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Personnel

AIR FORCE MILITARY PERSONNEL TESTING SYSTEM

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This instruction implements Air Force Policy Directive 36-26, *Total Force Development.* It prescribes all procedures for administering the Air Force Military Personnel Testing System. It includes operating and administrative procedures, test administration and scoring processes, test control and security, and specific information and procedures for each personnel test available (see Attachment 2 through Attachment 1). In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops policy for the Air Force military personnel testing system. This instruction applies to all components of the Air Force. This instruction requires collecting and/or maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013, *Secretary of the Air Force (Department of the Air Force)*. System of Records Notices F036 AFPC N, *Air Force Personnel Test 851, Test Answer Sheets*; F036 AFPC K, *Historical Airman Promotion Master File (MTF)*; F036 AFPC H, *Air Force Enlistment/Commissioning Records System*, F036 AFPC C, *Military Personnel Records System*, T7340, *Defense Joint Military Pay System-Active Component, and* T7346, *Defense Joint Military Pay System-Reserve Component* apply. Failure to observe prohibitions and mandatory provisions in paragraphs 3.4, 5.7, 5.8, and 5.9 through 5.15 of this instruction by military personnel is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Such failures by civilian personnel constitute a violation of Air Force Instruction (AFI) 36-704, *Discipline and Adverse Actions*. Refer to Attachment 1 for the

glossary. This publication applies to AF Reserve Command Units and AF Reserve Command Units. The Paperwork Reduction Act of 1995 affects this instruction. Process supplements that affect any military personnel function as shown in AFI 33-360, *Publications and Forms Programs.* HQ USAF/A1PT and HQ AFPC Test Management Office must review all supplements to this instruction. Ensure that all records created as a result of processing prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-633, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at **https://afrims.amc.af.mil/**. This publication does not require implementing instructions from field activities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication, route AF Form 847s from the field through Major Command publications managers.

SUMMARY OF CHANGES

This interim change corrects a discrepancy between paragraphs 1.16.1. and 4.2.1., and clarifies that Test Material Inventories are conducted in accordance with paragraph 4.2.

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Chapter 1

IMPLEMENTING THE SYSTEM

Section 1A—Overview

1.1. Need for Testing. The Air Force Military Personnel Testing System (AFMPTS) helps identify the right person for the right job. The Air Force uses the system to select and classify individuals and assess their skills and knowledge in various areas. In general, tests support and enhance human resources management. The AFMPTS provides instruments to measure aptitudes, knowledge, and other abilities. This information is combined with other factors such as duty performance, experience, training, and supervisor and personal interviews.

1.1.1. The AFMPTS is divided into three programs to cover different phases of the personnel life cycle:

1.1.1.1. Accession and Aptitude Testing: Includes all tests for selecting airmen for service in the Air Force and its components. It provides a basis for selecting, classifying, training, and assigning personnel by predicting how well an individual will do in an Air Force training program.

1.1.1.2. Promotion Testing: Includes all tests used to determine the specialty and military knowledge of airmen for use in promotion decisions. Airmen must take these tests to be considered for promotion under the Weighted Airman Promotion System (WAPS) and the Senior Noncommissioned Officer (SNCO) Promotion Program.

1.1.1.3. Proficiency Testing: Includes all tests used to identify individuals who have reached a level of proficiency required in some special area such as a career specialty or a foreign language. Tests not included in this program are proficiency tests used for certification within a single career field or Career Development Course (CDC) review tests.

1.2. Use of Tests. Tests approved for use in the AFMPTS are listed in the *Air Force Personnel Test (AFPT) Catalog.*

1.2.1. Organizational Use. Organizations are prohibited from using any test or assessment (including commercial tests or assessments) not listed in the *AFPT Catalog* for any personnel action, no matter how small in scope or magnitude, without written approval from HQ USAF/A1PF. No change in the manner in which an approved test is used may be made without approval of HQ USAF/A1PF. **Exception:** Tests used to assess progress or mastery within a formal course, psychological tests used in a clinical setting, and medical tests do not fall within this requirement.

1.3. Securing Test Materials. The security of all testing materials and programs must receive the highest priority. To ensure all individuals have an equal opportunity to accurately demonstrate their aptitude, knowledge, and skills, the AFMPTS mandates standardized testing procedures and conditions. **Chapter 5** of this instruction describes test compromise and procedures necessary for securing and safeguarding test materials.

Section 1B—Duties

1.4. Headquarters United States Air Force/Deputy Chief of Staff, Personnel; Directorate of Force Management Policy; Force Management Division (HQ USAF/A1PF):

1.4.1. 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.

1.4.2. Ensures strategic planning and identification of required research and development; obtains needed funding for research; and identifies data elements to be collected and maintained by the Human Research Resources Databank (HRRD) at AFPC that are required to support current and future studies, analyses, and research necessary to meet established testing standards and ensure effective accession and aptitude testing, promotion testing, proficiency testing, and other uses of assessment technologies to enhance personnel acquisition, management, utilization, and professional growth.

1.4.3. Approves all changes to the development, revision, administration, validation, and use of all new and existing AFPTs. **Exception**: HQ USAF/A1PF approval is not required for revisions to promotion tests developed by AFOMS. Similarly, minor changes to Air Force Occupational Measurement Squadron's (AFOMS) development procedures do not require HQ USAF/A1PF approval. Conceptual changes to promotion test development, revision, administration, validation, and use must be approved by HQ USAF/A1PF.

1.5. Air Force Departmental Publishing Center (AFDPC/PP):

1.5.1. Processes requisitions from authorized test control officers (TCO)s according to the *AFPT Catalog* and this instruction.

1.5.2. Provides an inventory system at the Air Force Publishing Distribution Center (AFPDC/PPLC) to control and account for all tests issued by AFDPC/PPLC to each TCO.

1.5.3. Prepares and distributes Test Materials Inventory (TMI) listing of all accountable AFPTs to each TCO. **Note***:* AFPDC/PPLC is responsible for all non-promotion tests. AFOMS is responsible for promotion tests (see paragraph **1.8.1.13**).

1.5.4. Provides a monthly inventory stock level report to HQ AFPC Test Management Office.

1.5.5. Reviews and approves production requirements, printing, and packaging specifications for scannable AFPT answer sheets.

1.5.6. Funds and prints scannable answer sheets for the Air Force Test Management Office.

1.5.7. Procures and distributes Air Force publications, other than Air Education and Training Command (AETC)-published materials, used as study references.

1.6. Headquarters Air Force Personnel Center (AFPC):

1.6.1. Checks all promotion test scores for validity. Offers retesting solution when score cannot be validated.

1.6.2. Force Management Liaison Office:

1.6.2.1. AF/A1PF liaison and operational arm for total force research, analysis, strategic planning, and management of research contracts to develop, validate, implement, and effectively use current, revised, and future testing and assessment technologies to support

and enhance personnel management impacting Air Force recruiting, selection, classification, promotion, utilization, and retention. Coordinates and develops implementation plans for all current and future personnel assessment programs for Personnel Services Delivery Transformation initiatives.

1.6.2.2. Coordinates and liaisons with functional communities, other Services, DoD, Allied military, other governmental agencies, and private sector to identify functional communities' human capital concerns and facilitate identification, development, and application of assessment technology to improve selection, classification, and utilization processes.

1.6.2.3. Provide technical oversight of operational Air Force selection, classification, utilization, promotion, and proficiency testing and assessments to ensure they meet professional and legal standards.

1.6.2.4. Forwards proposals to develop, revise, administer, validate, and use any new and existing AFPTs to HQ USAF/A1PF for approval as outlined in paragraph **1.4** (See paragraph **2.9** and **Attachment 13** of this instruction for guidance on submitting a waiver request for use of a new test or a waiver for changes in the way current AFPTs are used.)

1.6.2.5. Oversight of HRRD for AF/A1PF. Ensure databank collects and maintains necessary personnel, testing, training, and related criterion data to support studies, analyses, and research required to meet testing standards and ensure effective testing, assessment and related processes in support of personnel acquisition and management.

1.6.3. Enlisted Promotions and Military Testing Branch; Air Force Military Testing Section (HQ AFPC Test Management Office):

1.6.3.1. Operates a promotion testing and reporting system to support the WAPS and SNCO Promotion Program. Receives and scores all answer sheets for promotion tests.

1.6.3.2. Operates a testing and reporting system to support the Air Force Officer Qualifying Test (AFOQT). Receives and scores all answer sheets for AFOQT tests

1.6.3.3. Reviews and coordinates all personnel tests for use and inclusion in *AFPT Catalog* with HQ USAF/A1PF.

1.6.3.4. Develops procedures to implement and monitor all programs in the AFMPTS. Establishes procedures to secure and safeguard test materials.

1.6.3.5. Approves waiver actions for Specialty Knowledge Tests (SKT) for Air Force specialties (AFS) and subpopulations of AFSs.

1.6.3.6. Analyzes promotion test results to detect any nonstandard test administrations or invalid test results.

1.6.3.7. Assists AFOMS in administering the subject-matter expert (SME) program supporting promotion test development.

1.6.3.8. Establishes an Air Force-wide test control and administration system. Serves as the Air Force TCO and directs the activities of this worldwide network of TCOs.

1.6.3.9. Maintains a master directory of all Air Force TCO accounts and manages the worldwide network of TCOs. Provides TCOs with periodic instructions for administering tests and other information on testing programs through electronic media, correspondence, and messages.

1.6.3.10. Furnishes the Inspector General (IG) activities with topics on test administration and security for review during visits and inspections of subordinate units.

1.6.4. Classification Branch (HQ AFPC/DPSIDC) furnishes proposed changes of Air Force *Enlisted Classification Directory (AFECD),* to HQ AFPC Test Management Office for evaluation of impact on testing programs and to AFOMS for informational purposes.

1.6.5. Personnel Data Systems Directorate (HQ AFPC/DPD) maintains the Human Resources Research Databank (HRRD) to support test development, test validation, and related force management research and analyses. Obtains data from multiple internal and external sources. Verifies data integrity; corrects, updates, and documents data files; processes and maintains data in a form easily accessible and understandable for analyses and study; and supports requests for data for studies and analyses.

1.7. All Major Command Directors of Personnel (MAJCOM A1), Including Air Force Reserve Command (AFRC): Ensure subordinate units comply with instructions issued by HQ AFPC Test Management Office, HQ AFPC Enlisted Promotions Management Office, AFOMS Test Development Section, and the Pilot Candidate Selection Method (PCSM) Program Management Office for Test of Basic Aviation Skills (TBAS) administration.

1.8. Air Education and Training Command (AETC):

1.8.1. AFOMS:

1.8.1.1. Develops, revises, and publishes airman promotion tests (Specialty Knowledge Tests [SKTs], Promotion Fitness Examinations [PFEs], and USAF Supervisory Examinations [USAFSEs]), and related materials as specified by HQ AFPC Test Management Office. 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.

