/her of your decision. This statement will become a part of the member's personnel record and the MPF computer files will be changed to reflect NOT RECOMMENDED BY COMMANDER.

Annotate the roster to reflect those personnel who are not available for testing due to TDY, etc. Suspend to ensure personnel not available for testing are scheduled for testing immediately upon return.

Coordinate all testing and related actions with the MPF providing testing support. Return the original roster with your signature, statements of non-recommendation, and promotion testing RIPs to this office not later than (indicate date). Refer questions pertaining to this list to (enter name, office symbol, and telephone number of contact point at the MPF).

Signature of Chief, Career Enhancement

Attachment  
Unit Eligible for Promotion-Testing Roster (2 cys)

**Figure 4.4. Sample Transmittal Memorandum for Unit Eligible for Promotion Testing Roster.**

MEMORANDUM FOR (indicate name and office symbol of unit commander)

(date)

FROM: DPMPP/MSPPP

SUBJECT: Unit Ineligible for Promotion Testing Roster

The attached list identifies members of your organization who are not eligible for promotion consideration and the specific reason for ineligibility.

Review the list to ensure members are in fact ineligible. Advise this office immediately of any changes that affect the eligibility status of an individual on this listing.

Post the following message on unit bulletin boards: "Those individuals in grade (indicate grade) who did not receive an Airman Promotion Data Verification Brief are ineligible for promotion consideration, cycle (indicate cycle). If you are not certain of your promotion status, you should review the ineligible for promotion list located in the unit administrative section." Make all unit personnel aware of their promotion status.

Take special care to ensure that ineligible personnel review only the data pertaining to them, and that only the minimum number of administrative personnel needed to assist in the review of this list have access to the product.

Refer questions pertaining to this list to (enter name, office symbol, telephone number of contact point in the MPF). This roster is provided for your information and action, when necessary, and does not have to be returned to the MPF.

Signature of Chief, Career Enhancements

Attachment

Unit Ineligible for Promotion List (1 cy)

**Figure 4.5. Sample Transmittal Memorandum for Unit Ineligible for Promotion Testing Roster.**

MEMORANDUM FOR (indicate name and office symbol of affected member)

(date)

FROM: Unit Commander

SUBJECT: Notification of Non-recommendation for Promotion

This is to advise you that you are not recommended for promotion to (indicate rank) according to AFI 36-2502, Airman Promotion Program. (**NOTE:** If this memorandum confirms prior verbal notification, add the following sentence: "This confirms my verbal notification of (indicate date) advising you that you are not recommended for promotion." (**NOTE:** For grades SMSgt and CMSgt, unit commander submits non-recommendation to MAJCOM Commander)

The duration of the non-recommendation action is (indicate period of time). (**NOTE:** For the senior NCOs and WAPS grades, the period of non-recommendation is the current promotion cycle unless another cycle is listed.) The specific reason(s) for this action is/are:

(**NOTE:** Be very specific, cite dates, actual occurrences, etc. Reasons such as failure to maintain standards or letter of reprimand are not appropriate. Cite reasons behind the action.)

Complete the endorsement below to acknowledge receipt and understanding of this memorandum. The original copy of this memorandum will be filed in your personnel record.

Signature of commander

1st Ind (individual)

(date)

TO: Unit Commander

MPF

IN TURN

Receipt acknowledged. I understand that I will not be promoted to the next higher grade during the period indicated above.

Signature of member

**Figure 4.6. Sample Memorandum of Notification of Non-recommendation for Promotion.**

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09 22:37 REPORT OF INDIVIDUAL PERSON (PA) AS OF 94 DEC 09 PCN SE300-R01 RJ RJOJFZN1  
FROM: 12 MSSQ /CAREER ENHANCEMENT  
SUBJ: NOTIFICATION OF WAPS PROMOTION TESTING - CYCLE 95E6  
TO: SSG BROWN TIMOTHY L , 999999999 CAFSC: 3E951  
12 CIVIL ENGINEERING SQ /CEX  
RANDOLPH AFB TX 78150-5000

1. THIS IS TO OFFICIALLY NOTIFY YOU THAT YOU ARE SCHEDULED FOR PROMOTION TESTING (WAPS) AT \_\_\_\_ HOURS ON \_\_\_\_\_ IN ROOM \_\_\_\_\_, BUILDING \_\_\_\_\_. REPORTING FOR TESTING IS AN ESTABLISHED MILITARY APPOINTMENT. FAILURE TO MEET THIS APPOINTMENT COULD RESULT IN YOUR REMOVAL FROM PROMOTION CONSIDERATION FOR THIS CYCLE. YOUR COPY OF THIS NOTIFICATION IS A REMINDER OF YOUR APPOINTMENT.

2. IF YOU ARE SCHEDULED FOR LEAVE, TDY, PCS, OR AN EMERGENCY ARISES ON YOUR TEST DATE, IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR UNIT WAPS MONITOR OR THE CAREER ENHANCEMENT ELEMENT.

3. IF YOU DO NOT WISH TO COMPETE FOR PROMOTION AND DO NOT DESIRE TO TEST, READ PARAGRAPH 2 BELOW AND SIGN IN THE PRESENCE OF A WITNESS; OTHERWISE, READ AND SIGN PARAGRAPH 1 BELOW AND RETURN THE ORIGINAL TO THIS OFFICE.

1ST IND, SSG BROWN TIMOTHY L , 999999999

TO: CAREER ENHANCEMENT

1. I ACKNOWLEDGE RECEIPT OF THE SCHEDULED PROMOTION TESTING AS INDICATED IN PARAGRAPH 1 ABOVE AND UNDERSTAND THAT IT'S MY RESPONSIBILITY TO REVIEW THE WAPS CATALOG TO ENSURE I HAVE CURRENT WAPS STUDY REFERENCE MATERIALS. PERSONNEL IN TRAINING STATUS CODE (TSC) "I" OR "S" AS OF THE PROMOTION ELIGIBILITY CUTOFF DATE (PECD), OR IN TRAINING STATUS AND WHOSE DATE INITIALLY ENTERED RETRAINING (DIERT) IS WITHIN 18 MONTHS OF PECD, ARE SKT EXEMPT. YOUR TRAINING STATUS IS: D, YOUR DATE INITIALLY ENTERED RETRAINING IS:

(\_\_\_\_) I'M NOT ELIGIBLE FOR AN SKT EXEMPTION.

(\_\_\_\_) I QUALIFY FOR THIS OPTION AND (DO / DO NOT ) ELECT TO TAKE THE SKT.

I UNDERSTAND THAT ONCE I MAKE THIS ELECTION IT CANNOT BE REVERSED AT ANY TIME.

\_\_\_\_\_  
MEMBER'S SIGNATURE/DATE

RPTST

PCN SE300-R01 RJ KY=RJOJFZN1 FM1566 PAGE 119

**Figure 4.7. Sample Testing Notification RIP (for an E-5 testing for Promotion to E-6).**

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 DEC 09 22:37 REPORT OF INDIVIDUAL PERSON (PA) AS OF 94 DEC 09 PCN SE300-R01 RJ RJOJFZN1

NAME: BROWN TIMOTHY L

SSN: 999999999

2. I HEREBY DECLINE TO TAKE THE SPECIALTY KNOWLEDGE TEST (SKT) AND/OR THE PROMOTION FITNESS EXAMINATION (PFE). I UNDERSTAND THAT REFUSAL TO TAKE EITHER TEST MAKES ME INELIGIBLE FOR PROMOTION CONSIDERATION FOR THIS CYCLE, AND (FOR E-4'S ONLY) WILL VOID MY ENTITLEMENT TO SEPARATION PAY WHEN THE SEPARATION REASON IS HYT. CONTACT MPF CAREER ENHANCEMENTS FOR SEPARATION PAY COUNSELING.

MEMBER'S SIGNATURE/DATE

WITNESS'S SIGNATURE/DATE

I WAS ADMINISTERED THE FOLLOWING TEST(S) ON THE DATE(S) INDICATED.

SKT:

DATE: \_\_\_\_\_ AFPT: \_\_\_\_\_ REVISION: \_\_\_\_\_ BOOKLET: \_\_\_\_\_

PFE/USAFSE:

DATE: \_\_\_\_\_ AFPT: \_\_\_\_\_ REVISION: \_\_\_\_\_ BOOKLET: \_\_\_\_\_

SPECIAL EQUIPMENT REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ MEMBER'S INITIALS

SPECIAL EQUIPMENT ISSUED: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ MEMBER'S INITIALS

DISCUSSION, DISCLOSURE OR UNAUTHORIZED POSSESSION OF CONTROLLED TEST MATERIAL IS A VIOLATION OF ARTICLE 92, UCMJ, PUNISHABLE BY UP TO 2 YEARS HARD LABOR AND A DISHONORABLE DISCHARGE.

MEMBER'S SIGNATURE/DATE

DATE: \_\_\_\_\_ TCO ACCT \_\_\_\_\_ TCO AUTHENTICATION \_\_\_\_\_

MPF DESIGNATION:

SUBJECT AIRMAN FOR OUR UNIT IS: ( ) TDY ( ) PCS ( ) OTHER (SPECIFY)

AND IS ELIGIBLE TO BE TESTED ON:

( ) SKT FOR CAFSC: \_\_\_\_\_ ( ) PFE/USAFSE FOR PROMOTION TO: \_\_\_\_\_

MPF AUTHENTICATION:

RPTST

PCN SE300-R01 RJ KY=RJOJFZN1

FM1566

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Figure 4.7. Continued.

## Figure 4.8. WAPS Information Retrieval System (WIRE)

### WIRE IS ON THE WEB

The WAPS Information Retrieval System (WIRE) is on line. WIRE is a tool to provide Enlisted Promotions and TCO personnel access to the promotion file. The new WIRE continues to provide the SURF-like display of individual records (one person at a time). But the new version adds several listings to help you manage your testing cycles. For example, you can pull lists of nonweighables (missing tests), data errors, eligible, selects, non- selects, and ineligible for each cycle. WIRE is normally refreshed once a week, so the data is always relatively current. It is housed inside the AFPC Retrieval Applications Website (RAW) where it is protected from unauthorized access.

Here are the rules of engagement. WIRE is intended for a very limited audience. Each MPF and MAJCOM can authorize up to three individuals to have access to the system. We require that the TCO be one of them since the Test Version versus CAFSC listings are housed within WIRE. This limitation is mainly to protect WAPS information from unauthorized use but also to keep the administration of the system at a manageable level. Each person requiring access to WIRE must establish a user account on RAW at <https://afpc.randolph.af.mil/raw/>. You can also get there from the AFPC home page by navigating to the "Personnel Statistics" link. Once the RAW account is created, you must contact the WAPS System shop via email at [afpc.waps@randolph.af.mil](mailto:afpc.waps@randolph.af.mil). In the email, please give us the names, SSNs, office symbols, DSN numbers, MAJCOM or MPF ID you service, and email addresses of each WIRE user. We will then add those names to the WIRE access list and confirm the new accounts via email. You'll see a link to WIRE the next time you log into RAW.

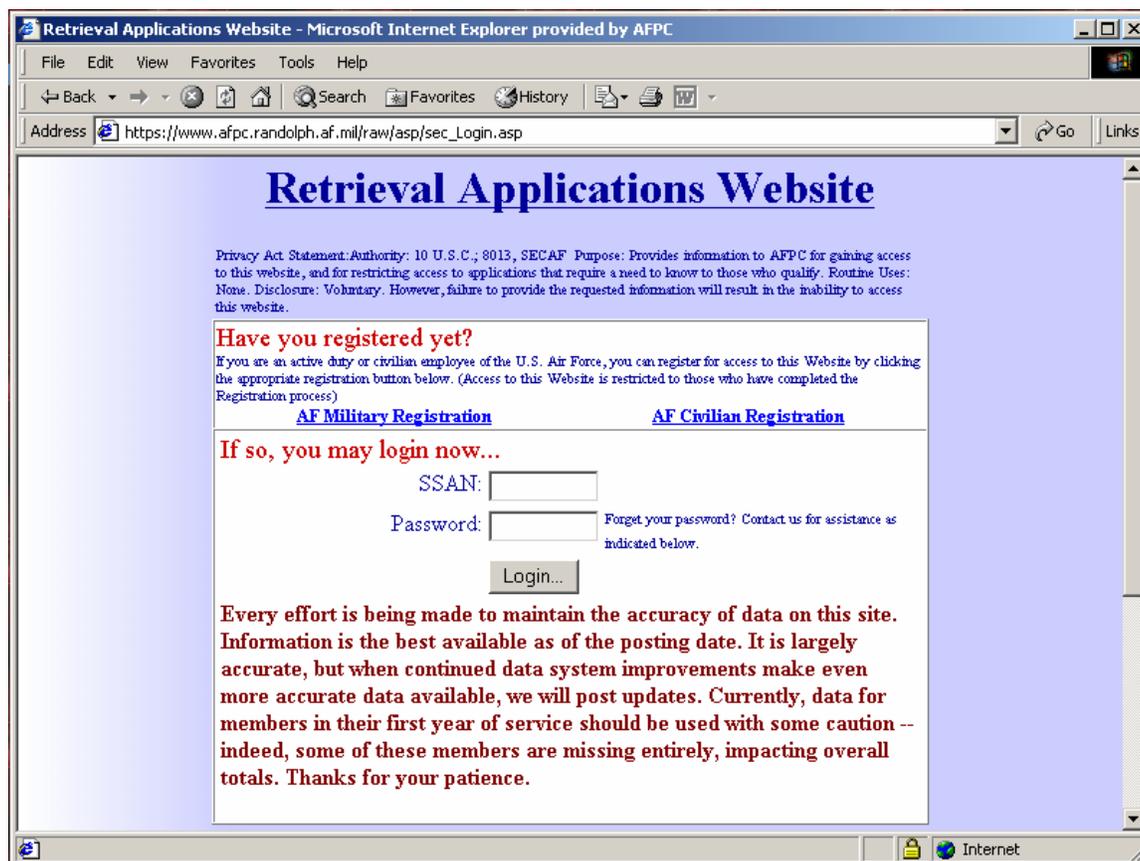
Once you're in WIRE, everything should be fairly self-explanatory. There will be a box where you can type in a person's SSN (without dashes) to get a detailed display of his/her promotion record. There will also be an option to query the WIRE database for one of several management products. Please let us hear from you if you have any suggestions for making WIRE more useful. What you're going to see at first may be just the beginning. Actually, WIRE now contains the Test Version versus CAFSC listings in order to further automate our processes and make it easier for you the TCO to access. We expect to see the capabilities of WIRE grow fairly quickly once everyone starts using it. For example, it may be possible to have WIRE produce a 1566 on an individual who never got one from MILPDS. It is even conceivable that WIRE could be used for promotion releases (instead of MAPRS) in the near future.

Please keep in mind that, like WAPS, WIRE is not a real-time system. WAPS is updated once a week with changes from MILPDS and WIRE is updated once a week with changes from WAPS. So, your updates to MILPDS won't show up in WIRE immediately. Still, WIRE is taken directly from the promotion file and should be considered valid unless you are aware of a recent update that hasn't consummated on WAPS yet. That said, we hope WIRE will simplify your jobs, cut down on faulty testing administrations, and help you spot problems that need attention. All of these things will make the promotion file more accurate and help us ensure the right people are getting promoted each cycle in a timely and equitable manner.

If you have any questions, comments, problems, or suggestions regarding WIRE, please email them to us at [afpc.waps@randolph.af.mil](mailto:afpc.waps@randolph.af.mil) or call us at DSN 665-2372. We are looking forward to hearing from you.

## INSTRUCTIONS TO SET UP A WIRE ACCOUNT

**STEP 1:** The first step to setup a WIRE account is to establish a RAW account.

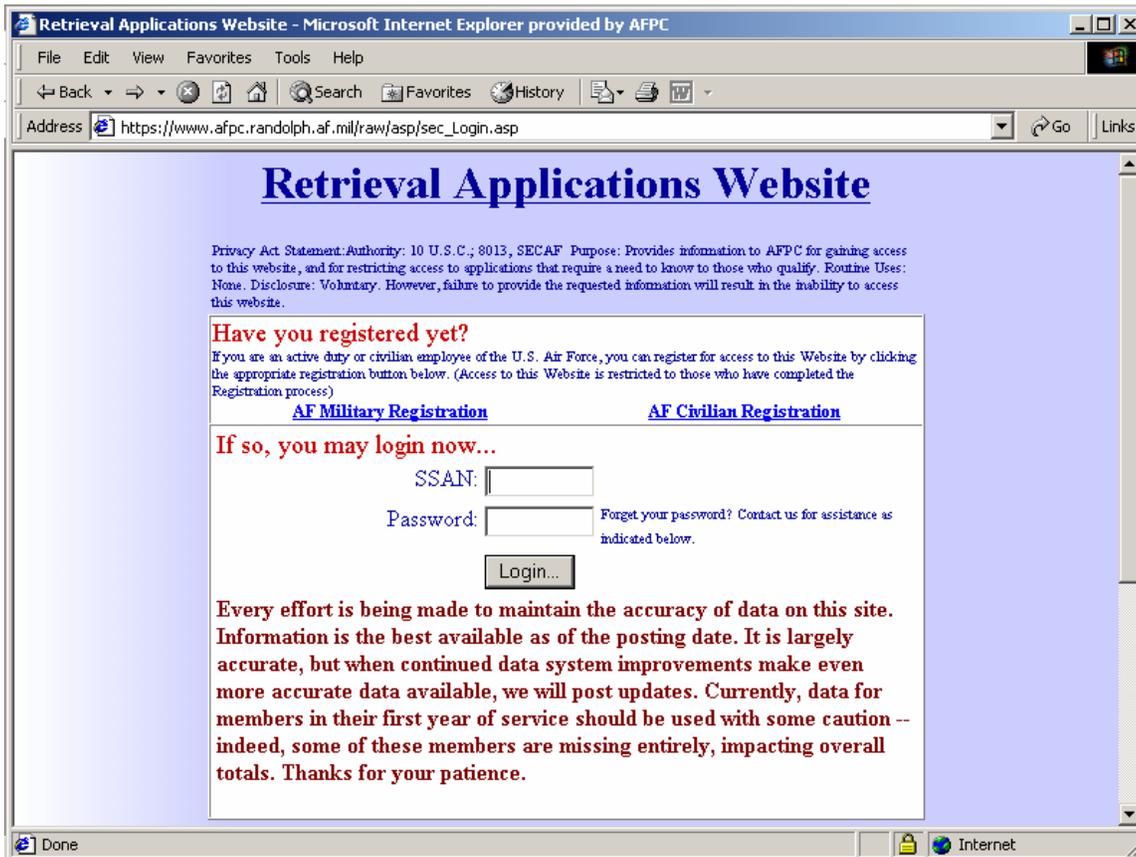


This is the first screen you will encounter when setting up a WIRE account. Depending on your status (Active duty or Civilian), click on the appropriate registration option highlighted by bold blue type located in the middle of the page.



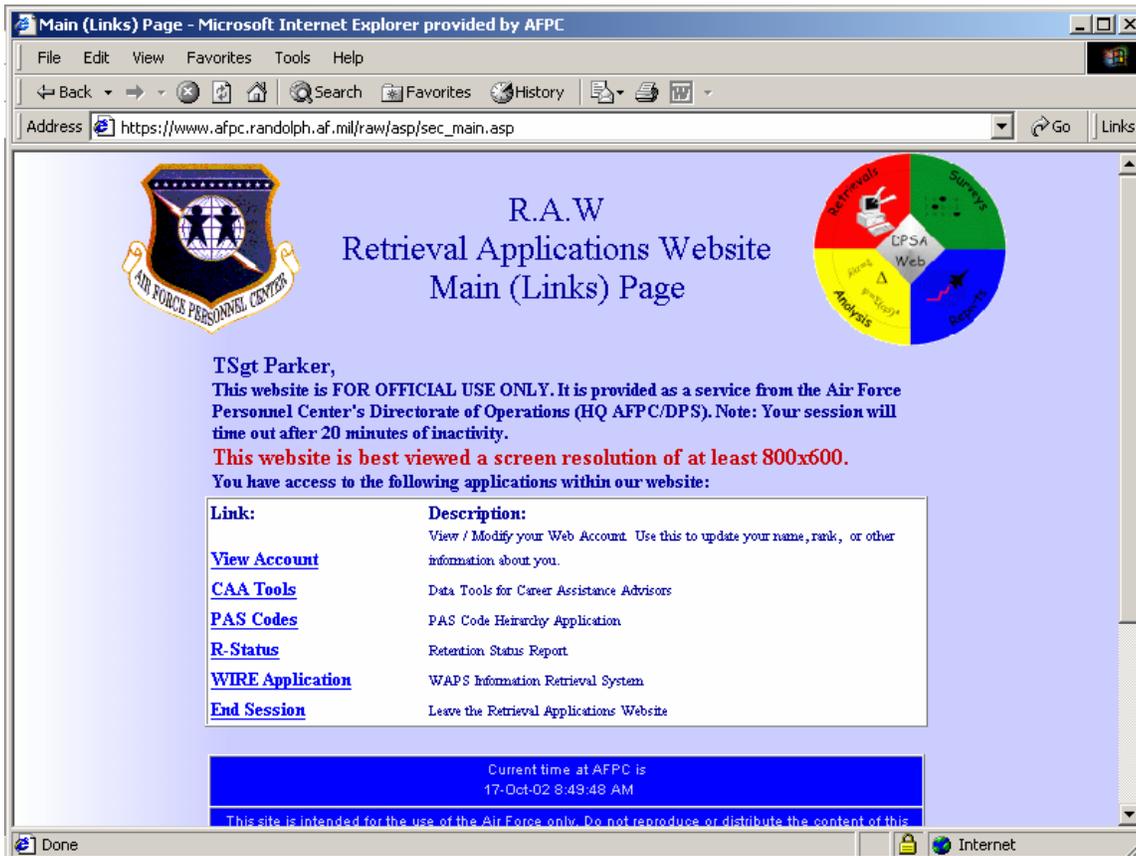
There are two required steps to set up a RAW account. Complete all the required entries for step 1 and step 2.

**Step 2:** After completing the registration for RAW, you must contact the WAPS system section at email address: [afpc.waps@randolph.af.mil](mailto:afpc.waps@randolph.af.mil) to receiving WIRE access. NOTE: You will always log into RAW for WIRE access.

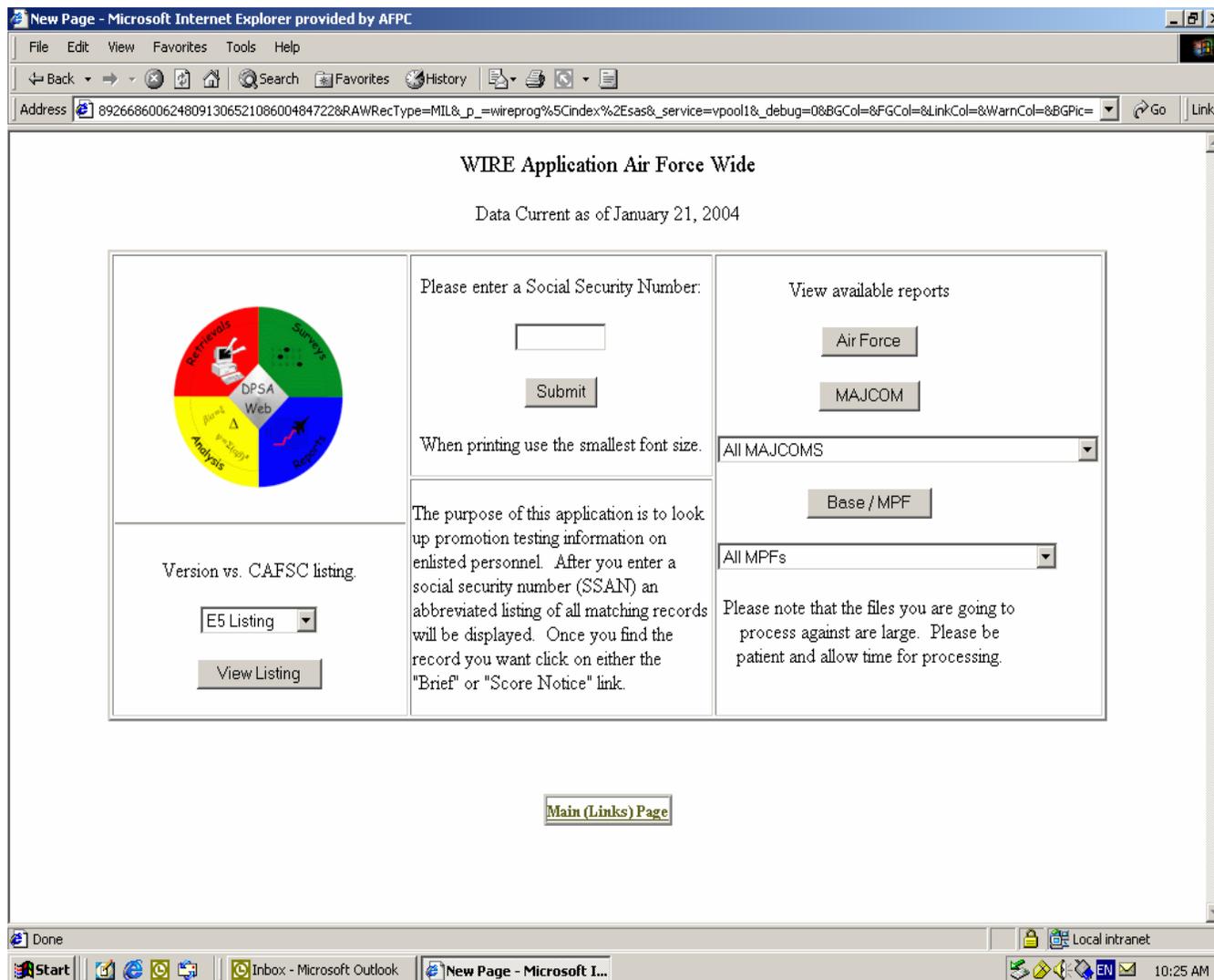


**STEP 3:** After receiving approval for WIRE access from the WAPS system section, log on to RAW. Type your SSN without dashes and press the "Tab" key. Enter your password and click on Login.

After successfully logging in you should see a screen similar to the one below. Your access levels are located under “Link:”. Click on WIRE application.



Congratulations! If you see the “WIRE Application Air Force Wide” screen below, then you now have access to the latest promotion information.



Although your screen will slightly differ from ours, your options are basically the same. You can pull individual inquiries for score notices or eligibility status and you can run reports for various information. You can also access Test Version versus CAFSC listings.

## INDIVIDUAL RETRIEVALS

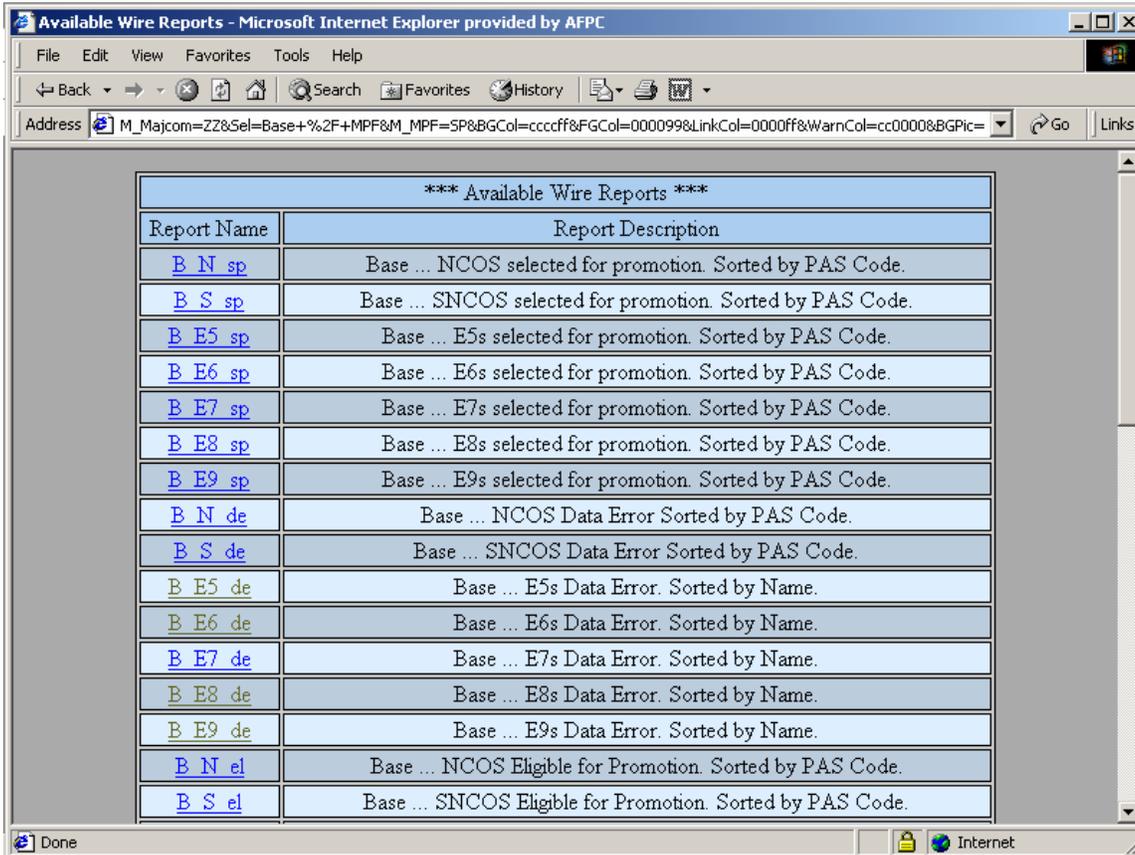
To view an individual's promotion status, just enter the member's SSN (located on left hand side of the screen) and clicks submit. Located in the middle of the next page will be the member's status. There are six different status indicators that we use.

1. Eligible- all tests requirements have been fulfilled. The member will run in the initial select phase or the next supplemental if initial select date has past.
2. WAIT TESTS- one or both tests have not been scanned.
3. INELIGIBLE- several reasons may cause an individual to be ineligible for promotion, typically this status relates to the promotion eligibility status code.
4. SELECT- selected for promotion.
5. NONSELECT- not selected for promotion
6. DATA ERROR- this status involves missing EPR(s), incorrect training status code, or an invalid AFSC.
7. INC ANNCD – member has been selected for promotion and the line number has already commenced.

Besides determining eligibility or verifying an individual's status, a score notice for an individual that is either a select or non-select may be obtained by clicking on "score notice". NOTE: Currently WIRE does not have the capability to display the ineligibility reason within the "Individual Retrieval" interface; however, this information can be obtained by running an ineligibility roster in the "Available Reports" interface (covered in the next section).

## AVAILABLE REPORTS

Several useful promotion management products may be generated from WIRE. Access to these reports is just a click away. Select “Base” from the “WIRE APPLICATION SCREEN ” located under “View available reports”. Below is an example of the different kinds of reports offered via WIRE.



*** Available Wire Reports ***	
Report Name	Report Description
<a href="#">B N sp</a>	Base ... NCOS selected for promotion. Sorted by PAS Code.
<a href="#">B S sp</a>	Base ... SNCOS selected for promotion. Sorted by PAS Code.
<a href="#">B E5 sp</a>	Base ... E5s selected for promotion. Sorted by PAS Code.
<a href="#">B E6 sp</a>	Base ... E6s selected for promotion. Sorted by PAS Code.
<a href="#">B E7 sp</a>	Base ... E7s selected for promotion. Sorted by PAS Code.
<a href="#">B E8 sp</a>	Base ... E8s selected for promotion. Sorted by PAS Code.
<a href="#">B E9 sp</a>	Base ... E9s selected for promotion. Sorted by PAS Code.
<a href="#">B N de</a>	Base ... NCOS Data Error Sorted by PAS Code.
<a href="#">B S de</a>	Base ... SNCOS Data Error Sorted by PAS Code.
<a href="#">B E5 de</a>	Base ... E5s Data Error. Sorted by Name.
<a href="#">B E6 de</a>	Base ... E6s Data Error. Sorted by Name.
<a href="#">B E7 de</a>	Base ... E7s Data Error. Sorted by Name.
<a href="#">B E8 de</a>	Base ... E8s Data Error. Sorted by Name.
<a href="#">B E9 de</a>	Base ... E9s Data Error. Sorted by Name.
<a href="#">B N el</a>	Base ... NCOS Eligible for Promotion. Sorted by PAS Code.
<a href="#">B S el</a>	Base ... SNCOS Eligible for Promotion. Sorted by PAS Code.

To run any of these reports, just click on the report name (highlighted in blue).

## Chapter 5

### AIR FORCE OFFICER QUALIFYING TEST (AFOQT)

(AFI 36-2605, chapter 3 and attachment 2; and AFPT 983, *AFOQT Manual for Administration*)

#### 5.1. Overview.

5.1.1. The AFOQT is required for individuals to apply for commissioning (e.g., AFRES, Air National Guard, AFROTC, and Officer Training School (OTS)).

5.1.2. Individuals are normally referred via the base education office, MPF, or an Air Force recruiter to take the test as part of an application package for an Air Force commissioning program. For AFROTC detachments, individuals who have been awarded a scholarship prior to entering school are normally tested during freshman orientation. Students already enrolled at the school who are applying for the AFROTC program take the AFOQT as a first step in the application process. They must receive minimum scores established by the HQ AFROTC to continue the application process.

5.1.3. Distribute a copy of AFPT 997, *Air Force Officer Qualifying Test Information Pamphlet*, to anyone who wants to take the AFOQT and other appropriate personnel (e.g., commanders) seeking more information on the AFOQT.

#### 5.2. Test Waiver.

5.2.1. Individuals must request a waiver to retake the AFOQT if they have:

- Taken the AFOQT two times, or
- Want to test before 180 days have elapsed since the previous administration.

5.2.2. Waiver requests must include justification with supporting documentation. For example, a request to take the AFOQT a third time should include documentation indicating training completed since the previous test administration that could improve the abilities measured by the AFOQT. Completion of college English or math courses, flight ground school, and obtaining a private pilot's license are examples of the kinds of training for which a waiver is granted.

5.2.3. Submit requests for a second retest (third test) to the MAJCOM TCO (or equivalent) for approval/disapproval.

5.2.4. Submit all other waiver requests through the MAJCOM to HQ AFPC/DPPPWT for approval/disapproval.

**NOTE:** Do NOT test individuals who need a waiver prior to approval of the waiver. Test examiners must have an approved waiver in hand before testing. Include a copy of the approved waiver letter with the answer sheet when mailing to AFPC.

#### 5.3. Test Validation.

5.3.1. Before giving the AFOQT, ensure examinees without a waiver have not taken the test more than two times and at least 180 days have elapsed since the previous administration.

5.3.2. Test results for individuals who take the test in violation of these guidelines will be invalidated and reported as a score of zero. The previous test results remain their scores of record.

5.3.3. Submit requests for validation of a second retest (third test) to MAJCOM TCO for approval.

5.3.4. Submit all other validation requests through MAJCOM to HQ AFPC/DPPPWT for approval.

#### 5.4. Test Administration Preparation.

5.4.1. Determine whether individual has previously taken the AFOQT.

- When scheduling individuals for the AFOQT, request documentation indicating the test requirement.
- Identify and alphabetically list individuals who have never taken the AFOQT.
  - Flip a coin. If heads, assign first individual on list to take version 1; if tails, assign version 2.
  - Continue through the list alternating the version each individual will be administered.
  - Alternate seating according to the test version.
- If individual has taken the AFOQT once before, ensure 180 days have passed since previous administration and administer alternate version.
- If individual has taken the AFOQT two times, ensure he or she has been granted a waiver to test.