1.8.1.2. Funds printing of all AFPTs except scannable answer sheets.

1.8.1.3. Schedules, monitors, and coordinates test development projects with Air Force career field managers in response to AFECD changes and annual test revision requirements.

1.8.1.4. 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.

1.8.1.5. Provides information to HQ AFPC Enlisted Promotions and Military Testing Branch on required promotion test waiver actions.

1.8.1.6. Keeps record copies of all tests until no longer needed for test development research (generally not to exceed 10 years). Maintains an inventory of all current and obsolete promotion test materials and performs an annual inventory of these materials.

1.8.1.7. Revises all promotion tests at least once a year. Accelerates revisions to accommodate AFS or study reference changes.

1.8.1.8. Creates and announces test development schedules and requirements for SME support in the Test Planning Document (TPD). Sends HQ AFPC Test Management Office a memorandum advising of PFE and USAFSE SME requirements at least 120 days in advance of the test development project date. Notifies 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 FOA or TRW must contact the AFOMS SME Liaison Office or HQ AFPC Test Management Office for resolution. Advises HQ AFPC Airman Assignments Division (DPAA) if their support is required for SME levies.

1.8.1.9. 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 web page. Coordinates with HQ AFPC Enlisted Promotions and Military Testing Branch and then notifies military testing facilities of changes after initial posting on 1 August of each year.

1.8.1.10. Coordinates all test development issues with HQ AFPC Enlisted Promotions and Military Testing Branch.

1.8.1.11. Limits the use of references to supplement CDCs or specialized courses (SC). Coordinates with HQ AFPC Test Management Office 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.

1.8.1.12. Gives AFOMS/DAPS all required information received from HQ AFPC Military Test Management Office for initial distribution of promotion tests to TCOs. Provides all material required for printing and distribution to AFOMS/DAPS. Ensures AFOMS/DAPS distributes promotion tests on a timely basis. 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.

1.8.1.13. 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.

1.8.1.14. Keeps a listing of tests used in WAPS and the SNCO Promotion Program. Compiles a listing of WAPS tests to be given each cycle

1.8.1.15. Determines special equipment, including calculators, required for SKT administration. Coordinates use of special equipment with appropriate career field managers. Provides information to TCOs for ordering special equipment and other special requirements for testing.

1.8.1.16. Gives HQ AFPC/DPSOEPW all information for scoring of promotion tests, including item deletions.

1.8.1.17. Analyzes seized test materials to support test compromise investigations.

1.8.2. Training Wings: Provide manuscript copies of CDCs to AFOMS in time to support SKT development.

1.8.3. AFIADL:

1.8.3.1. 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.

1.8.3.2. After coordinating with AFOMS and HQ AFPC Test Management Office, issues periodic instructions to Military Testing Facilities governing requisition of CDCs and SCs for support of WAPS testing.

1.9. USAF Academy: The Academy administers the Air Force Officer Qualifying Test (AFOQT) to all cadets and the Test of Basic Aviation Skills (TBAS) to all cadets entering pilot training.

1.10. AFOMS/DAPS: Prints and distributes enlisted promotion tests to TCO accounts according to a time schedule set by HQ AFPC Test Management Office, based on instructions from AFOMS Test Development Section.

1.11. Installation Commanders and Force Support Squadron (FSS) Commanders: (All references to installation commanders, or FSS commanders also apply to Air National Guard (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.)

1.11.1. Help manage the AFMPTS, giving special attention to test security and training. Responsible for the testing programs conducted under their authority.

1.11.2. Comply with SME selection procedures.

1.11.3. Ensure unit commanders interview all SMEs chosen for test development duties at AFOMS before departure. Provide unit commanders with information necessary to ensure each SME is qualified to develop tests.

1.12. Unit Commanders:

1.12.1. Appoint a unit WAPS monitor by memorandum, forward an information copy to the base WAPS monitor and ensure the Unit WAPS Monitor is trained properly.

1.12.2. Ensure personnel under their control report to testing appointments in a timely manner.

1.13. Unit WAPS Monitor:

1.13.1. Publicizes availability of *WAPS Catalog*.

1.13.2. Assist unit airmen in identifying reference requirements and obtaining study reference materials including the AFPAM 36-2241, *Professional Development Guide*; CDCs, and non-CDC references.

1.13.3. Publicize individual responsibilities listed in paragraph **1.19**.

1.13.4. Ensure availability of non-CDC study reference materials on a 2:7 ratio.

1.14. FSS Commanders or Designated Representative:

1.14.1. Reviews procedures with the TCO and Test Examiner (TE) to ensure they understand their responsibilities. This includes special TCOs (STCO) who administer tests at tenant units and geographically separated units (GSU) they service.

1.14.2. Manages the promotion testing program to include logistical and administrative responsibility for testing airmen they service.

1.14.3. Oversees administration of the DLPT program.

1.14.4. Appoints one or more base WAPS study reference monitors to coordinate and manage the WAPS program.

1.14.5. Base WAPS monitor:

1.14.5.1. Provides and documents training to unit WAPS monitors upon appointment.

1.14.5.2. Publicizes through various base media (i.e., base bulletin, newspaper, and commander's calls) the individual's responsibilities in this instruction before each testing cycle begins.

1.14.5.3. Assists AFOMS and AFPDC with Professional Development Guide distribution.

1.15. TCOs and TEs at Base-Level Organizations:

1.15.1. Follow all procedures in this instruction; *AFPT Catalog*; AFMAN 37-139, *Records Disposition Schedule*; and all other procedural guidance issued by, AFOMS and the PCSM Program Management Office.

1.15.2. Maintain testing facilities that meet the requirements of **Chapter 2**.

1.15.3. Submit and track test material requirements and requisitions to support all testing programs.

1.15.4. Receive and account for all test materials from AFPDC/PPLC, AFOMS Test Development Section, and other authorized activities by signing the document receipt and returning within 15 days of receipt.

1.15.5. Control and safeguard all test materials.

1.15.6. Schedule examinees and conduct testing.

1.15.7. Track non-weighables and ensure all promotion eligible personnel are tested in a timely manner.

1.15.8. Process queries from examinees on current SKTs, PFEs, USAFSEs, and all other AFPTs listed in the AFPT Catalog.

1.15.9. Test Air Force Office of Special Investigations (AFOSI) special agents separately from other examinees.

1.15.10. Track test material sent to other agencies through the United States Postal Service (USPS) or civilian contract carrier to ensure the materials are received by the appropriate authority in a timely manner.

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

1.16.1. Conduct the TMI with an impartial official and IAW paragraph 4.2.

1.16.2. Inventory test materials by copy number and sign over to the new TCO within 7 calendar days of appointment of a new TCO. 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.

1.16.3. Select TEs that possess unquestionable integrity, maturity, and the ability to maintain test security.

1.16.4. Establish training programs on testing procedures.

1.16.5. Report instances of test material loss or suspected compromise according to **Chapter 5**.

1.16.6. Periodically (minimum of one session per promotion testing window) attend TE-conducted test administration session to ensure quality and consistency. Document the visit with a memorandum.

1.16.7. Oversee administration of the DLPT program.

1.16.8. Track CTM sent to AFPC or other agencies through USPS or civilian contract carrier to ensure the materials are received by the appropriate authority in a timely manner.

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

1.17.1. Supervise all testing sessions.

1.17.2. 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.

1.17.3. Prepare and mail answer sheets according to **Table 3.1**.

1.17.4. Follow proper procedures to hand score tests.

1.17.5. Brief test proctors on their duties in the testing room and on requirements for safeguarding CTM.

1.17.6. Track CTM sent to AFPC or other agencies through USPS or civilian contract carrier to ensure the materials are received by the appropriate authority in a timely manner.

1.18. ANG and AFRC Personnel Testing Program:

1.18.1. ANG and AFRC Education & Training Offices administer their own testing programs. However, in certain cases, they may obtain support from a collocated active duty military testing facility. TCOs must maintain only tests for which they have a recurring

need. Active duty TEs may schedule ANG or AFRC personnel to test with active duty airmen during normal duty hours if requested.

1.18.2. Installations 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 installation must designate a qualified ANG technician to serve as TCO.

1.18.3. HQ AFRC. The HQ AFRC TCO must verify that all AFRC TCOs comply with applicable procedures in this instruction.

1.19. Examinee Responsibilities:

1.19.1. Examinees must understand and comply with all provisions of test compromise in **Chapter 5**.

1.19.2. Before, during, and immediately following 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.

1.19.3. Individuals receiving FLPBB must re-certify (retest) annually.

1.19.4. Examinees must wear an authorized uniform or the uniform of the day when testing (AFOSI agents may be tested in civilian clothes).

1.19.5. For promotion testing, airmen must:

1.19.5.1. Know their promotion eligibility status.

1.19.5.2. Maintain their specialty and military qualifications to retain their eligibility.

1.19.5.3. Use self-initiated programs of individual study and effort.

1.19.5.4. Obtain and study all current study references specified for a particular promotion cycle.

1.19.5.5. Review the annual *WAPS Catalog* to check availability and receipt of correct study references.

1.19.5.6. Be prepared to test the first day of the testing window.

1.19.5.7. Ensure they receive at least 60 days' access to study materials prior to testing.

NOTE: When an airman signs the promotion testing Report on Individual Person (RIP), he / she is waiving the right to 60 days' access to study material. The airman is also waiving the right to 60 days' access to study material if he / she has not initiated follow-up action to obtain study materials at least 60 days before start of testing cycle.

1.19.5.8. Know her / his promotion testing requirements prior to testing date.

1.19.5.9. Bring a valid military ID card to any testing session.

1.19.5.10. Bring the minimum personal items possible into the testing room. In addition to items prohibited in the testing room, examinees are discouraged from bringing purses,

back-packs, gym bags, brief cases, or any other container-type items into the room. Ideally, an examinee has the correct military uniform and his / her military ID card only.

NOTE: Test administration begins when the TCO/TE closes the door to the testing room at the appointed start time.

Chapter 2

MANAGING TEST FACILITIES AND PERSONNEL

2.1. Introduction. Each area of the testing system operation must be standardized to ensure consistency and fairness. Examinees are highly sensitive to fairness and equity in testing because their scores affect their careers. The following procedures protect the system, the individual, and the Air Force.

2.2. Establishing a Test Facility: Forward requests through local channels to HQ AFPC Test Management Office. If HQ AFPC Test Management Office approves the request an account number will be assigned and AFPC Test Management Office will notify AFPDC/PPLC. This action places the facility on the master TCO list and allows the TCO and TE to order required test materials.

2.3. Test Facility Conditions:

2.3.1. TCOs and TEs must use testing facilities that meet acceptable conditions for testing. At a minimum:

2.3.1.1. Ensure the testing room meets minimum noise level requirements. Contact the local bioenvironmental engineer to measure testing room noise levels. Recommended noise level range for testing facilities is 40 to 45dB(A) and must not exceed 60dB(A) for a significant period of time. Use necessary acoustic treatments to bring noise levels within the recommended range. Never administer personnel tests in locations where other business is being conducted.