5.4.2. Prepare a test roster using AFPT 238.

5.4.3. Pull the test booklets and annotate on the roster the booklet number and AFPT number of the test to be administered to each examinee.

5.4.4. Place AFPT 985, *Table Reading Chart*, located in the AFOQT folder in the safe, between the last page and back cover of the test.

5.4.5. Pull one AFPT 987, *AFOQT Answer Sheet*, for each examinee.

## 5.5. Test Administration.

5.5.1 Follow general procedures in paragraph 3.3.

5.5.2. Allow about 4 1/2 hours to administer the AFOQT. The test has 16 parts.

5.5.3. Positively identify each examinee and have him / her initial the test roster.

5.5.4. Provide each examinee:

- One AFPT 984-1 or 984-2, AFOQT Test Booklet
- One AFOQT Answer Sheet
- One Table Reading Chart
- Two #2 pencils.
- Two sheets of scratch paper.

5.5.5. Read instructions verbatim from the AFOQT Manual for Administration. There are instructions to read before each of the 16 parts of the test. Allow the **exact** time for each subtest.

5.5.6. When testing is completed, collect and account for all test materials and release examinees.

## 5.6. Test Mailing and Scoring Procedures.

5.6.1. Check answer sheet information blocks and ensure the correct ovals are filled in. If not, make the appropriate entries.

5.6.2. Enter date of test (DOT) by year-month-day (e.g., 021123).

5.6.3. Enter TCO account number.

5.6.4. Make a copy of the test roster.

5.6.5. Mail answer sheets following the procedures outlined in paragraph 3.7 of this pamphlet to:

HQ AFPC/DPPPWT1  
550 C Street West, Suite 9  
Randolph AFB TX 78150-4711

5.6.6. Include a copy of the waiver approval memorandum with the answer sheet for any AFOQT administration requiring a waiver.

5.6.7. Attach the certified slip, AF Form 12, and request letters to the test roster and file.

5.6.8. You will receive the AFOQT RIP (see figure 5.1) with test results within 4 weeks after testing.

- Make a copy of RIP when it is received and attach to test roster.
- For civilians, send original and copy to the recruiter.
- For military, send original to records section for filing in the UPRG. Send other copy to the unit or member that requested testing or call the unit or member to come and pick up the RIP.

5.6.9. AFOQT subtest results are combined and reported as five composite percentile scores.

- The five composites are:
  - Pilot
  - Navigator
  - Academic Aptitude
  - Verbal
  - Quantitative
- The AFOQT is a normed test with results reported by percentile. Percentile scores run from 1 to 99. A percentile score indicates how an individual's test performance compares to a normative reference group. For example, an individual with a percentile score of 50 has a score equal to or better than 50 percent of those in the reference group, an individual with a percentile score of 75 has a score equal to or better than 75 percent of those in the reference group, etc. AFOQT percentile scores are determined by the examinee's relative standing in comparison to a normative reference group of examinees who are similar to applicants.

5.6.10. AFOQT scores are valid indefinitely and do not expire.

AFOQT RIP

PERSONAL DATA - PRIVACY ACT OF 1974

PREPARED 94 APR 19 21:19

REPORT ON INDIVIDUAL PERSON (PA)

AS OF 02 APR

\*\*\*\*\* AFOQT SCORES \*\*\*\*\*

NAME: THOMPSON JILL           SSN: 222-22-2222

DATE OF TEST: 94APR01       TCO NR: 1125

NUMBER OF TIMES RETESTED: 1

AFOQT FORM NUMBER: Q

VERSION: 1

\*\*\*\*\* SCORES \*\*\*\*\*

PILOT:           99

NAVIGATOR:     99

ACAD APTITUDE: 99

VERBAL:         99

QUANTITATIVE: 99

REMARKS: YOU MUST WAIT AT LEAST SIX MONTHS (180 DAYS) BEFORE RETESTING. ALSO, NO MORE THAN TWO ADMINISTRATIONS OF THE AFOQT ARE AUTHORIZED WITHOUT APPROVED WAIVER FROM HQ AFPC. REFER TO AFI 36-2605 FOR WAIVER REQUEST PROCEDURES.

THE ORIGINAL COPY OF THIS DOCUMENT WILL BE FILED IN THE UPRG AS THE SOURCE DOCUMENT FOR AFOQT SCORES.

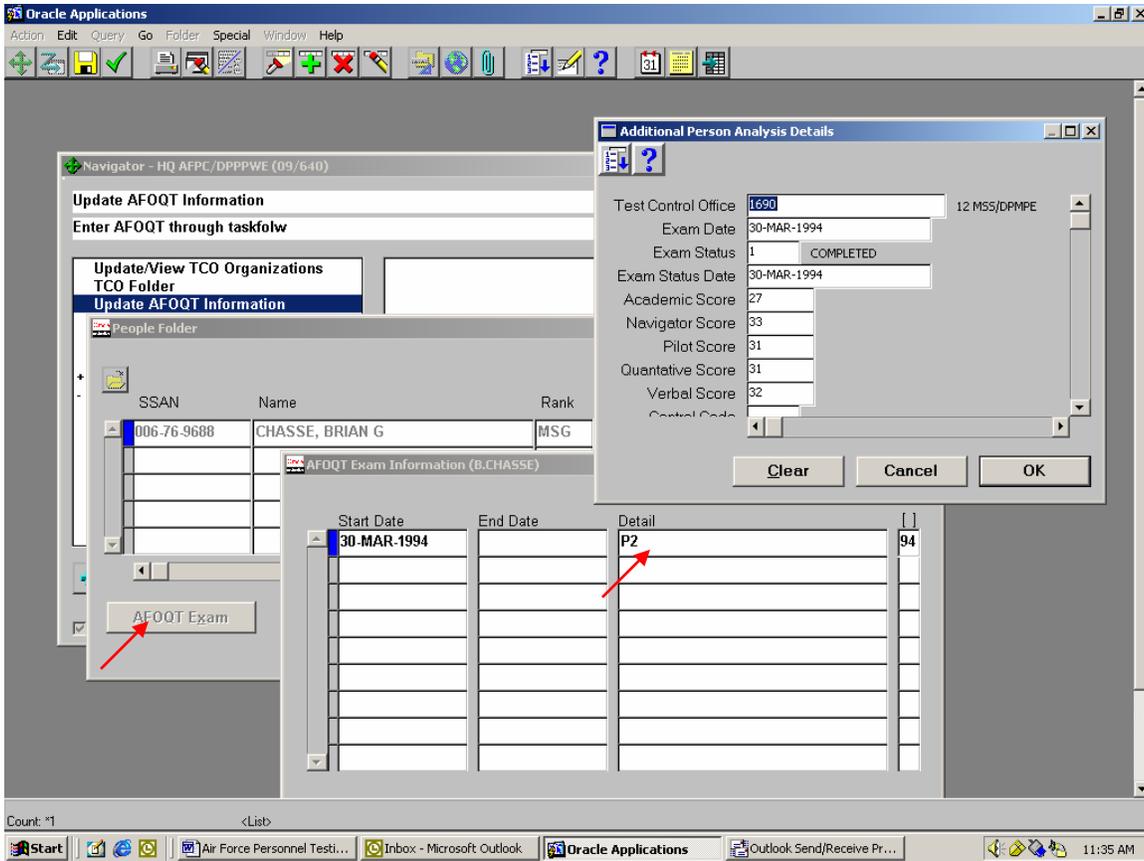
PCN SE300-R01 GW

RPAFO  
AFOQT

END PAGE 3

**Figure 5.1. Sample AFOQT RIP.**

Figure 5.2. Sample AFOQT MILPDS access to scores.



## Chapter 6

### BASIC ATTRIBUTES TEST (BAT)

(Basic Attributes Tester (BAT) Operator's Manual (BOM) and All TCO letter 94-2,  
BAT Overview and Guidelines)

**6.1. Overview.** The BAT is a computer-based test required for any individual applying for undergraduate pilot training.

6.1.1. The BAT is located at over 100 selected AFROTC detachments and field training units, Military Entrance Processing Stations (MEPS), and Air Force base testing centers in the CONUS and overseas.

6.1.2. If your testing facility does not administer the BAT, refer anyone needing to test to the nearest facility that has a BAT as listed in All-TCO Letter 94-2, attachment 2, BAT Delivery POCs.

6.1.3. An individual can only take the BAT twice with a 6 month waiting period between retests.

**6.2. BAT Security.** The BAT is password protected.

6.2.1. There is a test administrator (TA) password and TCO password.

6.2.2. Treat these passwords as security container combinations. Follow the procedures for maintaining and changing security container combinations as explained in AFI 36-2605, paragraphs 5.5.4-5.5.5, and paragraph 2.1.4 of this pamphlet.

**6.3. Test Scheduling.**

6.3.1. When scheduling examinees, ensure they have copies of the Basic Attributes Test Description and Candidate Information Worksheet. Instruct examinees to read the test description and complete the worksheet before coming to take the test. If examinees do not have these documents, provide copies or direct them to the TCO at their base.

6.3.2. Maintain a calendar year log of BAT administrations with date of test and name of examinee.

6.3.3. Follow the daily startup procedures outlined in the BOM beginning on page 19 to prepare for testing.

**6.4. Test Administration.**

6.4.1. Place a formatted floppy disk in the disk drive.

6.4.2. Do not begin test administration until examinee has read the Basic Attributes Test Description and completed the Candidate Information Worksheet (see figure 6.1).

6.4.3. Read the test administration instructions verbatim from the test administration section of the BOM and then begin test administration. Allow 3 1/2 hours for testing.

6.4.4. When the test battery is complete, a consolidation screen with the following message appears:

Candidate Tests Complete. ### Results being consolidated.

- ### is the three-letter designator for each subtest results.
- As the test results for each test are consolidated, the three-letter designator for the next test appears.

6.4.5. After the final test has been consolidated, the following message appears:

The test battery has been completed. Please notify the test administrator.

6.4.6. Dismiss examinee and follow procedures given in the transfer of data section of the BOM for transmitting the results to the Test Processing Station (TPS) for scoring.

6.4.7. Transmit BAT data to the TPS by email. When the data is successfully transferred to the TPS, the files are automatically erased from the BAT computer hard drive.

6.4.8. The results from a maximum of 11 test administrations can be recorded on the backup disk.

- Use a different disk every quarter at testing sites that administer the BAT more than six times a quarter.
- Use a different disk every six months at testing sites that administer the BAT less than six times a quarter.
- Since the disks can be reused and the backup does not have to be maintained indefinitely, two disks can be rotated as the active and inactive disks.

- These disks must be stored and mailed per the guidelines for CONTROLLED TEST MATERIAL (see paragraphs 2.1 and 3.7).

6.4.9. Disposition of floppy disks inserted in the BAT during test administration:

- These disks must not be sent to the TPS when the test results cannot be sent by email. These disks contain different information than that required by the TPS.
- A maximum of 11 test administrations can be recorded on one disk.
  - These disks must also be stored per the guidelines for CONTROLLED TEST MATERIAL.

**6.5. Test Results Notification.**

6.5.1. BAT results are used in combination with the examinee’s AFOQT Pilot composite and flying hours to calculate a Pilot Candidate Selection Method (PCSM) score.

6.5.2. PCSM scores are sent to the TCO account identified as the results TCO by the examinee.

6.5.3. The PCSM score is a normed test with results reported by percentile. Percentile scores run from 1 to 99. A percentile score indicates how an individual’s test performance compares to a normative reference group. For example, an individual with a percentile score of 50 has scored equal to or better than 50 percent of those in the reference group, an individual with a percentile score of 75 has scored equal to or better than 75 percent of those in the reference group, etc. PCSM percentile scores are determined by the examinee’s relative standing in comparison to a normative reference group of examinees who are similar to applicants.

6.5.4. PCSM scores are valid indefinitely and do not expire.

**6.6. Updating Flying Hours.**

6.6.1. Examinees can have their PCSM score recalculated by updating flying hours. Requests to update flying hours should be sent to the PCSM Program Manager (DSN 487-4529) with authentication of flight log records by their commander. Send requests to:

HQ AETC SAF/CS (ATTN: PCSM Program Manager)  
 151 J Street East, Ste 2  
 Randolph AFB TX 78150-4343

6.6.2. Table 6.1 shows the PCSM flying hour categories:

<b>Table 6.1. PCSM Flying Hours Categories</b>	
<b>Category</b>	<b>No of Flying Hours</b>
A	0
B	1-5
C	6-10
D	11-20
E	21-40
F	41-60
G	61-80
H	81-100
I	101-200
J	200+

# CANDIDATE INFORMATION WORKSHEET

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; power and duties, delegation by, as implemented by AFI 36-2605, Air Force Military Personnel Testing System. PURPOSE: Used to process and track Basic Attributes Test results. ROUTINE USES: Provides necessary information to compute the Pilot Candidate Selection Method model score for use in pilot training selection and for research. Disclosure is voluntary. Failure to provide SSN will result in disqualification for BAT testing and pilot training candidacy.

**PLEASE COMPLETE THIS WORKSHEET BY ENTERING THE APPROPRIATE INFORMATION OR LETTER CODE AS INDICATED.**

1. NAME: LAST \_\_\_\_\_, FIRST \_\_\_\_\_, MI \_\_\_\_\_

2. SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

3. SEX (M/F): \_\_\_\_ DATE OF BIRTH (YY/MM/DD): \_\_\_\_\_

4. LEFT OR RIGHT HANDED (L/R): \_\_\_\_\_

5. ENTER THE LETTER THAT REPRESENTS YOUR HIGHEST LEVEL OF EDUCATION OBTAINED:

(A) HIGH SCHOOL GRADUATE	(B) 1 YEAR COLLEGE	(C) 2 YEARS COLLEGE	(D) 3 YEARS COLLEGE
(E) UNDERGRADUATE DEGREE	(F) MASTERS DEGREE	(G) DOCTORATE DEGREE	

6. BASED ON A 4-POINT SCALE, ENTER CANDIDATE'S CURRENT CUMULATIVE GRADE POINT AVERAGE TO TWO DECIMAL PLACES (E.G., 3.25) CURRENT GPA: \_\_\_\_\_. YOU WILL BE ASKED TO SHOW THE TEST ADMINISTRATOR A COPY OF YOUR CURRENT TRANSCRIPTS.

7. ENTER THE LETTER THAT INDICATES YOUR CURRENT STATUS: \_\_\_\_\_

(A) AF Academy Cadet	(B) ROTC Cadet/Applicant	(C) OTS Applicant-Active Duty (Enlisted)
(D) OTS Applicant - Civilian	(E) Active Duty Officer	
(F) Air National Guard (ANG Pilot Training Applicant)	(G) AF Reserve (AF Reserve Pilot Training Candidate)	
(H) None of the Above		

8. ENTER THE LETTER THAT INDICATES YOUR COMMISSIONING SOURCE: \_\_\_\_\_

(A) AF Academy	(B) ROTC	(C) OTS	(D) Other
----------------	----------	---------	-----------

9. ENTER THE LETTER THAT REPRESENTS THE TOTAL NUMBER OF INSTRUCTIONAL AND PILOT IN CHARGE FLYING HOURS YOU HAVE FLOWN AS A LICENSED AND/OR UNLICENSED PILOT. TOTAL FLYING HOURS LOGGED: \_\_\_\_\_ (IF "A" ADVANCE TO QUESTION 12). YOU WILL BE ASKED TO SHOW THE TEST ADMINISTRATOR A COPY OF YOUR PILOT LOGBOOK BEFORE TAKING THE BAT TEST.

(A) 0 hours	(B) 1-5 hours	(C) 6-10 hours	(D) 11-20 hours	(E) 21-40 hours
(F) 41-60 hours	(G) 61-80 hours	(H) 81-100 hours	(I) 101-200 hours	(J) 201+ hours

10. ENTER THE LETTER THAT REPRESENTS YOUR HIGHEST AERONAUTICAL RATING: \_\_\_\_\_

(A) None	(B) Student Pilot's License	(C) Private Pilot's License
(D) Commercial Rating	(E) Airline Transport Rating	

11. ENTER THE LETTER(S) THAT REPRESENTS THE TYPE(S) OF AIRCRAFT IN WHICH THE FLYING HOURS YOU INDICATED IN QUESTION 9 WERE ACCUMULATED. FLYING EXPERIENCE: \_\_\_\_\_

(A) Fixed Wing	(B) Rotary Wing	(C) Single Engine	(D) Multi-Engine
(E) Instrument	(F) Certified Flight Instructor	(G) Other	(H) None

12. WHAT OTHER FLYING RELATED PROGRAMS HAVE YOU PARTICIPATED IN? \_\_\_\_\_

(A) Flying Team Program	(B) Soaring Instructor Program	(C) Soaring Program	(D) Other	(D) None
-------------------------	--------------------------------	---------------------	-----------	----------

13. THE TCO AT THE TEST SITE WILL ENTER THE APPROPRIATE 4-DIGIT NUMBER REQUIRED AT THE TIME OF THE TEST. TCO ACCOUNT NUMBER AT THE TEST SITE: \_\_\_\_\_

14. HAVE YOU EVER TAKEN THE BAT BEFORE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, WAS THE TEST WITHIN THE LAST SIX(6) MONTHS. YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES INFORM THE TEST EXAMINER. IF NO PROCEED.

15. DO YOU UNDERSTAND THE BAT CAN ONLY BE TAKEN TWICE IN YOUR LIFETIME? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YOU ANSWERED NO INFORM THE TEST EXAMINER. IF YES PROCEED.

TO THE BEST OF MY KNOWLEDGE I AM PHYSICALLY FIT TO TAKE THE BASIC ATTRIBUTES TEST BATTERY TODAY.