2.3.1.2. Provide adequate, comfortable lighting for the room and working surfaces (minimum 75 foot candles of illumination at the desk top). Avoid shadows and glare on working surfaces.

2.3.1.3. Control the ventilation, temperature (between 68 -78 degrees F IAW AFOSH STD 91-501, *Air Force Consolidated Occupational Safety Standard,* paragraph 10.15), and humidity to provide for examinees" comfort. Do not conduct testing when environmental conditions interfere with concentration.

2.3.1.4. Prohibit smoking, eating, drinking, or any other activity which may disrupt testing (this includes TCO / TE).

2.3.1.5. Prohibit the possession of any personal electronic devices (i.e., watches, beepers, cell phones, camera phones, calculating devices, or any other item which could be used to gather, store, copy, reproduce, transmit, or receive data).

2.3.1.6. Arrange the testing room so the TE can see and hear all examinees continually during testing sessions. The TE must not be separated from examinees by a partition or window. Do not use desks or tables with partitions such as study carrels. **Exception**: Carrels are authorized for the TBAS. Large tables may be used with non-glass partitions of adequate height to separate examinees as long as they do not obstruct the TE's view. Place examinees far enough apart to prevent cheating.

2.3.1.7. Allow an overall minimum space of 15 square feet per examinee including space for the control aisle and aisles for proctoring. Refer to TCO/TE Training Guide for an illustration of how a testing room may be arranged.

2.3.1.8. Provide a working surface for each examinee that is flat, smooth, free from cracks, and provides enough space so that materials do not overlap. Give additional table space to examinees whose tests require use of maps or charts.

2.3.1.9. Do not conduct testing in facilities that fail to meet the minimum standards unless you have a waiver to do so. Any waiver granted for inadequate testing facilities is temporary, not to exceed one year. Steps should be taken to permanently meet minimum standards listed above.

2.3.1.10. Requests for waivers of any minimum standard must include justification and a complete summary of actions being taken to correct deficiencies. Forward the request to HQ AFPC Test Management Office.

2.4. Closing a Test Facility:

2.4.1. When a testing facility is closing, the TCO must notify AFPDC/PPLC and HQ AFPC Test Management Office. HQ AFPC Test Management Office then deletes the test facility from the master directory and AFPDC/PPLC deletes the account from their lists and cancels requisitions.

2.4.2. Before a TCO account closes, the TCO must destroy or return all test materials. Complete destruction certificates and send them to AFPDC/PPLC and AFOMS Test Development Section, as appropriate, after destruction of Controlled Test Material (CTM).

2.5. Appointing and Relieving TCOs: All units authorized to use tests listed in this instruction and the AFPT Catalog, *Index of Personnel Tests*, will appoint a TCO. To limit the exposure of CTM, only one TCO and a maximum of two TEs are authorized per account. Preferably, the TCO is also one of the two TEs. No more than three personnel are authorized unless a waiver is approved by HQ AFPC Test Management Office.

2.5.1. The FSS Commander or AFROTC Detachment Commander appoints and relieves the TCO by memorandum (see **Figure 2.1**). Forward a copy of the memorandum to: HQ AFPC /DPSOE, 550 C Street W., Ste 9, Randolph AFB TX 78150-4712. Include in the memorandum the new TCO's name, grade, social security number (SSN), e-mail address, phone numbers (voice and fax), and appointment effective date. If the TCO will be absent for a long enough period of time to impact TCO duties, the TCO should be relieved of duties and a new TCO appointed. The FSS Commander may reappoint the TCO after return from the absence. The TCO should normally be the most experienced TE and have responsibility for both TCO and TE duties. Under this configuration, a second TE should be appointed for each account. If the TCO and TE are not the same person, a second TE is not required. FSS commanders must ensure TCOs have the right qualifications (integrity, maturity, good written and oral communication skills, basic computer skills, knowledge of military testing, attention to detail, and the ability to understand and comply with procedures in this instruction). TCOs monitor appointments of TCOs under their command to ensure qualifications are met. **Note:** Due to the daily exposure to CTM, extreme care should be taken to discern the trustworthiness of the TCO/TE.

2.5.2. Appoint only one TCO. Do not appoint an alternate, temporary, or emergency TCO.

2.5.3. TCO must be an officer or Department of Defense civilian with the grade of GS-5 or higher. Appointment of an enlisted airman requires a waiver and will generally not be granted.

2.5.4. WAPS TCOs must possess a SECRET security clearance.

2.5.5. Unless HQ AFPC Test Management Office approves in advance, TCOs must not take a test within 6 months of the date they last had access to that particular AFPT. Requests for waivers to this requirement must contain the date the TCO last had access to the AFPT, the length of time served as TCO, and the testing requirement. Forward the request to HQ AFPC Test Management Office.

2.5.6. Conduct a TMI in accordance with paragraph **4.2** when a new TCO is appointed.

2.6. Appointing and Relieving TEs:

2.6.1. The FSS Commander or AFROTC Detachment Commander appoints and relieves TEs by memorandum. Include in the memorandum the new TE's name, grade, SSN, e-mail address, phone numbers (voice and fax), and appointment effective date. Forward a copy of the memorandum to HQ AFPC Test Management Office as outlined in Table 2.1.

2.6.2. WAPS TEs must possess a SECRET security clearance.

2.6.3. Officers or fully qualified civilians (GS-4 or higher) may serve as TEs.

2.6.4. Individuals on an Air Force contract may be TEs. The contract must contain a clause requiring safeguarding of CTM and the appropriate security clearance.

2.6.5. Unless HQ AFPC Test Management Office approves in advance, TEs must not test within 6 months of the date they last had access to that particular AFPT. Requests for waivers must contain the date the TE last had access to the AFPT, the length of time served as TE, and the testing requirement. Forward the request to HQ AFPC Test Management Office.

2.6.6. Conduct a TMI in accordance with paragraph **4.2** when a new TE is appointed.

2.7. Appointing and Relieving Test Proctors: Test proctors assist the TCO or TE by helping observe examinees during test administration. The TCO or TE verbally appoints and relieves test proctors. Do not allow proctors access to actual test material (front cover only). They can only distribute and collect materials with test booklets closed.

2.7.1. Appoint military test proctors for promotion testing who are at least one grade higher than the highest ranking examinee, regardless of AFS.

2.7.2. Military test proctors (for all testing other than promotion testing) must be SSgt selectees or higher. DAF civilians may be appointed to proctor any type of test administration.

2.7.3. Determine the minimum number of proctors based on the number of examinees and layout of the testing room. Test proctors are not required when testing less than 31 examinees. As a minimum, in addition to the TE, use one proctor for 31 to 50 examinees; two proctors for 51 to 75 examinees; and one additional proctor for every 25 examinees

when testing 76 or more examinees at one time. TEs may appoint additional proctors to maintain control and security during testing in unique situations.

2.8. Training Test Administration Personnel. TCOs must train personnel appointed to administer their testing programs and maintain test security. Test administration personnel will use this instruction and the applicable test administration manuals as guides for training. The TCO/TE Training Guide, checklists, and local guidance are also appropriate for use in training programs. Test administration personnel must sign a statement within 60 days of appointment proclaiming their familiarization with testing procedures. The FSS Commander or equivalent will acknowledge the competence of the TCO/TE by endorsing the statement. This statement must be on file in the AFPT security container.

2.9. Recommending Enhancements or Changes to the AFMPTS: Surface any concerns or improvements to the AFMPTS to HQ AFPC Force Management Liaison Office. Include details of the proposed or revised AFPT and explain why the change is in the best interest of the Air Force as outlined in **Attachment 13**.

Figure 2.1. Sample Letter of Appointment for TCO/TE.

MEMORANDUM FOR AFPC/DPSOE (Date)

FROM: ORGANIZATION
Unit Mailing Address

SUBJECT: Appointment of Test Control Officer (TCO) and Test Examiner(s) (TE) for

TCO Account XXXX.

1. The following individuals are appointed as TCO/TE for the below listed account. They are required to read and follow the procedures listed in AFI 36-2605, TCO/TE Training Guide, and AFMAN 37-138, Records Disposition, Procedures, and Responsibilities, **Table 3.1**.

GRD	NAME	SSN	DSN PHONE	DSN FAX	TCO ACCT	E-MAIL
TCO:						
GS-6	JON PUBLIC	123-45-6789	487-XXXX	487-XXXX	1007/9050	jon.public@af.mil
(P) TE:						
GS-5	DON DUCK	123-45-6789	487-XXX	487-XXXX	1007/9050	don.duck@af.mil
(A) TE:1Lt	JOHN DOE	123-45-6789	487-XXX	487-XXXX	1007	john.doe@af.mil

2. This letter is inclusive; listing all personnel currently assigned to TCO/TE positions, and supersedes all previous letters, same subject.

3. Physical Address (if different from unit mailing address)

4. Point of contact (if different than the TCO/TE). Please provide name, SSN, grade, e-mail, office symbol, and phone number in the event TCO/TE cannot be reached.

5. I certify by signing this letter all required TMIs were accomplished (Jun, Nov and when/if TCO changed) in accordance with AFI 36-2605, paragraph **4.2**, and all safe combinations have been changed (when/if a TCO/TE change) in accordance with AFI 36-2605, paragraph **5.5.8**.

//SIGNED//
(FSS Commander's Signature Block)

Chapter 3

ADMINISTERING TESTS

3.1. Standardizing Test Administration: Test administration personnel must administer all AFPTs in the AFMPTS under uniform conditions using standardized procedures. Use the procedures in this chapter plus the additional instructions in each administration manual.

3.2. Preparing to Administer Tests: Before administering an AFPT, the TE must:

3.2.1. Check each test booklet page-by-page for printing errors, missing or blank pages, or any other defect. No examinee should be given a test booklet containing marks made by previous examinees. If errors are detected, notify HQ AFPC Test Management Office. For WAPS printing errors, also contact AFOMS. Immediately order new booklets and destroy the faulty ones unless otherwise directed.

3.2.2. Review the specific instruction manual for administering the AFPT to understand the purpose of the test, its directions, and the materials needed. Rehearse the directions so you can read them aloud without error.

3.2.3. Review procedures to follow during emergency situations that could arise during testing (see paragraphs **3.5** and **3.6**).

3.2.4. Review AFPT 250, *Instructions for Administering USAF Promotion Tests*, for specific procedures for emergencies during WAPS testing.

3.2.5. Verify that enough test booklets, answer sheets, special testing equipment, pencils, erasers, and scratch paper are current and available.

3.2.6. Provide number 2 pencils (minimum two) with serviceable erasers (minimum inch) and blank scratch paper, unless specifically directed otherwise by the administration manual. Do not use obsolete forms or form letters as scratch paper. Never keep scoring keys in the testing room during testing unless locked in a safe.

3.2.7. Determine which tests require additional equipment or have illustrations that need more tabletop space. Provide proper space and privacy for the examinees to prevent the use of special equipment from distracting other examinees.

3.2.8. Appoint the proper number of test proctors and brief them on their duties.

3.3. Administering the Test: The TE will: **Note:** Test administration begins when the TCO /TE closes the door to the testing room at the appointed start time.

3.3.1. Check each examinee's identification card to verify each individual is the person scheduled for testing. Distribute the booklets, answer sheets, and special equipment after the examinees are seated. Prohibit examinees from bringing their own equipment such as calculators (including those on watches), cassette recorders, pencils, cell phones, personal electronic devices, or any instrument that can transmit, receive, or preserve, in any fashion, audio or video data into the testing room. Examinees are not allowed to bring in or take out any notes or other study materials.

3.3.2. Eliminate distracting influences in the surrounding environment. To the extent possible, confirm all examinees are comfortable and not fatigued, ill, or distressed. If the

examinee is affected by one of these conditions, excuse him/her and reschedule testing for a more appropriate time. It is ultimately the examinees" responsibility to ensure she / he is fit to test, both mentally and physically.

3.3.3. Try to put the examinees at ease. Start with a brief informal statement explaining the nature and purpose of the test, how the results will be used, and why it is important for them to do their best.

3.3.4. Maintain test security and control of the testing session at all times. Never leave the testing room after a testing session begins unless relieved by the TCO or another TE. **Exception***:* For TBAS administration, the TE does not have to stay in the testing room. However, the TE must be immediately available to answer examinee questions.

3.3.5. Once all test materials are distributed, read the standardized directions aloud verbatim from the administration manual. Do not paraphrase instructions, read instructions from notes or memory, or adapt instructions for local conditions. If you must read local instructions, read them before those in the AFPT administration manual.

3.3.6. Explain time limits to the examinees as specified in the AFPT administration manual. Explain that these time limits are exact, either for a complete test or for separate parts of a test. Explain to the examinees how the test administration will be timed, either by an electric timer, stopwatch, electric wall clock, digital clock, or sweep-second-hand watch. When possible, use a timer with an auditory signal to eliminate the need for constantly watching the clock. If you use proctors, instruct them to check the timing independently and consult with you if they suspect an error in timing. Refer to the TCO/TE Training Guide for an example of how to keep accurate testing time. **Note**: Once established, DO NOT change the posted return time for the second WAPS test. Personnel who finish the first test early must leave the testing room so those still testing are not distracted. All subsequent time intervals are established based on the START time of the first test. No deviations are allowed. For example, when giving a WAPS test the start time is 0805 so the stop time will be 0950. Adding 15 minutes for a break makes a return time of 1005 hours. The return time cannot be changed once the first testing session starts.

3.3.7. Instruct examinees to stop testing and put their pencils down at the instant they are told time has expired. Collect and account for all test materials before dismissing the group. If examinees finish testing before time expires, check all their materials before allowing them to leave the testing room. When checking the materials, ensure there are no marks in the test booklet and all of the sections of the answer sheet have been correctly bubbled in.

3.3.8. Instruct examinees to fill out an AFPT 230, *AFPT Query*, according to the instructions at the top of the form. Once the examinee has turned in the test material, do not permit the examinee to complete AFPT 230. Examinee should never be allowed access to test materials after they have been turned in to TCO/TE. Refer to **Table 3.1** for disposition of AFPTs 230. Test development agencies review test queries for consideration in future test development.

3.3.9. Instruct examinees to leave ALL test materials including scratch paper in the testing room at all times. Removing test materials from the testing room is prohibited.

3.3.10. Test one examinee alone only when absolutely necessary. Follow all procedures in paragraph **3.3** as carefully and completely as when testing a group. Remain professional and objective. Do not give more assistance to a single examinee than to a group.

3.3.11. Instruct examinees they may not write on the scratch paper provided until after the test starts.

3.3.12. Post the return time for personnel returning for a second test prominently in the testing room. Inform personnel who are returning to take a second test that they must return on or before the posted time. Examinees must return to the testing room following an authorized break during a test administration (for AFOQT, WAPS testing, AFCT, etc.) by the announced and posted time. Terminate the test administration for examinees who fail to return on time.

3.4. Handling Cheating Incidents during Test Administration:

3.4.1. Removing Test Material from the Testing Room. When an examinee attempts to remove actual test material from the testing room (including test booklets, portions of test booklets, marked answer sheets, and used or unused scratch paper [see paragraph **5.11.2**]), the TE must immediately notify the examinees' chain of command. Take the appropriate actions specified in this instruction for test compromise situations. Active Duty Air Force airmen who violate these prohibitions are subject to punishment for violation of Article 92, UCMJ, violating a lawful general order or regulation, or other applicable articles of the UCMJ.

3.4.2. Cheating/Failure to Follow Instructions. The TE must notify the TCO if an examinee attempts to copy answers from another examinee's answer sheet, does not follow test administration directions (begins marking answers on the answer sheet prior to start time, turns to previous subtest, marks additional answers after time has expired), or uses notes or other means of gaining an unfair advantage during test administration. If the TE discovers cheating/failure to follow instructions, the TE must terminate the examinee's test and collect all test materials. The TE and TCO must notify their chain of command and the airman's commander. Forward the examinee's answer sheet to the appropriate agency (see **Table 3.1**) with a note explaining testing was terminated due to cheating/failure to follow instructions. In most cases, HQ AFPC will invalidate the individual's test scores and not allow retesting until the specified retest interval has elapsed. Retesting or rescheduling the test is not allowed unless authorized by HQ AFPC Test Management Office. Active duty Air Force airmen who violate these prohibitions are subject to punishment for violation of Article 92, UCMJ, violating a lawful general order or regulation, or other applicable articles of the UCMJ.

3.5. Handling Test Interruptions:

3.5.1. Promotion Testing**.** Follow procedures in AFPT 250, *WAPS Test Administration Manual*, if an interruption occurs during promotion testing.

3.5.2. AFOQT Testing. Follow procedures in AFPT 983, *AFOQT Manual for Administration* if an interruption occurs during AFOQT testing.

3.5.3. TBAS Testing. Follow procedures in the TBAS Operator's Manual if an interruption occurs during TBAS testing.

3.5.4. All Other Testing. Note the time elapsed, collect all test materials, and resume / reschedule testing as soon as the situation is resolved. When testing is resumed, allow the examinees the remaining time to complete testing. Maintain control of all examinees until a decision is made to resume / reschedule the testing session.

3.5.5. Additional Guidance. In any test interruption situation, the TE must consult with the TCO first and then contact HQ AFPC Test Management Office if he / she is unsure of proper procedures. If the TCO has any doubts at all about what actions to take, contact HQ AFPC Test Management Office prior to taking any action.

3.5.6. Follow Up Action**.** Immediately notify HQ AFPC Test Management Office by message/e-mail of the reason testing was terminated, AFPT being administered, number of examinees involved, specific procedures followed, and the projected date testing is to be resumed / rescheduled.

3.6. Individual Emergencies:

3.6.1. If an examinee must be released from testing due to an emergency (for example, family member involved in an accident), note time elapsed, collect all of the individual's test materials, and remind the examinee not to discuss test material. Reschedule the individual to complete testing as soon as possible and allow only the time remaining from the original testing session.

3.6.2. For all testing, do not allow examinees to leave the testing room for a non-emergency or individual break (such as going to the restroom) unless the examinee has a medical statement to substantiate the need to take an individual break during the testing session. In such cases, provide an escort who meets TE grade requirements and keep track of testing time. Time allotted for break does not count as part of examinee's testing time. Terminate testing if an examinee without a medical statement leaves the testing session after testing has begun. Before the individual leaves, explain that the test will be terminated and again ask if the examinee needs to be excused. Forward the examinee's answer sheet to the appropriate agency (see **Table 3.1**) for scoring with a note explaining why testing was terminated or hand-score it if it is a test scored locally. **Note:** Prior to releasing the airman, note the time elapsed during the testing session.

3.7. Testing During Local and Command Exercises and Inspections. Continue testing as scheduled during local or command exercises and inspections. Examinees are exempt from responding to simulated exercise scenarios during testing.

3.8. Post-Test Administration: After test administration, the TE will:

3.8.1. Inspect test booklets for missing pages and stray marks of any kind after every testing session. Completely erase answers or marks if possible. If a page or pages have been torn out, secure the test booklet (possible compromise evidence) and notify the TCO. If the TE cannot completely erase marks or if a booklet is worn or torn, destroy it according to procedures in **Chapter 4**. It is extremely important that examinees do not receive test booklets that have any marks which could influence responses.

3.8.2. Handle scratch paper as CTM and destroy it according to procedures in paragraph **4.3**.

3.8.3. Prepare answer sheets for mailing (if required) according to **Table 4.1**. Use **Table 3.1** to determine when and where to mail answer sheets and associated materials.

3.8.4. Before destroying any test materials following a test session, the TE must ensure all answer sheets have been accounted for so that none are inadvertently destroyed.

3.8.5. Suspense a partially completed AFPT 230 for 7 calendar days from the date the examinee takes the test. Do not allow examinees who return to complete PART IV access to the test booklet. For WAPS Testing, if the examinee does not return to complete PART IV within 7 calendar days but the AFPT 230 contains information in either the QUERY JUSTIFICATION or SOURCE REFERENCE blocks of PART IV, mail the form to AFOMS (WAPS only). Destroy as CTM AFPTs 230 which do **not** contain a source reference or justification. Examinees may only return to complete PART IV of an AFPT 230 that was initiated during the testing session. They may not return to initiate a new AFPT 230 after leaving the testing room.

3.9. Supporting GSUs: Normally, the Military Testing Facility provides testing support to those GSUs it services. Military Testing Facility will:

3.9.1. Send an authorized TE to the GSU to administer required tests or go to the GSU to administer the tests. The TCO may make arrangements to have GSU personnel tested at the Military Testing Facility closest to their location. If the servicing Military Testing Facility uses an alternate location, it must schedule testing and forward the required AFPT materials to the testing location. See **Chapter 4** for specific instructions for transporting CTM.

3.9.2. If the options in paragraph **3.9.1** are not feasible or practical, appoint a special TCO (STCO) at the GSU if the GSU commander concurs. STCOs may not delegate any of their duties to other individuals. STCOs must conform to the same restrictions and qualifications as regular TCOs. Before an STCO may be appointed, the servicing TCO must verify the STCO can secure test materials in a security container to which only authorized personnel have access.

3.9.2.1. FSS Commander appoints the STCO by memorandum. Send two copies to the STCO. STCOs acknowledge by return endorsement that they have been trained and thoroughly understand their duties, the contents of this instruction, and applicable test administration instructions. The STCO returns one copy to the TCO for file and keeps one copy. Send an approved copy of the STCO letter to HQ AFPC Test Management Office.