I UNDERSTAND ONE RETEST OF THE BAT IS ALLOWED. I AM NOT AWARE OF ANY PHYSICAL OR MENTAL CONDITION (i.e., PERSONAL STRESSES, SICKNESS, LACK OF SLEEP, ETC) WHICH WILL NEGATIVELY IMPACT MY ABILITY TO PERFORM UP TO MY ABILITY ON THE BAT. I ACKNOWLEDGE IF I DO TAKE THE BAT A THIRD TIME I WILL BE DISQUALIFIED FROM CONSIDERATION FOR AIR FORCE PILOT TRAINING.

I VERIFY THAT THE INFORMATION ON THIS CANDIDATE INFORMATION WORKSHEET IS CORRECT. I UNDERSTAND THAT FALSIFICATION OF ANY OF THE INFORMATION ON THIS WORKSHEET WILL RESULT IN MY DISQUALIFICATION FROM CONSIDERATION FOR AIR FORCE PILOT TRAINING.

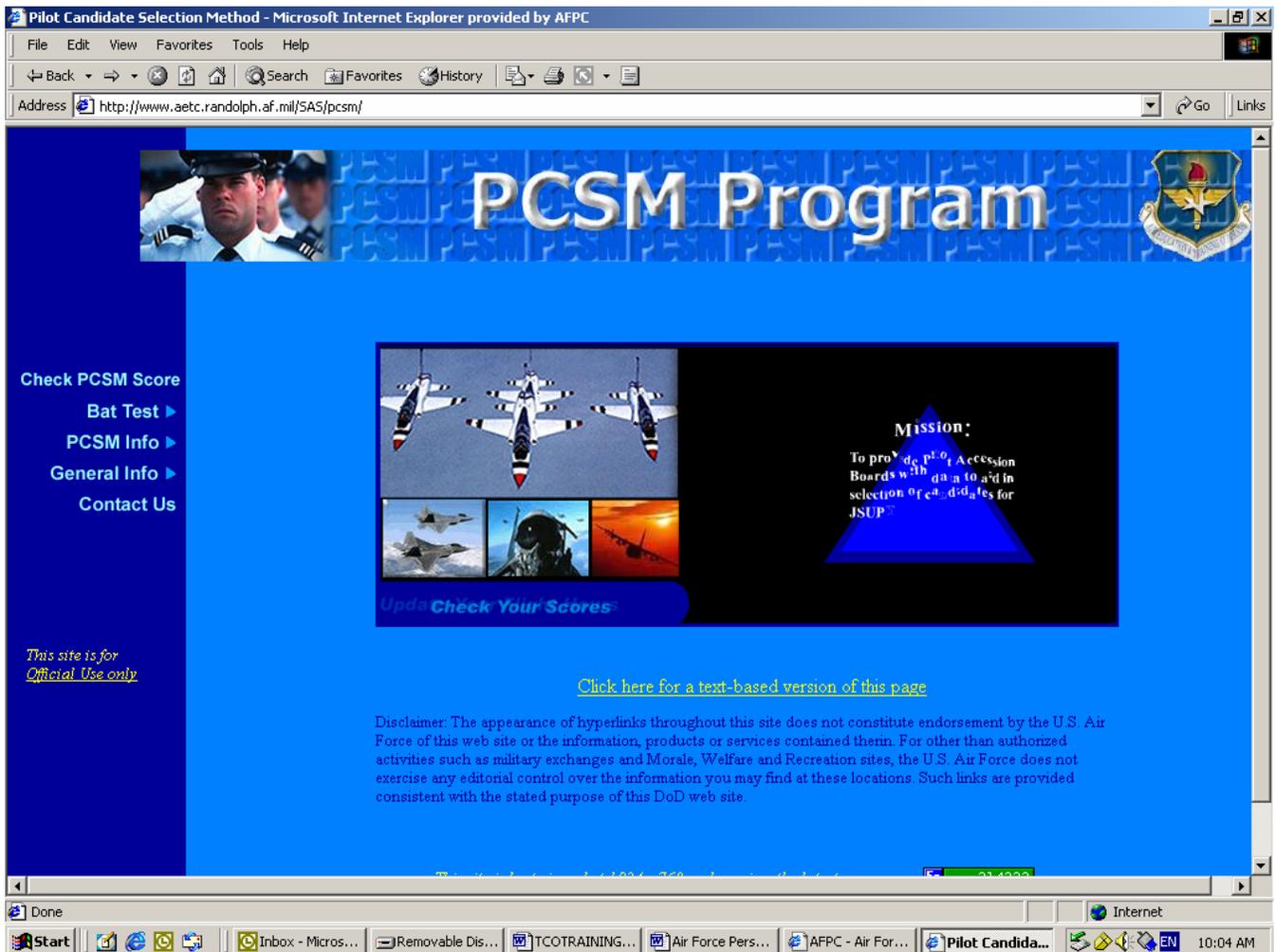
I UNDERSTAND THAT DISCUSSING THE CONTENTS OF THIS TEST WITH ANYONE OTHER THAN THE TEST ADMINISTRATOR WILL RESULT IN MY DISQUALIFICATION FROM CONSIDERATION FOR AIR FORCE PILOT TRAINING. FURTHER, I UNDERSTAND DISCUSSION OR DISCLOSURE OF CONTROLLED TEST MATERIAL IS A VIOLATION OF ARTICLE 92 OF THE UCMJ, PUNISHABLE BY UP TO 2 YEARS HARD LABOR AND DISHONORABLE DISCHARGE.

\_\_\_\_\_  
CANDIDATE'S SIGNATURE

\_\_\_\_\_  
DATE

**Figure 6.1 PCSM Candidate Worksheet**

Figure 6.2. PCSM Program Website to access scores



## Chapter 7

### ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

(AFI 36-2605, chapter 3 and attachment 4, Air Force Joint Instruction 36-2016, *Armed Services Military Personnel Accession Testing Programs*)

This chapter only applies to overseas TCOs. CONUS TCOs do not administer the ASVAB

#### 7.1. Overview.

7.1.1. The ASVAB evaluates specific aptitude areas and gives a percentile score related to the requirements for selecting and classifying individuals for the Armed Services.

7.1.2. For Air Force requirements, the ASVAB yields four aptitude scores:

- Mechanical (M)
- Administrative (A)
- General (G)
- Electronics (E).

These aptitude scores are parallel in content and meaning to those of the Armed Forces Classification Test (AFCT). In addition, ASVAB gives an Armed Forces Qualification Test (AFQT) percentile score.

7.1.3. The ASVAB is administered to civilians only. Individuals already in the Armed Services are administered the AFCT.

7.1.4. CONUS Air Force TCOs are not authorized to administer the ASVAB. CONUS ASVAB testing is administered at Military Entrance Processing Stations (MEPS).

#### 7.2. Test Administration.

7.2.1. Prepare a test roster.

7.2.2. Follow general procedures outline in paragraph 3.5.

7.2.3. Allow about 3 1/2 hours to administer the ASVAB. The test has 10 parts.

7.2.4. Provide each examinee:

- One three-part answer sheet (DOD Form 1304-1AS, **Answer Sheet**)
- One ASVAB Scoring Worksheet (DOD Form 1304.12K, **Armed Services Vocational Aptitude Battery Worksheet for Computing Scores**)
- Two sheets of scratch paper.
- Two #2 pencils.

7.2.5. Positively identify each examinee by checking ID.

7.2.6. Distribute one test booklet to each examinee, alternating different versions of the test.

7.2.7. Have examinees complete the ID portion of the ASVAB Scoring Worksheet. Ensure examinees enter the correct version of the test they are taking. Collect the forms.

7.2.8. Have examinees verify the control number on each page of the three-page answer sheets. Explain that each subtest has its own separate section on the answer sheet.

7.2.9. Read directions verbatim from the test administration manual and begin test administration. Read the subtest instructions before each of the 10 subtests. Allow the exact time for each subtest.

7.2.12. When testing is completed collect and account for all test material and release examinees.

7.3.4. Use the scoring templates to determine the AFQT, Mechanical, Administrative, General, and Electrical raw scores. Convert the raw scores into standard scores using the conversion tables in DOD 1304-12LAETPCT3, Conversion Table, and enter on the worksheet. Convert standard scores to percentiles using the conversion tables and enter on worksheet. Double check work to ensure accuracy. Additionally, some ASVAB tests require the use of Personal Data Assistants (PDAs) in order to compute the percentile scores.

7.3.5. Send original copy of DOD 1304.12K to recruiter. Send DD Form 1304-1AS and second copy of DOD 1304.12K along with USMEPCOM Form 680-3A-E to appropriate MEPCOM location as specified in AFI 36-2605, table 3.1. Retain third copy of DOD 1304.12K locally.

7.3.6. File original test roster in office test roster files.

# ASVAB/AFCT MILPDS update screens

The screenshot displays the Oracle Applications interface. The main window is titled "ASVAB PEOPLE" and contains a table with the following data:

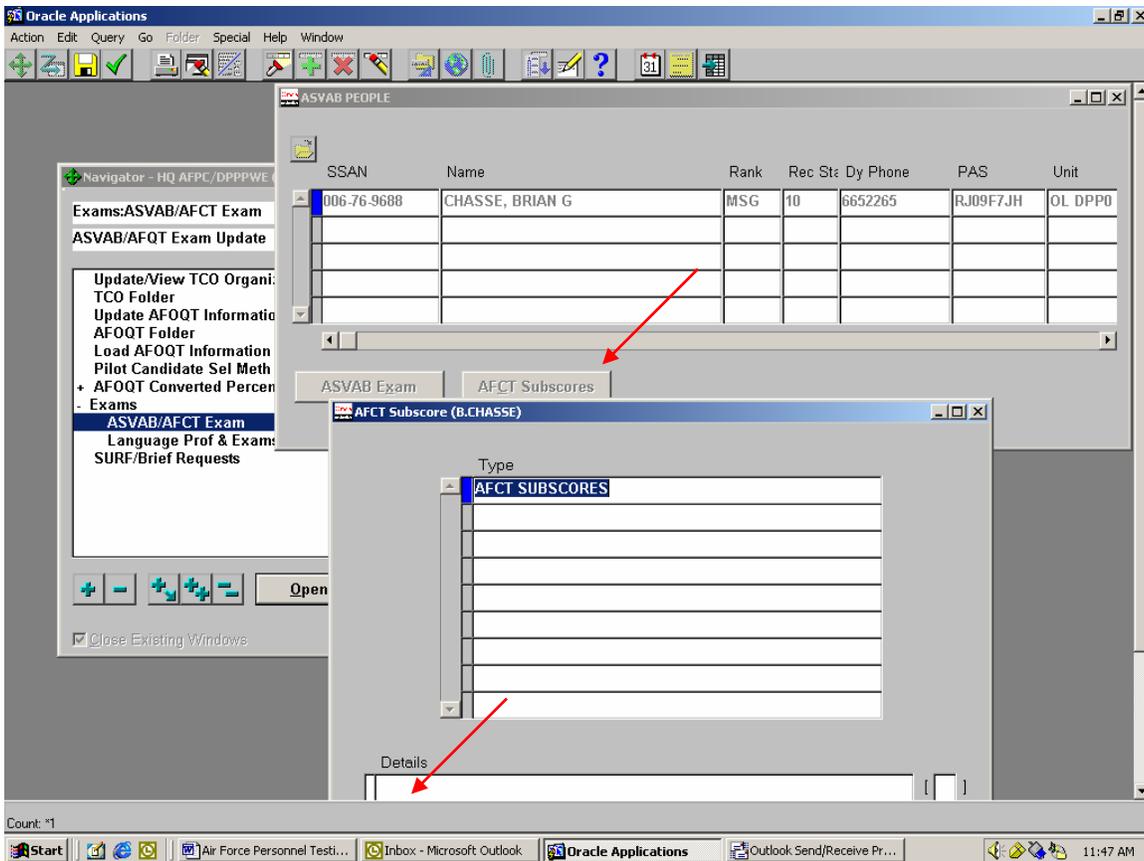
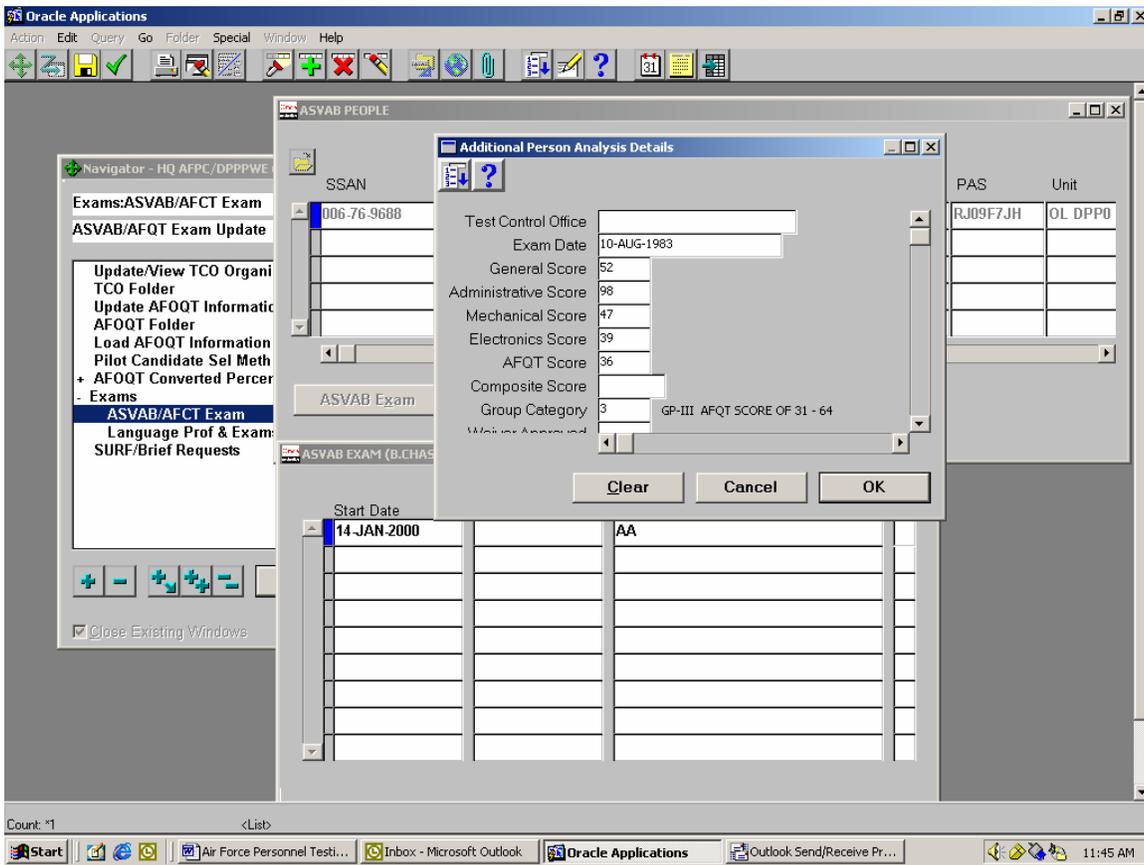
SSAN	Name	Rank	Rec Sts	Dy Phone	PAS	Unit
006-76-9688	CHASSE, BRIAN G	MSG	10	6652265	RJ09F7JH	OL DPP0

Below the table are two buttons: "ASVAB Exam" and "AFCT Subscores". A red arrow points to the "ASVAB Exam" button. To the left is a Navigator pane with a tree view. The "ASVAB/AFCT Exam" item is selected. Below the Navigator are several icons and a checkbox labeled "Close Existing Windows".

A second window titled "ASVAB EXAM (B.CHASSE)" is open, showing a table with the following data:

Start Date	End Date	Detail
14-JAN-2000		AA

A red arrow points to the "Detail" column in the "ASVAB EXAM" window. The status bar at the bottom shows "Count: \*1" and "<List>". The taskbar includes "Start", "Air Force Personnel Testi...", "Inbox - Microsoft Outlook", and "Oracle Applications". The system clock shows "11:43 AM".



Oracle Applications

Action Edit Query Go Folder Special Window Help

ASVAB PEOPLE

SSAN	Name	Rank	Rec Stz	Dy Phone	PAS	Unit
006-76-9688	CHASSE, BRIAN G	MSG	10	6652265	RJ09F7JH	OL DPP0

Navigator - HQ AFPC/DPPPWE

Exams:ASVAB/AFCT Exam

ASVAB/AFQT Exam Update

- Update/View TCO Organi...
- TCO Folder
- Update AFOOT Informati...
- AFOOT Folder
- Load AFOOT Information
- Pilot Candidate Sel Meth...
- + AFOOT Converted Percen...
- Exams
- ASVAB/AFCT Exam**
- Language Prof & Exam...
- SURF/Brief Requests

Open

Close Existing Windows

Extra Person Information

ASVAB Exa

AFCT Su

AFCT Test ID

Exam Date

Test Control Office

GS - Raw Score

AR - Raw Score

WK - Raw Score

PC - Raw Score

NO - Raw Score

CS - Raw Score

AS - Raw Score

Clear Cancel OK

Details

Count: \*0 <List

Start Air Force Personnel Testi... Inbox - Microsoft Outlook Oracle Applications Outlook Send/Receive Pr... 11:48 AM

## Chapter 8

### ARMED FORCES CLASSIFICATION TEST (AFCT)

(AFI 36-2605, chapter 3 and attachment 6)

The AFCT is administered to Air Force members who wish to update their ASVAB scores to qualify for retraining to another AFSC.

#### 8.1. Overview.

8.1.1. The AFCT evaluates airmen in the same four aptitude areas as the ASVAB (i.e., the MAGE composites):

Mechanical  
Administrative  
General  
Electrical

8.1.2. Minimum scores indicating the likelihood of successfully completing the training required for entry into each Air Force Specialty (AFS) are required.