3.9.2.2. In certain unique instances, such as the non-availability of Air Force personnel who meet STCO requirements, the Air Force may appoint an individual from another branch of service as STCO. These STCOs must meet the same requirements as Air Force STCOs. The servicing TCO must reach an appropriate agreement with the STCO's unit and branch of service and get final approval from the GSU commander. The GSU commander appoints the non-Air Force STCO by memorandum following procedures outlined in paragraph 3.9.3.1. Because other services are usually not familiar with Air Force testing programs, be sure to thoroughly train the non-Air Force STCO on the AFMPTS.

3.9.2.3. The servicing TCO must train the STCO on the AFMPTS, all testing procedures, security, and the importance of testing to an individual's career opportunities. The servicing TCO must provide the STCO all instructions and information required to properly handle and administer tests. The servicing TCO must verify testing facilities comply with requirements in this instruction. A statement from the GSU commander describing the facilities fulfills this requirement.

3.9.2.4. STCOs do not requisition AFPTs. Servicing TCOs provide all necessary test materials. However, STCOs may maintain non-WAPS tests if there is a frequent requirement for their administration at the site (i.e., a foreign language test) and they can be properly secured.

3.9.2.5. The servicing TCO or TE packages and mails all test materials to the STCO according to procedures in **Chapter 4**. The TCO or TE signs the inner envelope in the upper left-hand corner and annotates any special instructions such as authorization to use a hand calculator, or other special equipment. Include an AF Form 310, *Document Receipt and Destruction Certificate.*

3.9.2.6. After receiving the package from the TCO, the STCO accounts for all materials in the package, signs and returns the receipt copy of the AF Form 310 to the TCO. The STCO will administer the tests at the earliest practical time and return all test materials to the TCO within 7 calendar days after use. Use the mailing procedures in **Chapter 4**.

3.10. General Test Scoring Procedures:

3.10.1. Test Scoring. The TE or TCO scores tests when there is no centralized scoring facility. Study this instruction and the appropriate instructions for scoring tests. To ensure 100% accuracy, work in conditions free of distractions. Always have scoring double-checked. If the TE performs the initial scoring, the TCO or another TE must double-check it. Do not deviate from scoring instructions for specific AFPTs.

3.10.2. Scoring Keys. Do not reproduce answer keys.

3.10.3. Recording Scores. Record raw and converted scores on appropriate documentation such as local form letters or update the personnel data system as specified in this instruction. Give a copy of the scores to the examinee and file a copy in the personnel record. Record scores on answer sheets only if the scoring instructions require it.

3.10.4. Using AFPT Answer Sheets. Only use answer sheets listed in *AFPT Catalog*. Do not reproduce blank or filled-in AFPT 851 or AFPT 987 answer sheets. Forward any unusual requests for using answer sheets to HQ AFPC Test Management Office.

Table 3.1. Disposition of Answer Sheets and Test Queries.

	A	**B**	**C**
RULE	**AFPT Number**	**Category**	**Disposition**

RULE	A AFPT Number	B Category	C Disposition
1	851	WAPS/USAFSE Answer Sheets	Mail certified or commercially available express-mail service daily or within 7 calendar days of test administration to: HQ AFPC Test Management Office HQ AFPC/DPSOE 550 C Street West, Suite 9 Randolph AFB TX 78150-4711
2	230	WAPS/USAFSE Queries	Mail registered or commercially available express-mail service within 3 calendar days to: AFOMS/TEAD 1550 5th Street East Randolph AFB TX 78150-4449
3	230	Defense Language Proficiency Test (DLPT) or Defense Language Reading Proficiency Test Queries (DLRPT)	Mail registered or commercially available express-mail service within 3 calendar days to: DLIFLC, ATFL-ESM Bldg 634 537 Lawton Road Monterey CA 93944-3213 ATTN: Test Control Officer
4	230 (see note)	Misc. Queries; i.e., AFOQT, AFCT, etc.	Mail registered or commercially available express-mail service within 3 calendar days to: HQ AFPC Test Management Office HQ AFPC/DPSOE 550 C Street West, Suite 9 Randolph AFB TX 78150-4711

RULE	A AFPT Number	B Category	C Disposition
5	987	AFOQT Answer Sheets	Mail certified or commercially available express-mail service within 3 calendar days to: HQ AFPC Test Management Office HQ AFPC/DPSOE 550 C Street West, Suite 9 Randolph AFB TX 78150-4711
6	DoD 1304-2AS	Armed Forces Classification Test (AFCT) Answer Sheet	Retain for 6 months and then destroy locally.
7	DoD 5160.41B	Defense Language Aptitude Battery Answer Sheet (DLAB)	Mail certified or commercially available \express-mail service monthly to: DLIFLC, ATFL-ESM Bldg 634 537 Lawton Road Monterey CA 93944-3213 ATTN: Test Control Officer
8	DLPT I, II, III, IV, and DLRPTs	Language Test Answer Sheets	Mail certified or commercially available express-mail service monthly to: DLIFLC, ATFL-ESM Bldg 634 537 Lawton Road Monterey CA 93944-3213 ATTN: Test Control Officer

RULE	A AFPT Number	B Category	C Disposition
9	DoD 1304-2AS	Enlistment Armed Services Vocational Aptitude Battery (ASVAB) Answer Sheets	Mail certified or commercially available express-mail service daily to: For Europe: MEPS/CTMS, Building 116 Ft Hamilton Brooklyn NY 11252-6700 For Far East: MEPS/CTMS, 300 Ala Moana Blvd P.O. Box 50266 Honolulu HI 96850-0001 For Central and South America: MEPS/CTMS, Building 2435 Marion Street Ft Jackson SC 29207-6025
|10	DoD 1304-5AS	Student ASVAB Answer Sheets	Mail certified or commercially available express-mail service daily to: For Europe: MEPS/CTMS, Building 116 Ft Hamilton Brooklyn NY 11252-6700 For the Pacific: Honolulu HI MEPS 490 Central Ave Pearl Harbor HI 96860-0001
11	902A/B	Enlistment Screening Test (EST) Answer Sheet	Retain for 6 months and then destroy locally.

RULE	A AFPT Number	B Category	C Disposition
12	705	Air Force Reading Abilities Test (AFRAT) Answer Sheets	Retain for 6 months and then destroy locally.
13	81	Electronic Data Processing Test (EDPT) Answer Sheets	Retain for 6 months and then destroy locally.

NOTE: Before mailing miscellaneous (non-WAPS) queries, change the address in section II of AFPT 230 to HQ AFPC/DPSOE 550 C Street West, Suite 9, Randolph AFB TX 78150-4711.

Chapter 4

HANDLING ADMINISTRATIVE TASKS

4.1. Submitting a Requisition:

4.1.1. Only appointed TCOs and TEs may requisition AFPT materials indexed in the *AFPT Catalog*. If an unusual request for AFPT material should arise from an individual or agency outside the Air Force, contact or refer the requester to HQ AFPC Test Management Office.

4.1.2. Submit requisitions according to procedures in the *AFPT Catalog*. Pay particular attention to the number of tests ordered. Only order enough booklets to support known requirements.

4.1.3. The Air Force distributes some AFPTs to the using activities as they are published. All other AFPT materials must be ordered upon announcement or as needed. Check the *AFPT Catalog*, letters, and messages for announcements of new or revised AFPT materials. Submit requisitions for test materials only when you have a recurring requirement. For example, do not order every language test listed in the *AFPT Catalog*

4.1.4. Upon receipt of tests, the TCO and TE must jointly verify receipt of materials listed on the document receipt, sign the receipt form, and return the receipt to AFPDC/PPLC for non-promotion tests or to AFOMS for promotion tests. Accounts whose document receipts are delinquent by more than 30 days will be frozen by HQ AFPC Test Management Office and future requisitions will not be filled until the delinquency is resolved.

4.2. Conducting TMIs. TMIs ensure accountability and security of all test materials. Because they are vital to the integrity of our testing system, they must be conducted in a manner that is above reproach. Account for all test materials with the TMI listing during each inventory. The TCO/TE Training Guide contains guidance for conducting TMIs.

4.2.1. AFOMS and AFPDC/PPLC produce TMI listings for the testing material each account is responsible for on 1 July each year. All TMIs will be sent electronically to each TCO account. TMIs must be completed by 15 August. HQ AFPC Test Management Office may waive this requirement only under extreme circumstances. Also conduct TMIs when a new TCO or primary TE is appointed.

4.2.2. The TCO conducts the July TMI with an impartial official (see paragraph **4.2.2.1**). Choose a person who does not have duties associated with the testing organization (not in the FSS chain of command) to ensure objectivity and strict control. **Exception:** AFROTC units are exempt from the requirement that the impartial official not have duties associated with the organization; however, the impartial official must not have duties associated with the unit's testing program.

4.2.2.1. When a new TCO is appointed the current TCO and previous TCO conduct a TMI within 7 calendar days of appointment. When a new TE is appointed the TCO and the new TE conduct a TMI within 7 calendar days of appointment.

4.2.2.2. The Impartial Official. This is a commissioned officer or a DAF civilian with a minimum grade of GS-07 from outside of the FSS. The impartial official conducts only front cover reviews to verify AFPT and copy numbers and must not see the test material.

The impartial official must also review all test storage facilities and verify that security container combinations have been changed at appropriate times as specified in paragraph **5.5.8**.

4.2.3. TMI Listings. AFPDC/PPLC listing shows all AFPTs (except promotion tests) charged to the TCO account. The AFOMS listing shows all promotion tests charged to the TCO account. AFPTs are removed from the lists only after receiving a destruction document from the TCO account or the official documents show a discrepancy on the TMI listing.

4.2.4. Obsolete AFPTs. Handle them as CTM and destroy according to paragraph **4.3**.

4.2.5. How to Conduct TMIs. Inventories must reflect disposition (present or destroyed) of all AFPTs. The inventorying officials must verify destruction of test materials and annotate the TMI listing to reflect discrepancies and status of efforts to resolve them. The TCO/TE Training Guide contains guidance for conducting TMIs.

4.2.6. Disposition of TMI Listings. AFPDC/PPLC (for non-promotion AFPTs) and AFOMS (for promotion AFPTs) transmit the TMI listing electronically. After completing the TMI, the TCO keeps one annotated copy.

4.2.6.1. For the promotion test TMI sent from AFOMS, a copy of the completed TMI must be returned to AFOMS. If the copy of the completed TMI is delinquent by more than 30 days, HQ AFPC Test Management Office will freeze the account preventing TCOs from ordering test material.

4.2.6.2. For the non-promotion test TMI sent from AFPDC/PPLC, a copy of the completed TMI is not returned to AFPDC/PPLC unless used as the destruction certificate.