8.1.3. If individual has been administered the AFCT before, ensure at least six months have elapsed since previous administration. Administer the alternate version.

#### 8.2. Test Administration.

8.2.1. Prepare a test roster.

8.2.2. Follow the general procedures outlined in paragraph 3.3.

8.2.4. Provide each examinee:

- One three-part answer sheet
- Two sheets of scratch paper.
- Two #2 pencils.

8.2.5. Positively identify each examinee by checking ID.

8.2.6. Distribute one test booklet to each examinee, alternating different versions of the test.

8.2.7. Have examinees complete the ID portion of the AFCT Worksheet. Figure 8.1 shows an example of this form. Ensure examinees enter the correct version of the test they are taking. Collect the forms.

8.2.8. Have examinees verify the control number on each page of the answer sheets. Point out that each subtest has its own separate section.

8.2.9. Read the directions verbatim from the test administration manual and begin test administration. Read subtest instructions before each of the 10 subtests. Allow the exact time for each subtest.

8.2.12. When testing is completed collect and account for all test material and release examinees.

#### 8.3. Test Scoring Procedures.

8.3.1. Separate answer sheets by version and then score by placing the template answer keys over each answer sheet and counting the number of correct answers.

8.3.2. Transfer the raw score onto the AFPT 12WS.

8.3.3. Determine the VE raw score by adding the WK and PC raw scores.

8.3.5. Enter the appropriate standard scores in A, E, G, and M areas on AFPT12WS.

8.3.6. Total up the standard scores and enter this into the column labeled SS. Using appropriate conversion table, convert the SS scores into the composite score and enter these scores in the column labeled, PERCENTILE. These are the new MAGE scores. Double-check work to ensure accuracy.

8.3.7. Electronic scoring may also be completed in MilPDS. Input the raw scores in the AFCT input screen and hit the save button. The percentile scores will automatically be populated in the system and a RIP will be produced.

Figure 8.1. Sample AFCT Scoring Worksheet.

AIR FORCE CLASSIFICATION TEST (AFCT) SCORING WORKSHEET – AIR FORCE					
1.	GS =	RAW <input style="width: 40px; height: 20px;" type="text"/>	GS =	STANDARD <input style="width: 40px; height: 20px;" type="text"/>	1 <sup>st</sup> Check <input style="width: 20px; height: 20px;" type="text"/>
2.	AR =	<input style="width: 40px; height: 20px;" type="text"/>	AR =	<input style="width: 40px; height: 20px;" type="text"/>	2 <sup>nd</sup> Check <input style="width: 20px; height: 20px;" type="text"/>
3.	WK =	<input style="width: 40px; height: 20px;" type="text"/>	WK =	<input style="width: 40px; height: 20px;" type="text"/>	
4.	PC =	<input style="width: 40px; height: 20px;" type="text"/>	PC =	<input style="width: 40px; height: 20px;" type="text"/>	
5.	NO =	<input style="width: 40px; height: 20px;" type="text"/>	NO =	<input style="width: 40px; height: 20px;" type="text"/>	
6.	CS =	<input style="width: 40px; height: 20px;" type="text"/>	CS =	<input style="width: 40px; height: 20px;" type="text"/>	
7.	AS =	<input style="width: 40px; height: 20px;" type="text"/>	AS =	<input style="width: 40px; height: 20px;" type="text"/>	
8.	MK =	<input style="width: 40px; height: 20px;" type="text"/>	MK =	<input style="width: 40px; height: 20px;" type="text"/>	
9.	MC =	<input style="width: 40px; height: 20px;" type="text"/>	MC =	<input style="width: 40px; height: 20px;" type="text"/>	
10.	EI =	<input style="width: 40px; height: 20px;" type="text"/>	EI =	<input style="width: 40px; height: 20px;" type="text"/>	
		VL = WK	RAW <input style="width: 40px; height: 20px;" type="text"/>	+ PC	RAW <input style="width: 40px; height: 20px;" type="text"/>
				=	RAW <input style="width: 40px; height: 20px;" type="text"/>
				VE =	STANDARD <input style="width: 40px; height: 20px;" type="text"/>
<b>A</b>			STANDARD	STANDARD	STANDARD
		VE	<input style="width: 40px; height: 20px;" type="text"/>	+ MK	<input style="width: 40px; height: 20px;" type="text"/>
				=	<input style="width: 40px; height: 20px;" type="text"/>
				SSS	PERCENTILE
				A	_____%
<b>E</b>	GS	<input style="width: 40px; height: 20px;" type="text"/>	+ AR	<input style="width: 40px; height: 20px;" type="text"/>	+ MK
				+ EI	<input style="width: 40px; height: 20px;" type="text"/>
				=	<input style="width: 40px; height: 20px;" type="text"/>
				E	_____%
<b>G</b>			AR	<input style="width: 40px; height: 20px;" type="text"/>	+ VE
				=	<input style="width: 40px; height: 20px;" type="text"/>
				G	_____%
<b>M</b>	AR	<input style="width: 40px; height: 20px;" type="text"/>	+ 2VE	<input style="width: 40px; height: 20px;" type="text"/>	+ MC
				+ AS	<input style="width: 40px; height: 20px;" type="text"/>
				=	<input style="width: 40px; height: 20px;" type="text"/>
				M	_____%
NAME (LAST, FIRST, AND MI)				GRADE	DATE TESTED

## Chapter 9

### ELECTRONIC DATA PROCESSING TEST (EDPT)

(AFI 36-2605, chapter 3 and attachment 9, and AFPT 59, *Directions for Administration and Scoring the EDPT*)

#### 9.1. Overview.

9.1.1. The EDPT evaluates an examinee's ability to complete formal technical training for award of AFSC 3C0X2, Communication-Computer Systems Programming and Reporting Identifier (RI) 9S100, Scientific Measurement Technician, and 9S200, Applied Sciences Technician..

9.1.2. If an examinee has taken the EDPT before, a minimum of 180 days must have passed since previous administration.

#### 9.2. Test Administration.

9.2.1. Prepare a test roster.

9.2.2 Follow general procedures outlined in paragraph 3.3.

9.2.3. Allow about 1 hour and 45 minutes to administer the EDPT. The actual testing time for the test is 1 hour and 30 minutes. The test consists of 120 multiple-choice items and is designed to measure verbal ability, symbolic reasoning, and arithmetic reasoning.

9.2.4. Positively identify each examinee by checking ID.

9.2.5. Provide each examinee:

- One AFPT 60, *EDPT Test Booklet*
- One AFPT 81, *Answer Sheet*
- Two sheets of scratch paper.
- Two #2 pencils.

9.2.5. Read instructions verbatim from AFPT 59. Allow exact time for test administration.

9.2.6. When testing is completed, collect and account for all test material and release examinees.

#### 9.3. Test Scoring Procedures.

9.3.1. Score by placing template answer key over each answer sheet and count the number of correct responses. Record the score on the test roster. A qualifying score on the EDPT for AFSC 3C0X2 is 71 and for RI 9S100 and 9S200 it is 57.

9.3.2. Store the answer sheets in a security container for 6 months and then destroy locally.

9.3.3. File the original test roster in the office test roster files.

#### 9.4. System Update.

Press the F7 key to enter the query mode. Type the member's SSN with hyphens (000-00-0000) in the SSAN field or partial last name followed by a percent sign or full name (i.e., Doe, Joy) in the Full Name field and press the F8 function key to execute the query. The People window will populate with the member's current information.

**Updating EDPT:** Click the EDPT Exam button. The EDPT Exam window will appear.

Click in the Detail Box. The Activity Box will appear.

Update the required field by typing the information or clicking the List of Values (LOV) button and selecting the appropriate value from the list. Click the Okay button. The Additional Person Analysis Details Box will open. Update all required fields by typing the information or clicking the List of Values (LOV) button and selecting the appropriate value from the list. Click the OK button. Save the update by clicking the Save button

## Chapter 10

### DEFENSE LANGUAGE APTITUDE BATTERY (DLAB)

(AFI 36-2605, chapter 3 and attachment 8, and DOD 5160.41A)

#### 10.1. Purpose.

10.1.1. The DLAB is used as a screening device for identifying a member's potential for learning a foreign language.

10.1.2. Any military member can take this test if he or she has a memorandum from his / her commander. Typically, individuals who are candidates for foreign language training conducted by the Defense Language Institute (DLI) or who need to meet special duty assignment requirements will request testing. Spouses of members who need to meet special duty assignment requirements sometimes have a testing requirement.

10.1.3. This test is mandatory for all O-5s selected for promotion to O-6. These members do not require a memorandum.

#### 10.2. Test Administration.

10.2.1. Prepare a test roster.

10.2.2. Follow general procedures outlined in paragraph 3.3.

10.2.3. Do not test an individual until six months have elapsed since his / her previous administration.

10.2.4. Allow about two hours to administer this test.

10.2.5. Use headphones for each examinee.

10.2.6. Positively identify each examinee by checking ID card and then have examinee initial test roster.

10.2.7. Provide each examinee:

- DOD 5160.41B, *Test Booklet*
- DOD 5160.41G, *Answer Sheet*
- Privacy Act Statement
- Two #2 pencils

10.2.8. Explain that the DLAB consists of two tests:

- Listening portion is 57 minutes in length.
- Reading portion is 25 minutes in length.
- There is no break between the tests.

10.2.9. Complete the Privacy Act Statement.

10.2.10. Read the instructions and then start the tape.

10.2.11. As soon as you hear "This tape is for official use only," start timing and record the start and stop times for the reading portion on a chalkboard or other location easily visible to examinee.

10.2.12. When testing is completed, collect and account for all test material and release examinees.

#### 10.3. Test Scoring Procedures.

10.3.1. Score test by placing template answer key over answer sheet and counting the number of correct responses.

10.3.2. Convert the raw score to a standard score using the chart on page 15 of DOD 5160.41A, DLAB Manual for Administration and Scoring.

10.3.3. Record the standard score on the test roster. The mean is 100 and standard deviation is 20.

10.3.4. File the answer sheets and Privacy Act statements in the safe until answer sheets are mailed.

10.3.5. File the original test roster in the office test roster files.

10.3.6. File a copy of the test roster with the DLAB answer sheets and the Privacy Act statements and store in safe until answer sheets are mailed.

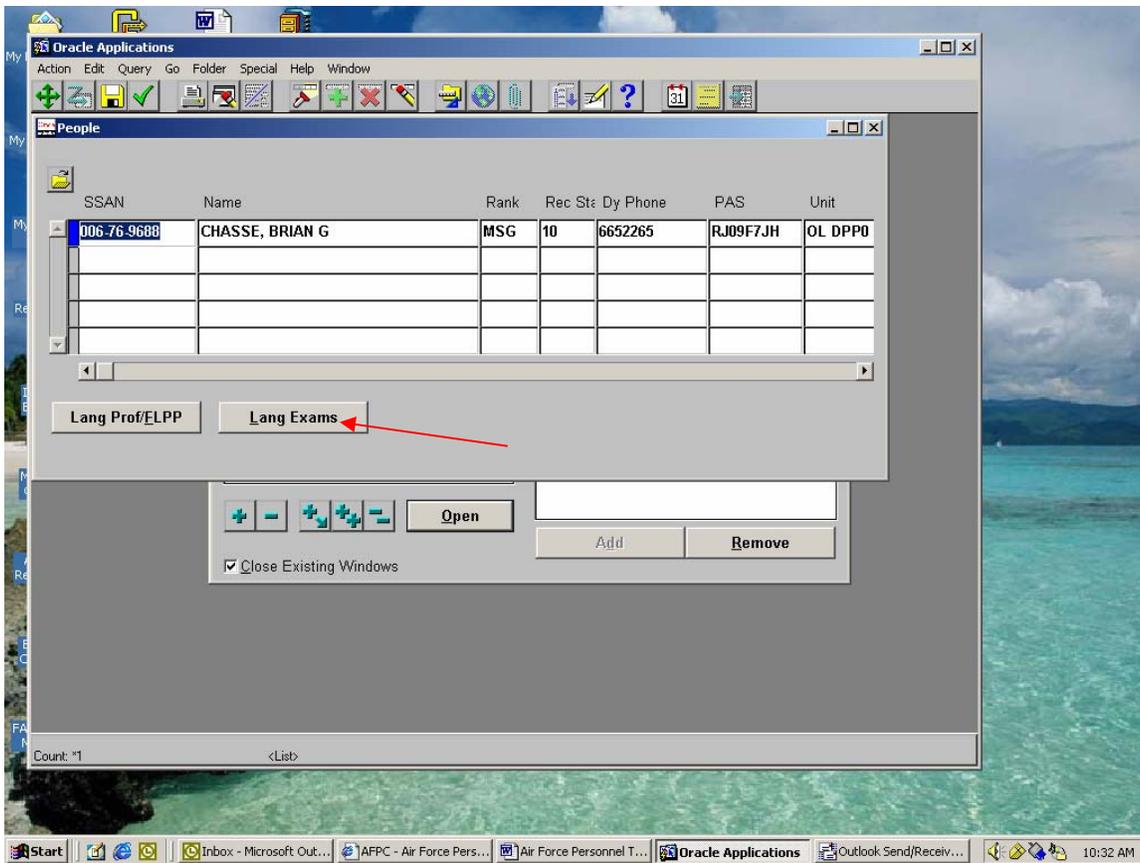
10.3.7. Prepare a memorandum with individual's test scores. Send original to records section for filing in UPRG (for Air Force members) and send a copy to the individual.

10.3.8. Mail test answer sheets monthly to DLI following the procedures in paragraph 3.7 of this pamphlet to:

DLI/FLC  
ATFL-ESM  
ATTN: Test Control Officer  
660 Rifle Range Road  
Presidio of Monterey CA 93944-3136

10.3.9. Attach the commander's memorandums, when applicable, a copy of AF Form 12, and the certified slip to the test roster, and file.

Figure 10.1. Sample Update screens.



Air Force Personnel Testing TCO Training Plan - Microsoft Word

Oracle Applications

Language Aptitude Exam (B.CHASSE)

Start Date	End Date	Detail	AS	Unit
19-SEP-2003			09F7JH	OL DPP0

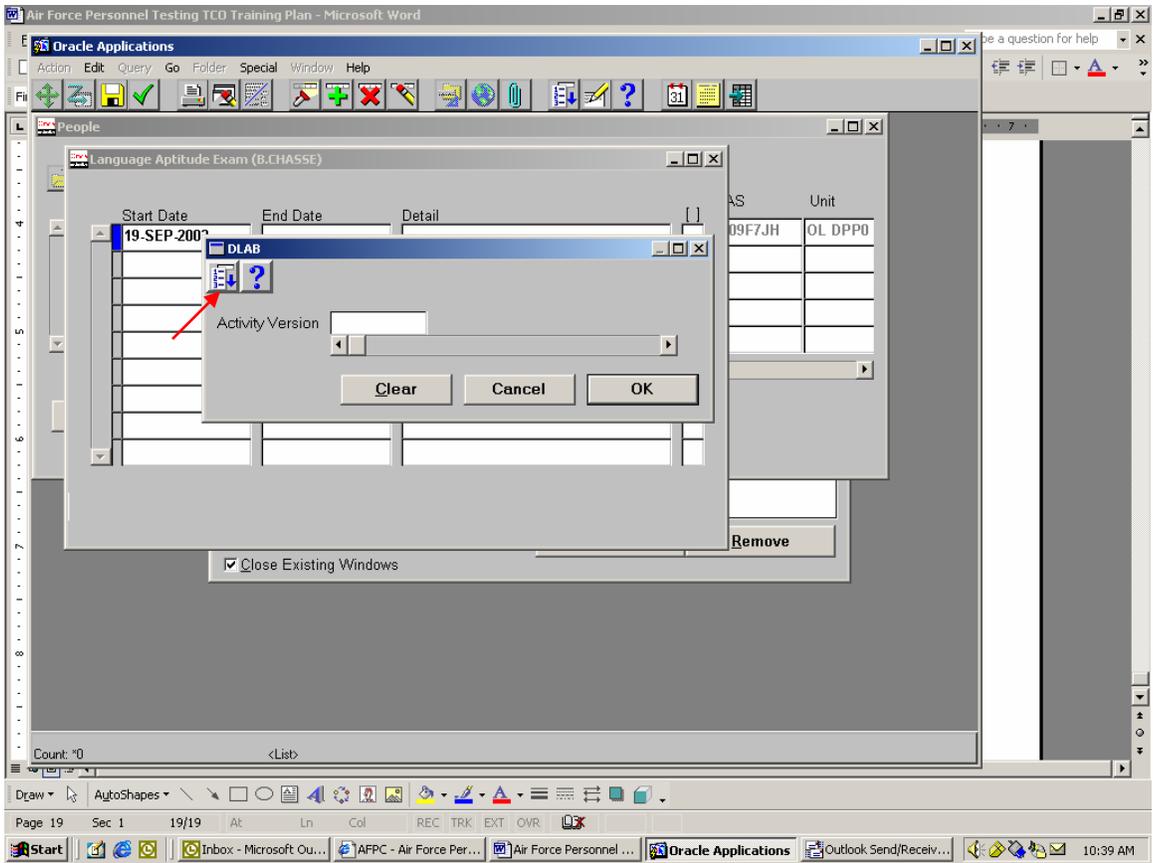
Close Existing Windows

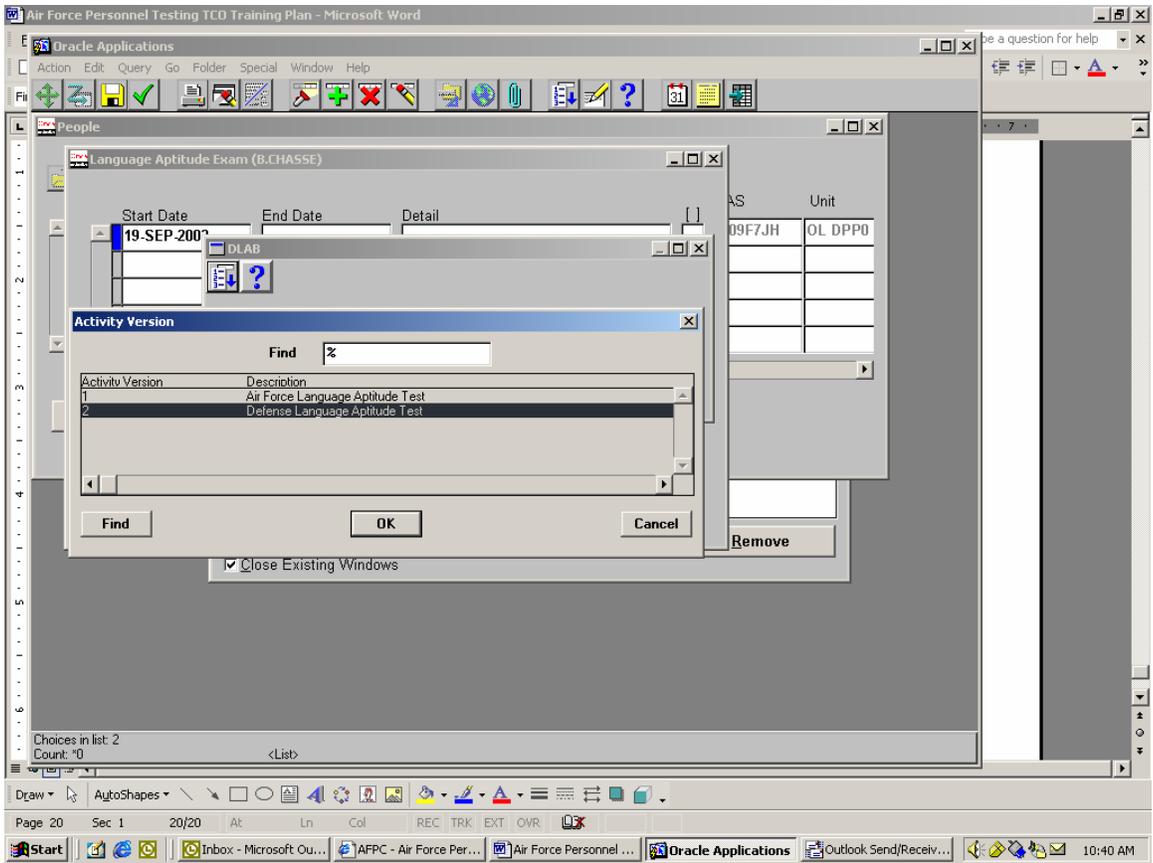
Remove

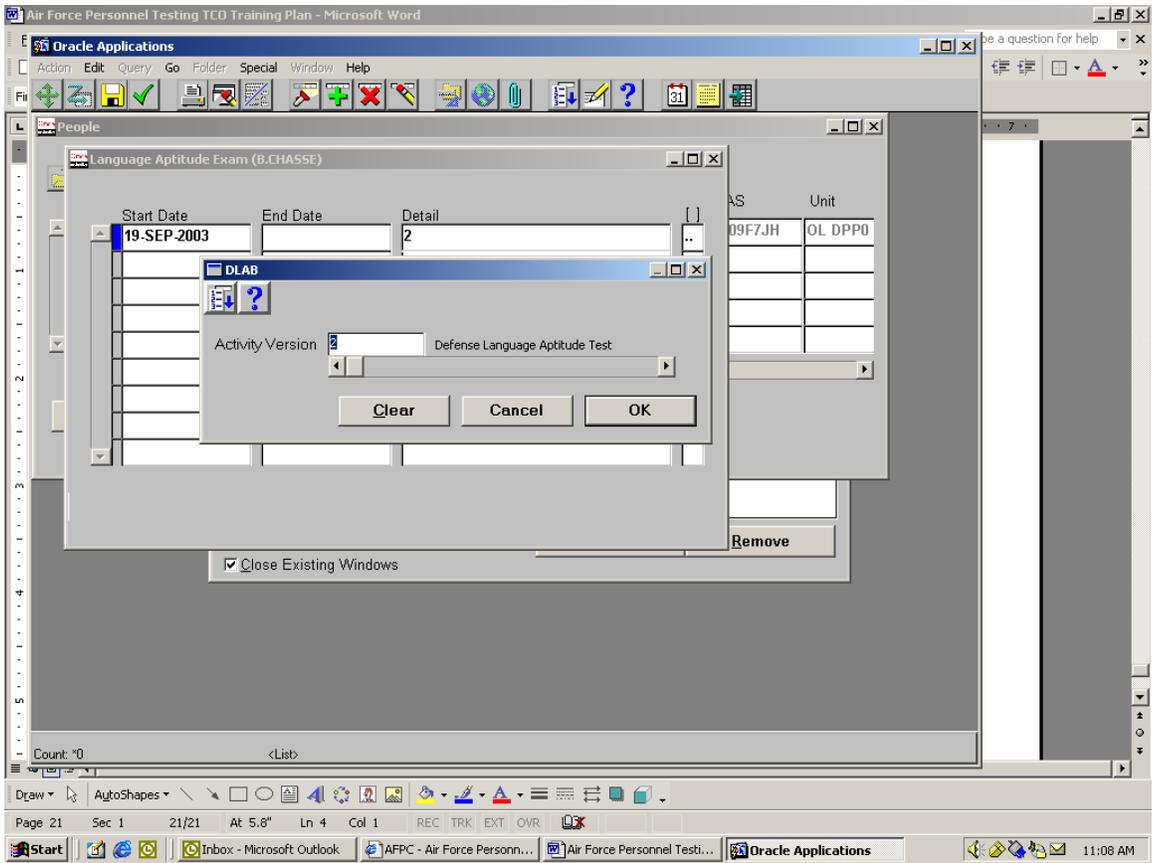
Count: \*0 <List>

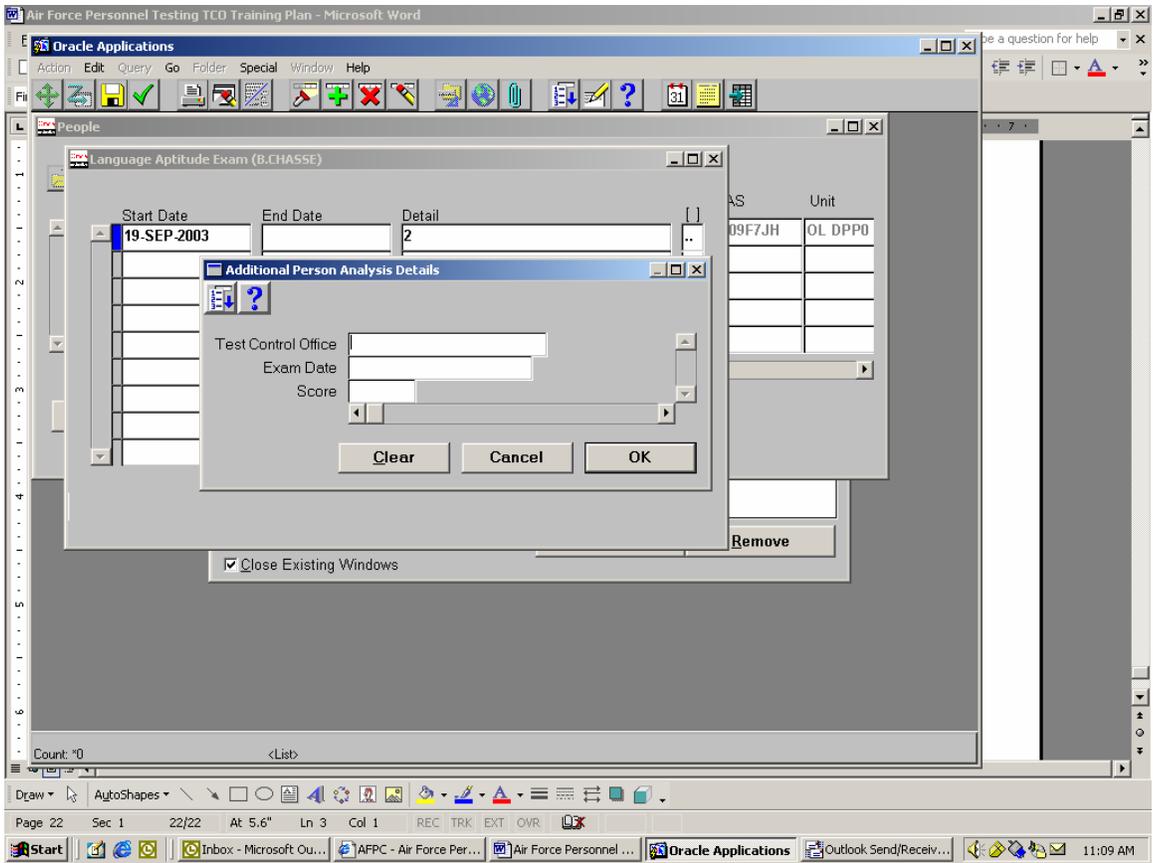
Page 18 Sec 1 18/18 At 6.6" Ln 8 Col 1 REC TRK EXT OVR

Start | Inbox - Microsoft Out... | AFPC - Air Force Pers... | Air Force Personnel T... | Oracle Applications | Outlook Send/Receiv... | 10:36 AM









Air Force Personnel Testing TCO Training Plan - Microsoft Word

Oracle Applications

Language Aptitude Exam (B.CHASSE)

Start Date	End Date	Detail	AS	Unit
19-SEP-2003		2	09F7JH	OL DPP0

Additional Person Analysis Details

Test Control Office: 1002 HQ AFPC/DPPAT

Exam Date: 11-SEP-2003

Score: 75

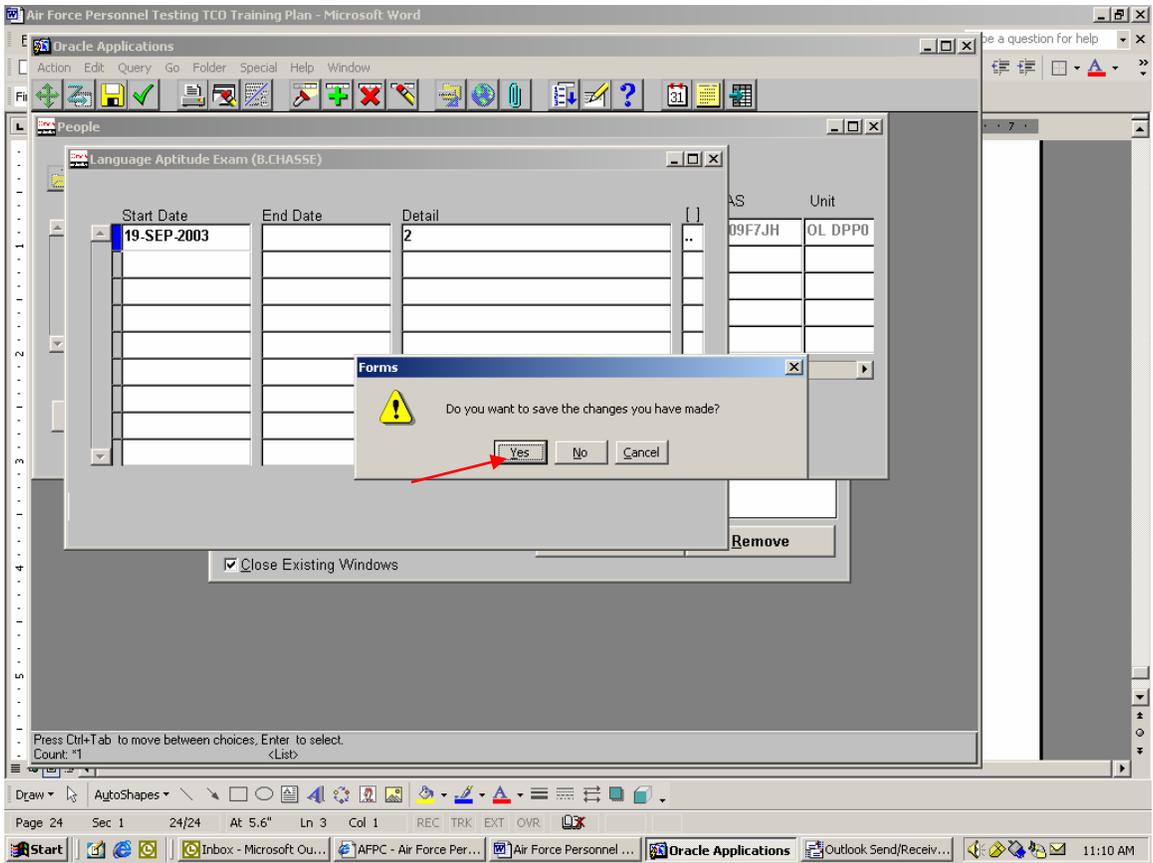
Buttons: Clear, Cancel, OK

Close Existing Windows

Count: \*0 <List>

Page 23 Sec 1 23/23 At 5.6" Ln 3 Col 1 REC TRK EXT OVR

Taskbar: Start, Oracle Applications, Outlook Send/Receiv..., 11:09 AM



## Chapter 11

### DEFENSE LANGUAGE PROFICIENCY TESTS (DLPT) AND DEFENSE LANGUAGE READING PROFICIENCY TESTS (DLRPT)

(AFI 36-2605, chapter 3 and attachments 11 and 12, and DLPT Administration and Scoring Manuals)

**11.1. Test Description.** The Defense Language Institute Foreign Language Center (DLI/FLC) develops DLPTs and DLRPTs for assessing language skills. DLPTs I and II assess both reading and listening skills in one 1 1/2-hour session. DLPTs III and IV consist of a 2-hour listening test, a 3-hour reading test, and a 45-minute speaking test. The Air Force normally uses only the listening and reading portions of these tests. For some languages, there is only a reading test (DLRPT). DLRPTs consist of a 2 1/2-hour reading test. For these tests where listening is not assessed, the listening skill is assumed to be equivalent to the reading skill and updated accordingly in MILPDS. When no test is listed in AFPT INDEX for a Foreign Language Proficiency Pay (FLPP)-approved language (see AFI 36-2605, table 11.1), send a memorandum (see figure 11.1) to DLI/FLC (phone: DSN 878-5505, FAX: DSN 878-5767) to request a telephonic interview to assess the member's speaking and listening skills. Mail or FAX to:

DLI/FLC  
ATFL-ESM  
660 Rifle Range Road  
Presidio of Monterey CA 93944-3136

#### 11.2. Uses.

- *Annual certification of personnel assigned to crypto-linguistic career field* (HQ Air Intelligence Agency (AIA) requirements).
- *Initial certification* for those requesting to qualify for the Foreign Language Proficiency Pay (FLPP) Program and *annual re-certification* for those currently receiving *FLPP*.
- Members not eligible for FLPP (for example, a Spanish or Tagalog speaker not assigned to a language-designated position (LDP)) who wish to have their language skills reflected on their record.

**NOTE:** *The same test administration for annual certification of members assigned to the crypto-linguistic career field is also used for the annual FLPP re-certification requirement.*

#### 11.3. FLPP Testing.

11.3.1. Conditions for Receiving Pay. (Refer to AFI 36-2605, attachment 12.)

- All officers and enlisted members may qualify for pay in any foreign language approved for FLPP with the following exceptions:
  - Spanish and Tagalog speakers must be assigned to an LDP.
  - Must possess a Secret security clearance.
- Must receive qualifying scores on the DLPT/DLRPT.
- Member's language proficiency level and AFSC/Language Position determines amount of pay.
- TCOs may receive a request to test members of other services. Coordinate this request with AFPC/DPPPWT.
  - Other service members must have documentation requesting the test.
  - Documentation must indicate where the test scores are to be sent.

11.3.2. FLPP Test Scheduling:

- Test members not receiving FLPP who have memorandums from their commanders authorizing them to take the test. (Memorandums should follow the format of the sample shown in figure 11.3).
- For members already receiving FLPP, follow the procedures outlined below:
  - MILPDS end of month (EOM) routine generates three copies of the Re-certification Master List sorted by unit for member's receiving FLPP and individual FLPP re-certification notification RIPs. Examples of these products are included in this pamphlet. (See figures 11.4 and 11.5.)
  - Assign a testing date to each member and record it on each individual notification RIP.
  - Send RIPs together with the original and one copy of the Master Certification List to each unit commander for re-certification of member's eligibility to test for FLPP. Suspend the third copy.
    - Instruct commanders to sign/return original copy of roster and the signed re-certification RIPS to MPF.
    - Commanders should draw a line through the names not being recommended to test for re-certification.

**11.4. Crypto-Linguistic Career Field Annual Testing.** This requirement is normally met by the annual FLPP re-certification testing. For crypto-linguists not receiving FLPP, the unit requests DLPT/DLRPT testing.

**11.5. Other Testing.** Members not eligible for FLPP and not assigned to the crypto-linguistic career field can test in certain situations:

- At least one year must have elapsed since the previous administration.
- Members retesting must be able to demonstrate how their proficiency has improved since previous administration (e.g., formal language training or assignment in a foreign country where the language was commonly used).

**11.6. Test Administration.**

11.6.1. Prepare a test roster.

11.6.2. Follow general procedures outlined in paragraph 3.3.

11.6.3. Follow test administration procedures in DLPT and DLRPT test administration manuals.

11.6.4. Use headphones for each examinee.

11.6.5. Brief local procedures. (*NOTE:* Administering reading and listening tests of DLPTs III and IV during one session or at different times is up to local policy.)

11.6.6. Positively identify each examinee by checking his / her ID card.

11.6.7. Explain that annual testing is required to be eligible to continue to receive FLPP each year.

11.6.8. 10.2.7. Provide each examinee:

- Test Booklet
- Answer Sheet
- Privacy Act Statement
- Two #2 pencils

11.6.9. Administer the listening test first. Read directions verbatim from appropriate test administration manual and begin test administration.