4.2.6.3. Inventorying officials must sign all copies.

4.2.6.4. The FSS Commander must authenticate the TMI listing by co-signing. By signing the WAPS TMI, the FSS Commander is also verifying compliance of the testing program with all established testing policies (i.e., test security, storage, scheduling, administration, destruction).

4.2.6.5. TCOs must file the current and previous TMI listings as specified in AFMAN 37-139.

4.2.7. TMI Discrepancies. If officials discover or suspect any discrepancies during a TMI, the TCO or TE must advise HQ AFPC Test Management Office. The TCO or TE must also notify AFOMS if the discrepancies concern promotion tests. If the TCO cannot resolve the differences after contacting HQ AFPC Test Management Office or AFOMS, the TCO must initiate a test compromise investigation within 7 calendar days from the date of initial discovery following the procedures in paragraph **5.16** of this AFI.

4.3. Destroying AFPT Materials:

4.3.1. Burn or shred AFPTs when authorized by the *AFPT Catalog* or directed by HQ AFPC Test Management Office. Destroy superseded editions of AFPTs within 30 days of receiving revised editions or other instructions, except if otherwise directed by HQ AFPC Test Management Office. Destroy AFPT materials that are no longer useable due to normal wear

and tear. Destroy AFPT materials in the form of cassette tapes, compact disks, or plastic scoring keys with scissors and dispose of accordingly. Destroy used scratch paper as CTM.

4.3.2. When classified (SECRET and CONFIDENTIAL) AFPT material is surplus, damaged, or obsolete, destroy it only as specified in DoD 5200.1- R/AFI 31-401, *Information Security Program Management.*

NOTE 1: For shredding, use only GSA approved cross-cut shredders that produce pieces no larger than 1/16" by 1 ".
NOTE 2: Completed WAPS answer sheets for expired promotion tests are no longer CTM. Therefore, handle and dispose of as "For Official Use Only" materials.

4.3.3. A witnessing official must be present when the TCO, TE, or the responsible custodian of the material at AFPDC/PPLC destroys CTM. The witness must meet at least civilian TE grade requirements or be a commissioned officer. The TCO and TE must not serve together as the destroying and witnessing officials. The witnessing official must be from outside the agency (not in the FSS chain of command). The witnessing official must verify destruction based on front cover inspection only. **Exception:** In AFROTC units, the witnessing official may be assigned to the detachment but must not have duties associated with the unit's testing program.

4.3.4. Prepare AF Form 310, an official memorandum, or another approved form or list for use as a destruction certificate. The destruction certificate must include the TCO number, AFPT numbers and edition dates, booklet copy numbers, destruction date, and destruction certification. The destroying and witnessing officials sign the destruction certificate after the materials have been destroyed. Forward a copy of the completed destruction certificate to AFPDC/PPLC for non-promotion tests or AFOMS for promotion tests. The TCO, TE, or the responsible custodian must maintain the original destruction certificate until the materials are removed from the TMI.

4.4. Mailing AFPT Materials: Package CTM according to **Table 4.1**. Do not indicate on any outer label or outside wrapping that the package contains AFPT materials. If the package needs identification, use a local control number. For tracking and accountability purposes, CTM packages must not be included as part of a larger consolidated package. CTM packages must be mailed separately.

4.4.1. Completed Test Answer Sheets. Mail completed answer sheets containing test answers by certified mail or commercially available express-mail service. Do not use a shipping receipt. Include a transmittal memorandum, AFPT 237, or machine list that gives the names, SSNs, and grades of the individuals tested with other required information in the same order as the AFPT 237. Refer to the attachments of this instruction on specific testing programs for additional procedures regarding mailing of answer sheets. Refer to **Table 3.1** for specific addresses.

4.4.2. AFPT 230, *AFPT Query.* Mail test queries by registered mail or commercially available express-mail service to the appropriate review agency. Do not use a shipping receipt. Refer to AFPT 250 for additional guidance. Refer to **Table 3.1** for specific addresses.

4.4.3. All Other CTM**.** Mail all actual or suspected test material by registered mail or commercially available express-mail service. Include an AF Form 310 or shipping receipt. The TCO/TE Training Guide contains an example of a completed AF Form 310.

4.4.4. Handling Unpublished Test Manuscripts and Suspected Test Material in Test Compromise Investigations. Follow all precautions pertaining to accessing, wrapping, storing, and shipping for an unpublished manuscript of an AFPT, suspected test material, or any materials identified as CTM.

Table 4.1. How to Package CONTROLLED TEST MATERIAL for Shipment.

RULE	If package to be mailed contains...	Then...
1	completed answer sheets for scoring	Group in packages of not more than 250 sheets so that all sheets remain flat. Place answer sheets in the same sequence as the examinees' names on the test roster (AFPT 237 or computer list). Include original test roster in the package Place heavy chipboard or corrugated fiberboard sheets on all sides and edges. Secure small package with tape and large packages with a heavy-duty tape. Take care not to bend or mutilate contents. Wrap in Kraft paper Seal with gummed tape of sufficient strength and width. Completely seal all open seams and ends. Stamp or mark plainly on top and bottom: "CONTROLLED TEST MATERIAL. DO NOT OPEN: FOR TEST CONTROL OFFICER ONLY." Place stamping over tape seal so that any attempt to compromise contents will be exposed Place package in corrugated cardboard carton or other suitable container to protect sheets from damage. Gross weight must not exceed 10 pounds Seal with heavy-duty tape. Affix mailing labels to outside and inside envelopes

RULE	If package to be mailed contains...	Then...
2	a carton of test material (actual and suspected)	Include a shipping receipt (normally AF Form 310) in two copies Place heavy chipboard or corrugated fiberboard sheets on all sides and edges. Secure small package with tape; large packages with a heavy-duty tape. Take care not to bend or mutilate contents. Wrap in Kraft paper with gummed tape of sufficient strength and width. Completely seal all open seams and ends. Stamp or mark plainly on top and bottom: "CONTROLLED TEST MATERIAL. DO NOT OPEN: FOR TEST CONTROL OFFICER ONLY." Place stamping over tape seal so that any attempt to compromise contents will be exposed Affix to the package a label reading: FOR TEST CONTROL OFFICER ONLY. THIS PACKAGE CONTAINS AFPT NR. ____ COPIES NUMBERED ____ THROUGH ____ Tape seal so that any attempt to compromise contents will be exposed Affix one copy of completed shipping receipt (normally AF Form 310) to cover of the inner wrapper Insert package into a carton. When gross weight is less than 30 pounds, use cartons with a minimum bursting strength of 200 pounds. When gross weight exceeds 30 pounds, use cartons with a minimum bursting strength of 275 pounds. Add open cell pads or pieces of corrugated fiberboard for stability when packages do not fit snugly in the carton Seal with heavy-duty tape. Band with nylon tape when available. Affix mailing labels

RULE	If package to be mailed contains...	Then...
3	an envelope of test material (actual or suspected)	Include a shipping receipt (normally AF Form 310) in two copies Insert material in 9” x 12” heavy Kraft envelope and seal Seal with gummed tape of sufficient strength and width. Completely seal all open seams and ends. Stamp or mark plainly on top and bottom and both ends of inner package: “CONTROLLED TEST MATERIAL. DO NOT OPEN: FOR TEST CONTROL OFFICER ONLY.” Place stamping over tape seal so that any attempt to compromise contents will be exposed

Chapter 5

SAFEGUARDING CONTROLLED TEST MATERIAL

5.1. Introduction. This chapter defines CONTROLLED TEST MATERIAL (CTM) and outlines procedures for handling this material. It prohibits certain uses of test materials and further provides for disciplinary action of airmen under the Uniform Code of Military Justice (UCMJ) and Department of the Air Force (DAF) civilians under AFI 36-704, *Discipline and Adverse Actions*, for violating these prohibitions.

5.2. Authority. Title 5, U.S.C. 301, *Departmental Regulations (Powers)*, permits a department head to issue instructions, consistent with law, governing the custody, preservation, and use of the department records. Accordingly, the Department of the Air Force established an identification or notation to protect materials vital to the AFMPTS. This identification, CONTROLLED TEST MATERIAL, applies to AFPT materials described in this instruction and those listed in the *AFPT Catalog*. Such materials are exempt from disclosure under the Freedom of Information Act, Title 5, U.S.C. Section 552, *Public Information; Agency Rules, Opinions, Records, and Proceedings (Administrative Procedures)*, as implemented by DoD Regulation 5400.7/Air Force Supplement, *DoD Freedom of Information Act Program*. The Secretary has determined CTM to be privileged information, the disclosure of which would be detrimental to the public interest in accordance with Military Rule of Evidence 506.

5.3. Safeguarding AFPTs. Anyone involved in any fashion with testing or test materials must protect CTM from unauthorized access and disclosure **AT ALL TIMES**. To help provide this protection, the majority of AFPTs and most other actual test materials are marked accordingly. Personnel tests that contain classified security information described in AFI 31-401 are identified as CONFIDENTIAL or SECRET in addition to CONTROLLED TEST MATERIAL. Safeguard all AFPTs and related materials at their maximum classification level. Only HQ AFPC Test Management Office may authorize release of CTM to persons, agencies, or foreign governments otherwise not entitled to it. Treat the following as CTM:

5.3.1. All test booklets, test media, and scoring keys listed in the *AFPT Catalog*, unless specifically listed as ”For Official Use Only.”

5.3.2. Test answer sheets listed in the AFPT Catalog ***when any portion of the answer sheet is marked***. (See paragraph **4.3.2**, Note 2 for exception.)

5.3.3. Scratch paper used by examinees during testing.

5.3.4. All materials that are used in the development of AFPTs listed in the *AFPT Catalog*. **Exception:** If the test itself is not CTM, then the completed answer sheets, scratch paper, or development materials associated with it are not CTM.

5.3.5. DoD tests and related materials unless otherwise specified by HQ AFPC Test Management Office.

5.3.6. Obsolete test materials pending destruction.

5.3.7. Information which is known, believed, or suspected to contain actual test material.

5.3.8. Any agency that sends CTM by USPS or civilian contract carrier must ensure the materials are received by the appropriate agency in a timely manner. The sender is also obligated to notify HQ AFPC Test Management Office and initiate tracking action by the carrier when packages are late, missing or undelivered.

5.4. Access to CTM:

5.4.1. Authorized Access. No individual shall access, obtain, possess, transmit, copy, distribute; or allow any unauthorized individual to access, obtain, possess, transmit, copy, or distribute actual or suspected test materials except as specified in this instruction. Only the following individuals are authorized access to CTM (exception to this policy requires written approval from HQ AFPC Test Management Office):

5.4.1.1. TCOs, TEs, and STCOs when appointed by a letter signed by the appropriate authority.

5.4.1.2. Personnel employed in test development, scoring, printing, and distribution. Agencies included are AFOMS (for promotion tests), HQ AFPC Test Management Office, and HQ USAF/A1PF.

5.4.1.3. Examinees during an authorized testing session. **Note**: Authorization extends only to the specific tests necessary to meet eligibility requirements as identified in the master promotion file for a specific promotion cycle. Knowingly taking the wrong promotion test constitutes a compromise and renders the examinee punishable under the UCMJ.

5.4.1.4. Senior NCOs, civilians, and officers specifically named by test development agencies to review certain personnel tests when authorized in writing by HQ AFPC Test Management Office. In addition, AFOMS may grant access to previous SMEs and other individuals who must use their expertise to evaluate test materials.

5.4.1.5. Inspectors (MSgt or above, or civilian GS-5 or above) who may only make front cover checks in the presence of the TCO or TE. In extraordinary cases, inspectors may review test material if authorized by HQ AFPC Test Management Office. Send complete justification for the review to HQ AFPC Test Management Office. Include the names, SSNs, grades, AFSs, and units of assignment of the reviewing individuals in the justification memorandum.

5.4.1.6. Only AFOSI special agents who are commissioned officers or DoD civilians may access test materials in the performance of official duties. Non-AFOSI investigators must get written approval from HQ AFPC Test Management Office before gaining access to CTM when investigating test compromise cases.

5.4.1.7. During or following a test compromise investigation, it may be necessary for the SJA, commander, defense counsel, and others involved in the legal process to review CTM. When disclosure cannot be avoided, limit disclosure pursuant to Military Rule of Evidence 506. HQ AFPC Test Management Office will authorize or deny access in writing. Military judges, staff judge advocates, commanders at all levels and defense counsels must ensure that the material is safeguarded in accordance with this instruction. They must also ensure access to court documents incorporating CTM is not granted to anyone unless authorized by HQ AFPC Test Management Office.

5.4.1.8. Public disclosure of CTM during a court-martial must be avoided whenever possible. Prior to a trial by court-martial, trial counsel must submit a written request to HQ AFPC Test Management Office to seek authorization for court participants, including the accused, bailiff, witnesses, and court members to have limited access to CTM before, during, and in some cases, after a trial by court-martial.

5.4.2. Unauthorized Access. No individual may access test material other than those listed in paragraph **5.4.1**, regardless of their relationship to or command over individuals authorized access, unless they have written authorization from HQ AFPC Test Management Office. This includes any individual above, below, or lateral to the TCO. Unauthorized access constitutes a test compromise and must be investigated. In the case of a court-martial, CTM disclosure to unauthorized parties or CTM inclusion in a disclosable record must be reported to HQ AFPC Test Management Office.

5.4.3. SECRET or CONFIDENTIAL AFPTs: For access to CTM classified as SECRET or CONFIDENTIAL, a person must also meet the requirements for access to materials bearing those security classifications as specified in AFI 31-401.

5.5. Storage of CTM:

5.5.1. Each person who has access to CTM is responsible for safeguarding the information.

5.5.2. When not under the personal control or observation of an authorized person, CTM must be locked in a GSA-approved security container of the type approved to store Secret data. (Future reference to security containers includes steel cabinets or vaults. Use of other containers must be authorized in writing by HQ AFPC Test Management Office).

5.5.3. A CTM cover sheet must be used to protect and identify all CTM. See Figure 5.2 for an example of a suitable cover sheet.

5.5.4. In the work area, CTM must always be hand-carried from one point to another and must always have an appropriate CTM cover sheet attached when not in a security container. Transfers of CTM must be made person-to-person. The receiver of the CTM must verbally acknowledge the classification level of the material before custody is transferred. An IN/OUT basket must ***not*** be used for disposition of CTM documents.

5.5.5. CTM must ***not*** be left unattended or unsecured for any length of time. If persons working with CTM leave the work area, they must either secure the material in a security container or physically transfer possession of the material to another authorized person who meets the established criteria to handle CTM.

5.5.6. Store tests together regardless of security classification. Do not store classified test materials with other classified material. Store classified test materials with other unclassified test materials. When storing classified test material with CTM the rules in AFI 31-401 apply. **Exception:** AFOMS is exempt from this requirement.

5.5.7. Only TCOs and TEs may have access to security container combinations. Normally, only two individuals (the TCO and the TE) have the combinations. **Limit access to the absolute minimum personnel required to support the testing mission**.

5.5.8. Change security container combinations and TBAS passwords within 7 calendar days of the date of the letter relieving a TCO or TE. Also, change security container combinations and TBAS passwords when:

5.5.8.1. Anyone knowing the combination or password is relieved, transferred, under investigation for possible test compromise, or separated.

5.5.8.2. A new security container is procured.

5.5.8.3. There is any possibility the combination or password is compromised.

5.5.8.4. The CTM normally stored in a security container cannot be accounted for.

5.5.8.5. The security container is found unlocked/unsecured.

5.5.9. Those who have access to security containers must prepare and maintain Standard Form (SF) 700, *Security Container Information*, according to AFI 31-401.

5.6. Keeping an Inspection Record: Those who have access to security containers must use inspection procedures and forms (SF 701, *Activity Security Checklist*, and SF 702, *Security Container Check Sheet*) as required by AFI 31-401. Before leaving the area at the end of each day, individuals must have another person complete SF 702 to verify that the security container is locked and the area is secure. Only when another person is not available to complete SF 702 may one individual complete the form to verify the locking of the security container.

5.7. CTM Prohibitions: Active duty airmen, members of the ANG or Air Force Reserve, civilian employees of the Air Force, or contract personnel will not knowingly possess, reproduce, distribute, or communicate in any way, the contents of CTM unless authorized in this instruction. Additionally, active duty airmen, members of the ANG or Air Force Reserve, civilian employees of the Air Force, or contract personnel are prohibited from taking any actions defined as a test compromise as described in paragraphs **5.9** through **5.14**.

5.7.1. Active duty airmen who violate these prohibitions are subject to punishment under Article 92, UCMJ, violating a lawful general order or regulation, or other applicable articles of the UCMJ.

5.7.2. Air Force civilian employees who violate these prohibitions are subject to adverse administrative action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

5.7.3. Members of the ANG and the Air Force Reserve who violate these prohibitions are subject to punishment under the provisions of Article 92, UCMJ, or other applicable UCMJ articles, when under the jurisdiction of the UCMJ. Otherwise, members of the ANG and the Air Force Reserve who violate these prohibitions are subject to adverse administrative action under applicable state provisions or other applicable rules, without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

5.8. Test Compromise:

5.8.1. Any active duty Air Force airman who takes any action defined as a test compromise is subject to punishment under Article 92, UCMJ, or other applicable articles of the UCMJ.

5.8.2. Any member of the ANG or Air Force Reserve who takes any action defined as a test compromise is subject to punishment under the provisions of Article 92, UCMJ, or other applicable UCMJ articles, when under the jurisdiction of the UCMJ. Otherwise, members of the ANG and the Air Force Reserve who violate these prohibitions are subject to adverse administrative action under applicable State provisions or other applicable rules, without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

5.8.3. Any civilian employee of the Air Force or any contracted employee who takes any action defined as a test compromise is subject to adverse administrative action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

5.9. Test Compromise Prohibitions for All Personnel:

5.9.1. Possessing, distributing, reviewing, copying, transmitting, having access to actual test material, or allowing/causing access to unauthorized individuals**.**

5.9.2. Possessing, distributing, reviewing, copying, transmitting, or having access to illegal study materials that reveal the specific content of actual or suspected test material.

5.9.3. Discussing or sharing, in any form, information about actual test material or suspected test material with anyone (see paragraph **5.14**).

5.9.4. Questioning examinees for the purpose of determining test content. **Exception:** HQ AFPC Test Management Office may give written approval for specific exceptions to this prohibition on a case-by-case basis. For example, questioning examinees cooperating in a test compromise investigation.

5.9.5. Reproducing or copying any test material, including suspected test material, in whole or part, for any purpose. **Exception:** Test development agencies authorized access to test material may reproduce or copy actual test material without authorization from HQ AFPC Test Management Office. However, they must have authorization from their unit, division, or flight security manager. **Exception:** AFOSI detachments may reproduce or copy suspected test material without authorization from HQ AFPC Test Management Office when necessary for investigative analysis; however, it must be safeguarded IAW the rules stated herein and access/distribution kept to the absolute minimum. **Exception***:* Trial counsel may reproduce or copy actual test material without authorization from HQ AFPC Test Management Office when necessary for administrative or judicial action during the conduct of proceedings. This exception does not include copying materials for use in case preparation by either trial counsels or defense counsels. For case preparation, materials will be made available for review by all counsels and appropriate witnesses at the AFOSI office under controlled conditions.

5.9.5.1. During court proceedings, access to CTM will be limited to only those personnel who have been granted access by HQ AFPC Test Management Office. Personnel requiring access to CTM (i.e.) military judge, trial counsel, military defense counsel, civilian defense counsel, court members, bailiff, administrative personnel, witnesses), must be submitted through the lead trial counsel and authorized in writing by HQ AFPC Test Management Office.

5.9.5.2. CTM must be properly safeguarded at all times before, during, and following court proceedings and stored in an authorized security container when unattended.

5.9.6. Training that concentrates on "teaching the test" or that emphasizes information known or believed to be on a specific test.

5.9.7. Reviewing contents of AFPTs by inspection team members or any other reviewing officials at any level of command without written approval from HQ AFPC Test Management Office. **Exception:** Inspection team members and impartial inventory officials

may view front covers only to account for test copies but only in the presence of the TCO or TE.

5.9.8. Taking an AFPT and claiming to be another examinee.

5.9.9. Taking the same promotion AFPT revision a second time without written approval from HQ AFPC Test Management Office.

5.9.10. Possessing CTM or any other materials containing actual or suspected test material without authority.

5.9.11. Opening or tampering with any package containing CTM unless specifically designated to receive CTM.

5.9.12. Requisitioning any CTM or other test materials listed in the *AFPT Catalog* except by a duly appointed and authorized TCO or TE.

5.9.13. Improperly storing test materials. Refer to paragraph **5.5** for proper storage procedures.

5.9.14. Gaining access to any security container containing CTM unless specifically authorized.

5.9.15. Purchase, sale, distribution, unauthorized access, or possession of actual test materials or the specific contents of testable material.

5.10. Test Compromise Prohibitions for TCOs, TEs, and Test Development Personnel:

5.10.1. Using or possessing an actual test or testable materials for the purpose of assisting an examinee or potential examinee.

5.10.2. Leaving an examinee unsupervised for any length of time during a test administration session for any reason. **Exception:** Personnel administering the TBAS do not have to be in the same room but must be immediately available to the examinee.

5.10.3. Inability to account for test materials at any time.

5.10.4. Possessing CTM (except completed answer sheets) not listed on the TCO account inventory or other accountability document.

EXCEPTION: Possessing test materials received after the last inventory that have not yet appeared on the current inventory.