- Start the tape when appropriate.
- Change the tape as required.

11.6.10. When the listening test is completed, collect and account for all test materials and release examinees. Tell examinees when they should return to take the reading test (e.g., in 10 minutes or at a later date).

11.6.11. Score the listening test using procedures in paragraph 11.7 of this pamphlet before administering the reading test.

11.6.12. TCOs are not required to administer the reading test to members who do not qualify on the listening test unless they request it for purposes of having it on their record. Members who do not qualify on the listening test are not eligible for FLPP. *EXCEPTION: Members in a language-designated position who do not qualify on the listening test are still required to take the reading test to meet their annual testing requirement. However, they will not be eligible to receive FLPP.*

11.6.13. Administer the reading test. Read directions verbatim from appropriate test administration manual and begin test administration. Record the start and stop times on a chalkboard or other location easily visible to examinee.

11.6.14. When the reading test is completed, collect and account for all test materials and release examinees.

**11.7. Test Scoring Procedures.**

11.7.1. Score test by placing template answer key over each answer sheet and counting the number of correct responses.

11.7.2. Determine language proficiency levels and Personnel Data System (PDS) update codes using tables 11.2 and 11.3.

11.7.3. Mail test answer sheets **monthly** to DLI following procedures in paragraph 3.7 of this pamphlet.

11.7.4. Prepare a memorandum with individual's test scores. Send original to records section for filing in UPRG (for Air Force members) and send a copy to individual.

11.7.5. DLPTs are criterion-referenced tests. The converted scores range from 0 to 60. The proficiency levels are based on the skill level descriptions established by the Interagency Language Roundtable (ILR).

**11.8. Language Proficiency Update.** See AFCSM 36-699.

**11.9. FLPP Update.** See AFCSM 36-699.

**11.9.1. Quarterly Reconciliation:**

**11.9.1.1.** TCOs must perform quarterly reconciliations between pay data in Defense Joint Military Pay System (DJMS), personnel data in PDS, and testing results. This reconciliation will be sent directly from AFPC to the MAJCOM TCO which will then be suspended appropriately.

FLPP I:

PROFICIENCY LEVELS	PDS CODE	FLPP CODE	PAYMENT*
L2/R2	E	21-24	\$100
L2/R2+ OR L2+/R2	E/F OR F/E	12	\$125
L2+/R2+ OR L2/R3 OR L3/R2	F	31-34	\$150
L2+/R3 OR L3/R2+	F/G OR G/F	11	\$175
L3/R3	G	41-44	\$200

\*Additional \$100 for second language at L2/R2 or better

FLPP II: All Others

PROFICIENCY LEVELS	PDS CODE	FLPP CODE	PAYMENT*
L2/R2	E	21-24	\$50
L2/R2+ OR L2+/R2	E/F OR F/E	12	\$62.50
L2+/R2+ OR L2/R3 OR L3/R2	F	31-34	\$75
L2+/R3 OR L3/R2+	F/G OR G/F	11	\$82.50
L3/R3	G	41-44	\$100

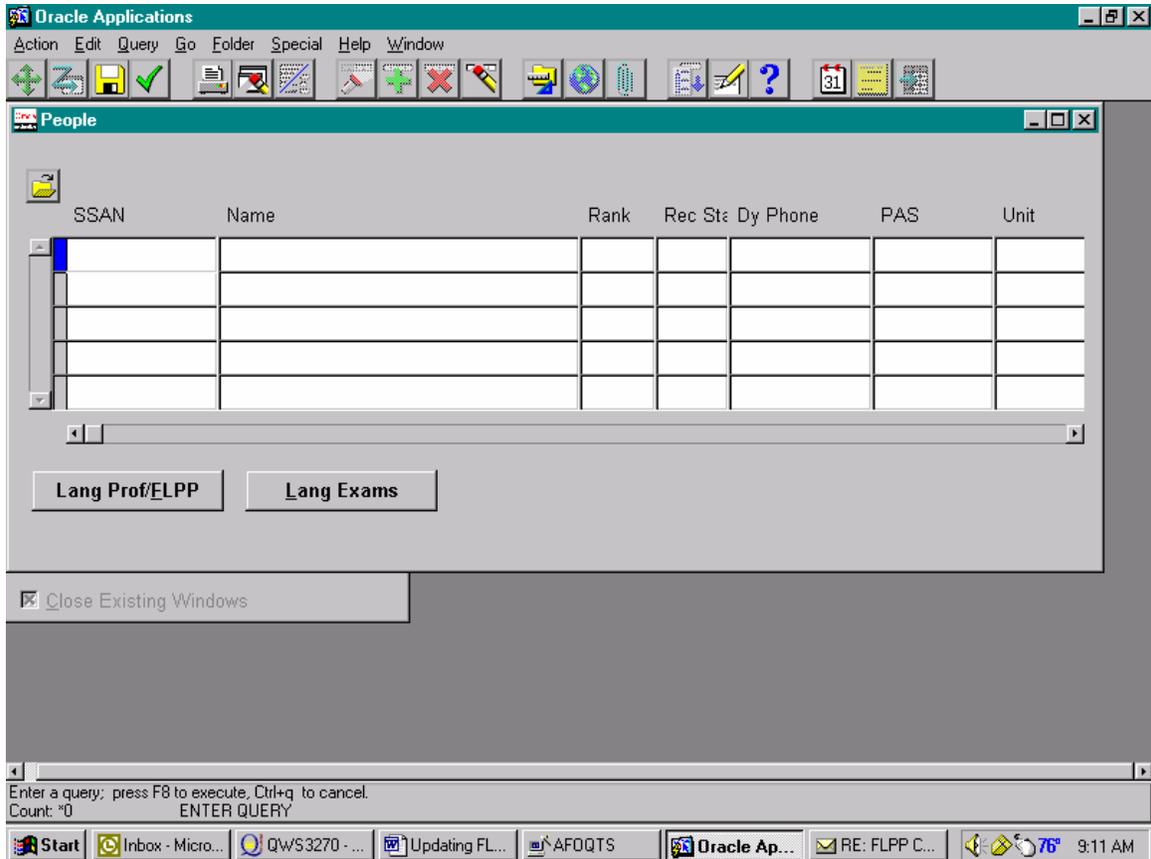
\*Additional \$50 for second language at L2/R2 or better

NOTE: Spanish and Tagalog speakers must be serving in an LDP or language-inherent career field (1N3XXX or 1N200 with 1N3XXX career path), reporting identifier (9L000), Air Traffic Control (AFSC 1C1XX), special-duty identifier (8D000), or 16FX to qualify for FLPP.

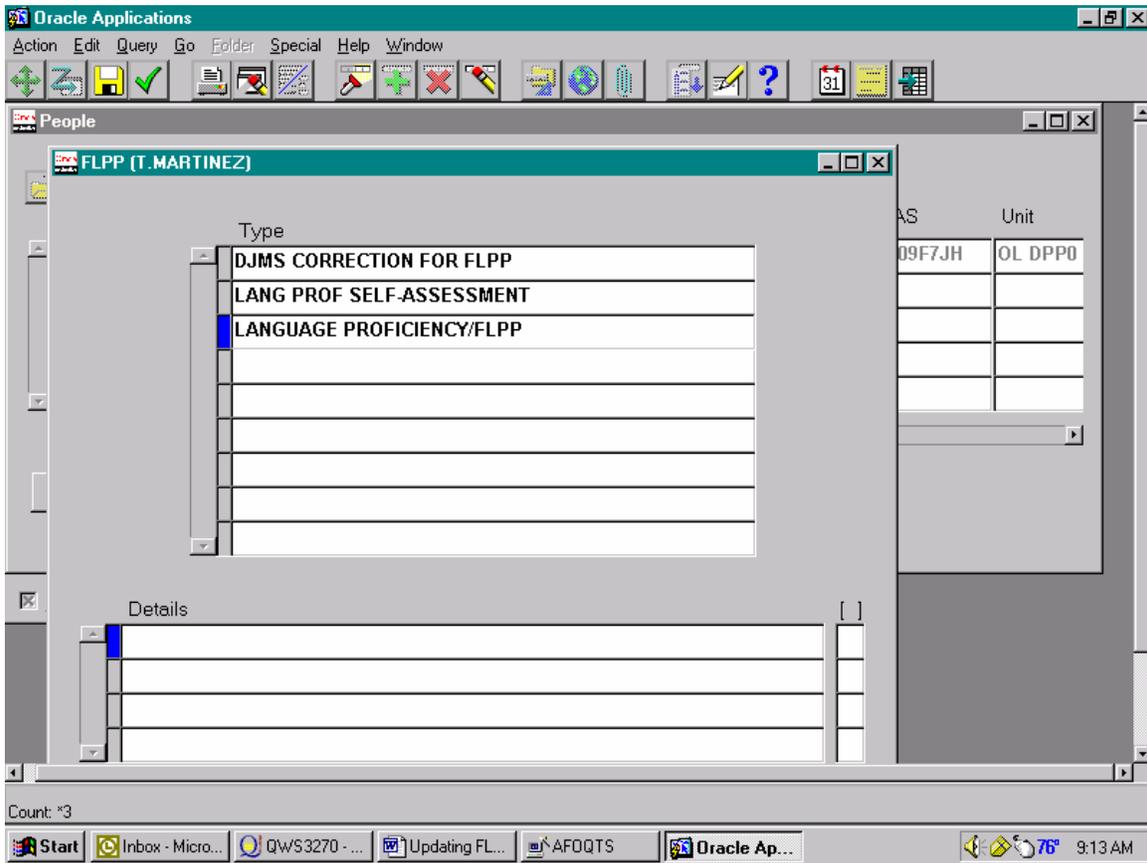
A11.6.3. The Defense Finance and Accounting Service Military Pay Directorate (DFAS-DE) is the focal point for automated military pay transactions for payment of FLPP to qualified individuals. DFAS-DE must submit documentation on FLPP expenditures to the SPM no later than 31 July and 31 January every year. The report will provide the following information on each individual drawing FLPP: name, grade, SSN, MPF identification code, and end total. Compilation of the report uses guidance prescribed in Report Control Symbol HAF-INS (SA) 8701 and AFMAN 37-139.

A11.6.4. To report problems in pay that cannot be resolved systematically, use the Case Management System (CMS) process to report pay problems that cannot be fixed locally. Every MPF has a CMS administrator that can assist you in logging in as a user and train you on how to report a case on a specific pay problem dealing with FLPP. Refer to this website for more info on CMS. <https://www.afpc.randolph.af.mil/cms/Default.asp>

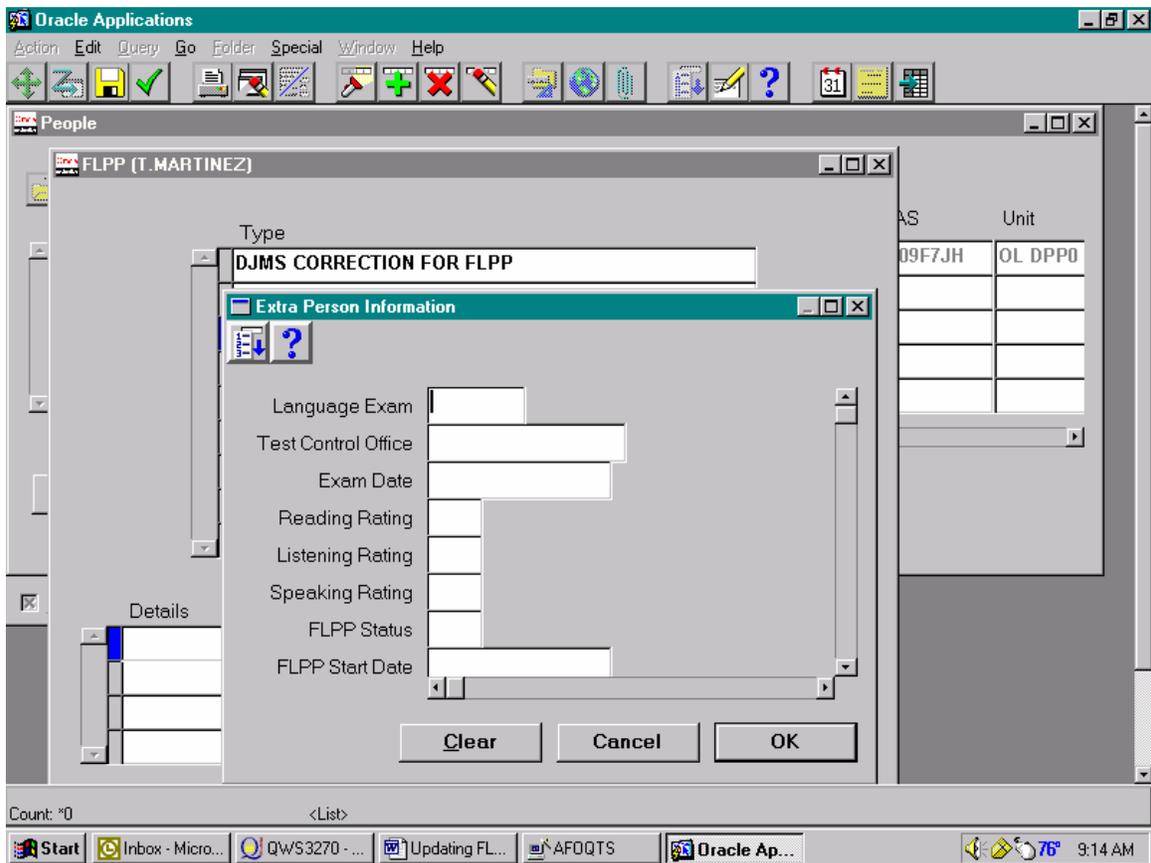
## BASIC FLPP UPDATING PROCEDURES in MilPDS



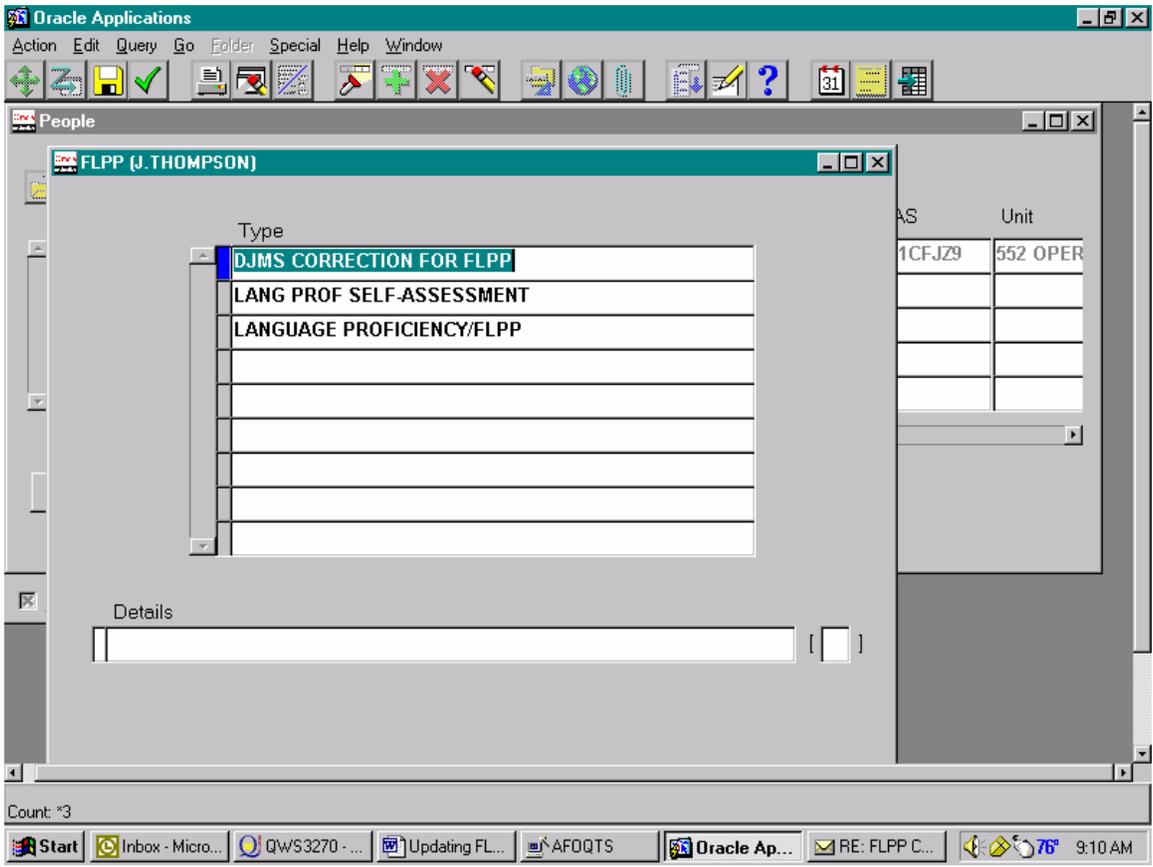
1. Hit F7 then enter SSN then hit F8 to retrieve record.
2. Go into Lang Prof/FLPP



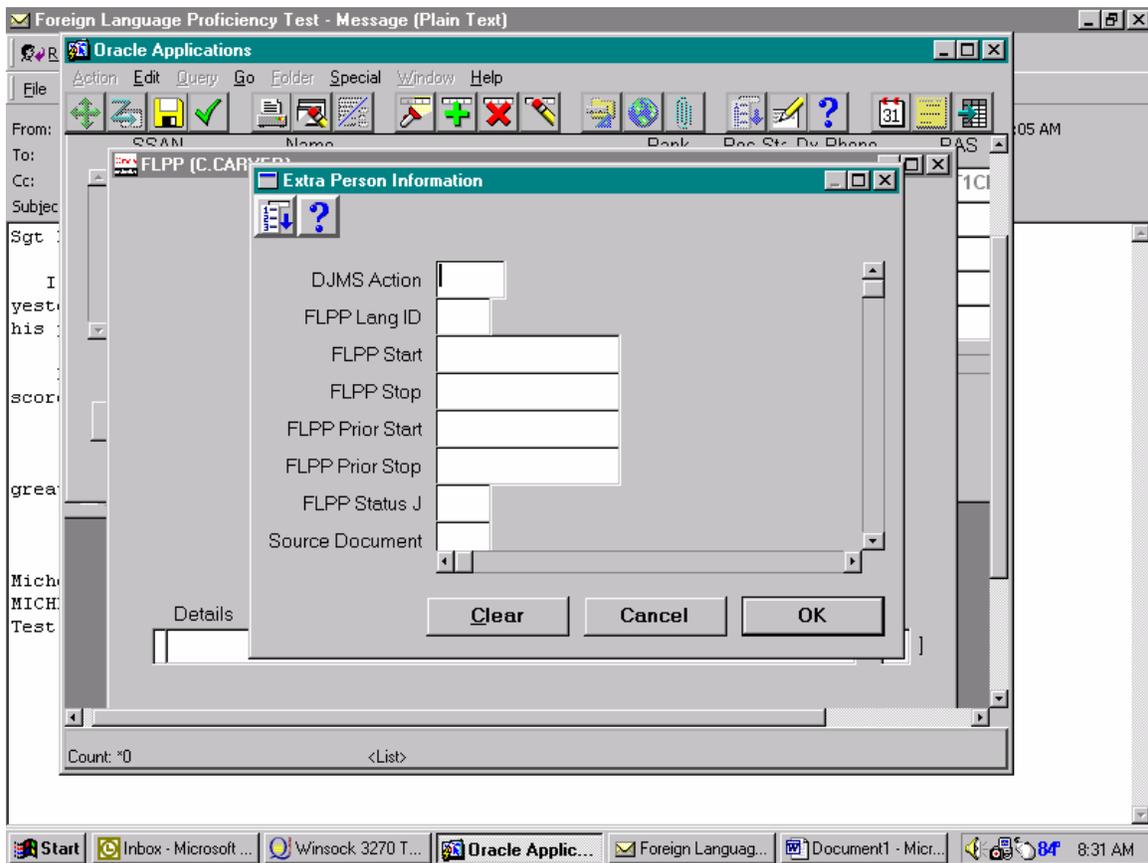
1. Go into Language Proficiency/FLPP to update Language Test.
2. Click on the line that is appropriate in Details. If it is new language click on the blank line.



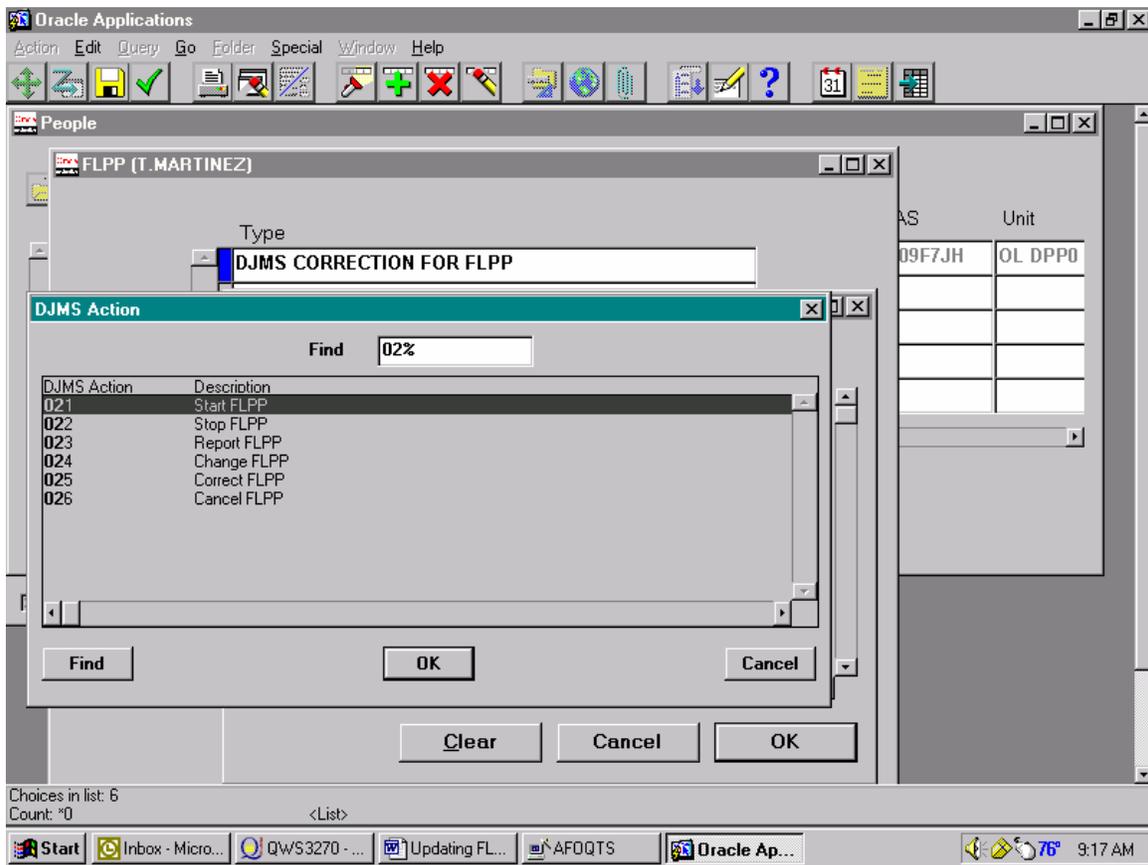
1. Put in Language Exam (e.g. QB-Spanish)
2. Enter in Test Control Office (e.g. 1007)
3. Enter the Exam Date (e.g. 10-MAR-2001)
4. Enter Reading Rating (e.g. E)
5. Enter Listening Rating (e.g. E)
6. Enter Speaking Rating if applicable (e.g. E)
7. Enter FLPP Status (e.g. 21, 31, 41)
8. Enter FLPP Start Date, this should be the same date as the exam date or the date of the commanders letter if initial certification.(e.g. 10-MAR-2001)
9. Click on "OK" then save the transaction.



1. To update any pay transaction go into “DJMS CORRECTION FOR FLPP”
2. Click in the blank line under Details.



1. Update the appropriate code for DJMS Action (see Attachment 1)
2. Update FLPP Lang ID (e.g. QB-Spanish)
3. Enter FLPP Start (e.g. 10-MAR-2001), this should be updated if there is a start or change of pay.
4. Enter FLPP Stop (e.g. 10-MAR-2001), this should be updated if there is a stop of FLPP.
5. Update FLPP Status J (e.g. 21, 41, ST (for a stop transaction)
6. Then click ok and save.



- Each time an active duty member's FLPP data is updated, a FLPP RIP similar to the sample RIP shown in Figure 11.5 is produced.
  - Formally documents changes in a member's FLPP status.
  - File copy in the UPRG and send copy to member.
- For Guard and Reserve personnel, a RIP similar to the sample shown in figure 11.6 is produced. Guard and Reserve MPFs should use this RIP to notify the local finance office of the member's entitlement.

**Figure 11.1 Sample FLPP MILPDS Update screens**



**REQUEST FOR FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) TESTING**

MEMORANDUM FOR (Unit Commander)

(date)

FROM: (Member's Unit and Address)

SUBJECT: Request for Foreign Language Proficiency Pay (FLPP) Testing

In accordance with AFI 36-2605, attachment 11, I am requesting approval to take the (enter language) language test. I understand that if I achieve qualifying scores on the test and meet all other qualifying criteria I will be entitled to receive FLPP. I also understand that once qualified for pay, I must retest annually during the July - December testing cycle to continue receiving FLPP.

\_\_\_\_\_  
(Member's Name, Grade, and Signature)

1st Indorsement, Unit Commander

To: Servicing MPF

\_\_\_\_\_ Approved. Please schedule member for the appropriate tests. I acknowledge that, if required, this individual will be made available for global contingencies.

\_\_\_\_\_ Disapproved for the following reasons:

\_\_\_\_\_  
(Unit Commander's Name, Grade, and Signature)

**Figure 11.3. Sample Request for FLPP Testing.**

---

FLPP RECERTIFICATION MASTER LIST

UNIT: (HV0TFNRX) 726 TACTICAL CONTROL SQ

I CERTIFY THAT THE INDIVIDUALS LISTED BELOW ARE STILL ELIGIBLE TO RECEIVE FLPP AND HAVE BEEN NOTIFIED OF SCHEDULED TESTING.

NAME	SSN	GRD	OFC-SYM	PHONE	LANGUAGE	INFORMATION		
TEST DATE	FLPP-STATUS/EFF-DT				ID	R-S-L	DATE	
GREEN, JIMMY D	123-45-6789	SGT	LGKRR 8817	RUSSIAN	F	F	9408	33940805

RRFLML

**Figure 11.4. Sample FLPP Re-certification Master List.**



FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

NAME: GREEN JIMMY D                      GRADE: SRA                      SSN: 123-45-6789

UNIT: 726 TACTICAL CONTROL SQ

OFFICE SYMBOL: LGKRR    PHONE NR: 8817

\*\*\*\*FLPP STATUS INFORMATION\*\*\*\*

DAFSC: 1N33A    DUTY EFF DATE: 02 AUG 95

FLPP-STATUS/01: 33/FLPP-3 (\$75 PER MONTH    FLPP-EFF-DT/01: 05 AUG 95  
FLPP-STATUS/02    FLPP-EFF-DT/02:

\*\*\*\*LANGUAGE PROFICIENCY INFORMATION\*\*\*\*

BEST-LANG/01: RU/RUSSIAN	DT: SEP 94	BEST-LANG/02:	DT:
READING PROFICIENCY: F/ROUTINE PROFICIENCY		READING PROFICIENCY:	
SPEAKING PROFICIENCY: /NEVER TESTED		SPEAKING PROFICIENCY:	
LISTENING PROFICIENCY: F/ROUTINE PROFICIENCY		LISTENING PROFICIENCY:	

RECEIPT OF FLPP REQUIRES ANNUAL RECERTIFICATION. FAILURE TO RECERTIFY ANNUALLY WILL RESULT IN TERMINATION OF PAY.

MPF CERTIFYING OFFICIAL

DISTRIBUTION: 1 - UPRG, 1 - MEMBER, 1 - OPR FILES

RRFL1

**Figure 11.5. Sample Active Duty FLPP RIP.**

<b>Table 11.1. DLPTs I Language Proficiency Codes.</b>			
<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>U</b>			
<b>L</b>	<b>If DLPT I listening or reading</b>	<b>then the listening or reading</b>	
<b>E</b>	<b>raw score is (see Note 1):</b>	<b>skill level is:</b>	<b>and PDS Update Code is:</b>
<b>1</b>	0-20	L-0/R-0	A
<b>2</b>	21-23	L-0+/R-0+	B
<b>3</b>	24-29	L-1/R-1	C
<b>4</b>	30-35	L-1+/R-1+	D
<b>5</b>	36-42	L-2/R-2	E
<b>6</b>	43-49	L-2+/R-2+	F
<b>7</b>	49-60 ( See Note 2.)	L-3/R-3	G
<b>8</b>	Never Tested		SPACE

**NOTES:**

- 1: For DLPTs I, the raw test score is used. Conversion of raw test scores is not required.
- 2: Assessment beyond the 3-level will be conducted only when required by the needs of the Air Force.

<b>Table 11.2. DLPTs II and DLRPTs Language Proficiency Codes.</b>			
<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>U</b>			
<b>L</b>	<b>If DLPT II listening or reading</b>	<b>then the listening or reading</b>	
<b>E</b>	<b>converted score is (see Note 1):</b>	<b>skill level is:</b>	<b>and PDS update code is:</b>
<b>1</b>	0-24	L-0/R-0	A
<b>2</b>	25-29	L-0+/R-0+	B
<b>3</b>	30-35	L-1/R-1	C
<b>4</b>	36-39	L-1+/R-1+	D
<b>5</b>	40-45	L-2/R-2	E
<b>6</b>	46-49	L-2+/R-2+	F
<b>7</b>	50 or more (See Note 2.)	L-3/R-3	G
<b>8</b>	Never Tested		SPACE

**NOTE:**

1. For DLPTs II, the raw score must be changed to a converted score using the conversion chart on the back of the scoring key.
2. Assessment beyond the 3-level will only be conducted when required by the needs of the Air Force.

<b>Table 11.3. DLPTs III and IV Language Proficiency Codes.</b>		
<b>R U L E</b>	<b>DLPTs III published prior to September 1985</b>	<b>DLPTs III published after September 1985 and DLPTs IV</b>
<b>1</b>	Raw score must be changed to a converted score using the conversion charts in the Test Administration and Scoring Manual.	Raw score must be changed to a converted score using the conversion chart on the back of the scoring key.
<b>2</b>	Proficiency levels and PDS update codes are determined using the table in the Test Scoring and Reporting Manual.	Proficiency levels and PDS update codes are determined using the table in the Test Administration and Scoring Manual.

**NOTES:**

1. See the FLPP PAYMENT MATRIX in AFI 36-2605, attachment 11 to determine if an individual is qualified for pay.
2. A complete listing of FLPP/PDS codes can be found in AFMAN 36-699. Some commonly used FLPP/PDS codes are:

FQ - member tested and failed to qualify  
**ST - date member no longer authorized**  
 CT - date commander terminated pay  
 DQ - date member declined to qualify  
 NR - date not recommended by commander

23 - CAT-3 language, proficient at E level  
 24 - CAT-4 language, proficient at E level  
 31 - CAT-1 language, proficient at F level  
 32 - CAT-2 language, proficient at F level  
 33 - CAT-3 language, proficient at F level  
 34 - CAT-4 language, proficient at F level  
 41 - CAT-1 language, proficient at G level  
 42 - CAT-2 language, proficient at G level  
 43 - CAT-3 language, proficient at G level  
 44 - CAT-4 language, proficient at G level  
 11 - MULTI-CAT language, proficient at F, G level  
 12 - MULTI-CAT language, proficient at E, F level

## GLOSSARY OF ABBREVIATIONS AND ACRONYMS

### *Abbreviations or Acronyms*

AFCT  
AFI  
AFPTINDEX  
AFOMS  
AFOQT  
AFOSI  
AFDPO  
AFPT  
AFQT  
AFRES  
AFROTC  
AFS  
AFSC  
AIA  
AIG  
AR  
ASVAB  
BAT  
BITS  
MILPDS  
BOM  
CAFSC  
CDC  
CONUS  
DESIRE  
DFAS-DE  
DIERT  
DIN  
DJMS  
DLAB  
DLI  
DLPT  
DLRPT  
DOD  
DOT  
DP  
DSN  
E&TF  
ECI  
EDPT  
EOM  
ESO  
FLPP  
GS  
GSU  
HQ AFPC  
IM  
LDP  
MAGE  
MAJCOM  
MEPS  
MPF  
MSS

### *Definitions*

Armed Forces Classification Test  
Air Force Instruction  
Air Force Personnel Test Index  
Air Force Occupational Measurement Squadron  
Air Force Officer Qualifying Test  
Air Force Office of Special Investigations  
Air Force Publishing Distribution Center  
Air Force Personnel Test  
Air Force Qualifying Test  
Air Force Reserve  
Air Force Reserve Officer Training Corps  
Air Force Specialty  
Air Force Specialty Code  
Air Intelligence Agency  
Address Indicator Group  
Arithmetic  
Armed Services Vocational Aptitude Battery  
Basic Attributes Test  
Base Information Transfer System  
Base Level Military Personnel System  
BAT Operator's Manual  
Control Air Force Specialty Code  
Career Development Course  
Continental United States  
Direct English Statement Information Retrieval  
Defense Finance and Accounting Service - Denver  
Date Initially Entered Retraining  
Data Identification Number  
Defense Joint Military Pay System  
Defense Language Aptitude Battery  
Defense Language Institute  
Defense Language Proficiency Test  
Defense Language Reading Proficiency Test  
Department of Defense  
Date of Test  
Director of Personnel  
Defense Switching Network  
Education and Training Flight  
Extension Course Institute  
Electronic Data Processing Test  
End of Month  
Education Services Officer  
Foreign Language Proficiency Pay  
General Science  
Geographically Separated Unit  
Headquarters Air Force Personnel Center  
Information Management  
Language Designated Position  
Mechanical, Administrative, General, Electronic  
Major Command  
Military Entrance Processing Station  
Military Personnel Flight  
Mission Support Squadron

OPR	Office of Primary Responsibility
OTS	Officer Training Squadron
PAFSC	Primary Air Force Specialty Code
PC	Paragraph Comprehension
PCA	Permanent Change of Address
PCS	Permanent Change of Station
PCSM	Pilot Candidate Selection Method
PDS	Personnel Data System
PECD	Promotion Eligibility Cutoff Date
PES	Promotion Eligibility Status
PFE	Promotion Fitness Examination
PIN	Personal Identification Code
PTI	Personnel Transaction Identifier
RI	Reporting Identifier
RIP	Report on Individual Person
SDI	Special Duty Identifier
SJA	Staff Judge Advocate
SKT	Specialty Knowledge Test
SME	Subject-Matter Expert
SSN	Social Security Number
STCO	Special Test Control Officer
TCO	Test Control Officer
TDY	Temporary Duty
TA	Test Administrator
TE	Test Examiner
TIC	Transaction Identity Code
TPD	Training Planning Document
TPS	Test Processing Station
TR	Transaction Register
TSC	Training Status Code
TMI	Test Material Inventory
UIF	Unfavorable Information File
UPRG	Unit Personnel Record Group
USAFSE	United States Air Force Supervisory Examination
VE	Verbal
WAPS	Weighted Airman Promotion System
WK	Word Knowledge