5.10.5. Improper packaging or labeling of CTM for mailing (including testable materials being transferred for analysis as part of a test compromise investigation) which might create an unauthorized disclosure. The receiving agency determines if a compromise occurred due to improper packaging and mailing procedures.

5.10.6. Transferring any CTM without a properly executed AF Form 310 except as noted in this instruction.

5.10.7. Improperly destroying test materials.

5.10.8. Any person involved in developing or reviewing a test who discusses or shares with anyone, under any circumstances, actual test material (highlighted or otherwise), marked testable material, or written comments relating to test questions or areas of study that would imply to the recipient that such items or areas may be on the test.

5.11. Test Compromise Prohibitions for Examinees and Potential Examinees:

5.11.1. Discussing/divulging actual test material or the specific contents of testable material. Some examples of this type of compromise would be: Actual test material in Air Force suggestions, Congressional inquiries, or IG complaints. **Exception:** When an individual wants to submit such correspondence and include test material, the individual must first get written approval through TCO channels from HQ AFPC Test Management Office. If approved, the rules governing protection of CTM apply.

5.11.2. Removing actual test material from the testing room. This includes but is not limited to all test booklets or portions of test booklets, marked answer sheets, any documents marked CTM; all materials listed in *AFPT Catalog* that are not marked CTM, such as test rosters, administration manuals, unused answer sheets; scratch paper used during test administration and calculators or associated equipment provided by the TCO or TE, and notes or media of any type containing information from a test.

5.11.3. Using highlighted or marked testable material that reflects actual or suspected test material that is shared between, used by, or observed by more than one examinee or potential examinee or any unauthorized individual.

5.11.4. Using marked pretests that are shared between, used by, or observed by more than one examinee or potential examinee or any unauthorized individual.

5.11.5. Using another individuals's personal study notes.

5.11.6. Copying answers from another airman's answer sheet or asking another examinee for help during the test administration session.

5.12. Test Compromise Prohibitions Against Using Government Computers:

5.12.1. To eliminate the potential for intentional or inadvertent test compromise of AFPTs, examinees and potential examinees are prohibited from using government computers to create, store, or transfer their personal study notes, regardless of whether or not they contain actual test content. Potential examinees may use government computers to review electronic versions of official study references (i.e., AFPAM 36-2241, *Professional Development Guide*, Air Force Instructions, Air Force Pamphlets, Air Force Policy Directives, and Technical Orders).

5.12.2. Using government computers to study commercial study guides is also prohibited (see paragraph **5.13.2** below).

5.13. Prohibitions Against Developing and Using Commercial Study Guides:

5.13.1. Anyone on active duty or employed by the Air Force who has had access to a particular category of AFPT (such as promotion tests) may not participate in any way in the development of a commercial study guide or pretest for that category of AFPT, whether or not the guide captures actual test materials. For example, an airman, NCO, or officer who has taken the AFOQT is prohibited from developing a study guide for the AFOQT.

5.13.2. Use of legally developed commercial study guides, though not recommended, endorsed, or supported by the Air Force, does not constitute a compromise as defined in this instruction. However, sharing a marked or unmarked commercial study guide in whole or in part with anyone is prohibited. Placing commercial study guide software on government

computers is prohibited since this would imply Air Force sanctioning of the guide and would provide an unfair advantage to those individuals with government computer access. Similarly, commercial study guides may not be purchased with government funds.

5.13.3. Use of locally developed test-question generating software by using testable material is prohibited and may not be placed on government computers. This includes, but is not limited to, locally developed CDC practice tests.

5.14. Prohibitions Against Group Study. Group study is strictly prohibited. Group study is defined as anyone who studies for an AFPT with another person or discusses / shares in any form with any other person: 1) information about actual test material or 2) marked or highlighted testable material. Placing testable material on a group drive, internet web page, bulletin board, etc., is similarly defined as group study and is prohibited. Group study prohibits study with not only other examinees but **any** other person, including but not limited to commanders, supervisors, coworkers, roommates, friends, and military or civilian spouses. Group study does NOT include the following individual actions:

5.14.1. An examinee discussing actual test material or test questions with the TCO, TE, or STCO ***in private*** when submitting a query.

5.14.2. Participating in or conducting training to improve general study or test-taking skills. The training should be applicable in both the military and civilian environment. Examples of this training could include general information on outlining, note-taking, developing reading skills, etc. This training may not focus on preparing for specific selection or promotion tests. (**Note 1:** AFPC/DSYX has approved AFOQT study prep materials which are available on the PCSM website for review by examinees (**http://access.afpc.af.mil/pcsmdmz**). Only study prep materials approved by AFPC/DSYX are authorized for official distribution or posting online and the materials can only be used for self-study. Group study using these materials is not authorized.) (**Note 2**: AFOQT examinees may complete training such as a college class or flying training that focuses on improving abilities assessed by the AFOQT to help prepare for the test. This type of training which focuses on developing broad abilities and is not tailored to "teaching the test" does not fall under the prohibition against group study and is authorized.)

5.14.3. Participating in or conducting upgrade training, on-the-job training, qualification training, or training to improve general military knowledge. You may use study reference materials for these types of training when the intent of the training is not to study for promotion tests. Examples of this type of training include upgrade training; increasing job proficiency in particular tasks (qualification training); and study preparation for below-the-zone promotion and NCO-of-the-quarter type boards. These types of training must not focus on preparing for promotion tests.

5.14.4. Exchanging unaltered study materials such as AFPAM 36-2241, CDCs, or other testable material developed by an authorized source if no discussion takes place at any time regarding content of the materials.

5.14.5. Exchanging information and marked materials for job-related reasons that are not directly related to testing. This is limited to professional military education (PME) information and course manuals, training information, or any other documentary material that is distributed at a training course.

5.14.6. Normal conversations and duty-related discussions between examinees and/or potential examinees as long as they are not intended to prepare an individual for a specific AFPT.

5.14.7. Using personal study techniques to review study materials while preparing for a specific AFPT as long as those personal study materials are not reviewed, used, observed by, or shared with anyone.

5.15. Other Prohibitions. Although not a compromise of test materials as defined in this instruction, the following actions are also prohibited. Military personnel, including members of the ANG or Air Force Reserve who violate the following testing prohibitions, could receive administrative or punitive action under Article 92, UCMJ, or other applicable UCMJ articles. Air Force civilian employees or contract personnel who violate the following testing prohibitions could face adverse administrative action without regard to otherwise applicable criminal or civil sanctions for violating related laws.

5.15.1. Changing correct test scores or entering or reporting incorrect test scores on official records.

5.15.2. Not following the specific instructions read by the TCO or TE during test administration. For example, returning to a previous subtest in the test booklet or marking additional answers on the answer sheet after the allotted time has expired for that subtest or beginning to answer questions prior to being told to begin.

5.15.3. Using equipment not authorized during test administration, such as an unapproved calculator.

5.15.4. Being unable to account for tests listed in *AFPT Catalog* that are not designated CTM but are For Official Use Only (FOUO). Some examples of these are the Air Force Reading Abilities Test (AFRAT) and the Enlistment Screening Test (EST).

5.16. Actions to Take on Compromise Cases:

5.16.1. Anyone who knows of or suspects a compromise of CTM must immediately report this information to his or her supervisor and the TCO.

5.16.2. The TCO must immediately report this information to the FSS Commander or TCO's commander, as appropriate, who must then report the information to the installation commander or equivalent through command channels.

5.16.3. The Installation Commander, vice commander, or equivalent, takes the following actions within one day of notification:

5.16.3.1. Notifies the AFOSI of a possible test compromise.

5.16.3.2. Appoints a commissioned officer (Captain or higher) or civilian (GS-7 or higher) as the Investigating Officer (IO). The IO acts independently and becomes the point of contact (POC) and liaison to the installation commander. He / she conducts the investigation if the AFOSI declines to investigate. **Note:** The investigating officer must not be selected from the group in which the compromise is suspected to have taken place.

5.16.4. The IO takes the following actions upon appointment:

5.16.4.1. Notifies the Air Force Test Management Office by memorandum, electronic media, or message (e-mail preferred). Include all appropriate details. Mark correspondence "FOR OFFICIAL USE ONLY-- SENSITIVE PERSONNEL DATA." Do not publicize any further.

5.16.4.2. The AFOSI will make a determination as to criminal intent and determine whether they will conduct the investigation. If the AFOSI detachment declines to investigate, prepare a memo indicating the AFOSI's declination to investigate. Include the date and name of the agent making the declination.

5.16.5. If the AFOSI declines to investigate, the IO will:

5.16.5.1. Conduct a formal investigation (not an inquiry) using Commander-Directed Investigation (CDI) Guide found at **https://www.ig.hq.af.mil/igq/Downloads/CDIGuide.doc**.

5.16.5.2. Review this instruction before beginning the investigation and coordinate findings with the AFOSI before submitting a final report. As a minimum, documentation will include: oral testimony or written statements from subjects unless they have asserted their right to counsel and/or right to remain silent under Article 31, UCMJ, witnesses, and experts; a written summary of testimony; and written record of findings and recommendations. **Note:** The IO must determine whether or not subjects or witnesses are represented by counsel prior to questioning. If so, all communications must be made with the counsel, rather than directly with the subject or witness.

5.16.6. The FSS Commander monitors the progress of the investigation with the goal of completing it within 60 days from the date of the incident. The FSS Commander tracks the suspense and keeps HQ AFPC Test Management Office informed of the current status.

5.16.7. Treat documents that allegedly compromise actual test material as CTM until proven otherwise by an official analysis. Since such documents are also evidence, they must receive special handling as government evidence. Investigating officers must consult with the AFOSI and SJA before seizing documents. Forward suspected test materials to HQ AFPC Test Management Office for analysis. Follow the procedures used for packaging CTM as explained in **Chapter 4** of this AFI. Testing officials at Randolph Air Force Base (AFB) perform test compromise analyses (allow 8 weeks for completion). Test materials analysis for official use by other than testing officials at Randolph AFB is not authorized.

5.16.8. Once the report has undergone local legal review, the IO prepares the final investigation report in an original and two copies: One for the installation commander and one for HQ AFPC Test Management Office. The installation commander transmits the report to the appropriate court-martial convening authority (if other than the installation commander) with the following information:

5.16.8.1. A statement of the extent of the compromise.

5.16.8.2. Corrective actions, including administrative or disciplinary action, taken against the offenders.

5.16.8.3. Actions to prevent recurrence. **Note*:*** Do not include any copies of the actual CTM in the final report unless the entire report is identified as CTM and handled as such. Identify all other reports as FOR OFFICIAL USE ONLY (TEST CONTROL

PERSONNEL). However, if reports contain classified information, follow the procedures in AFI 31-401.

5.16.9. The special court-martial convening authority indorses and forwards the completed report to the HQ AFPC Test Management Office. In certain instances the HQ AFPC Test Management Office may consult with the AFPC Legal Office prior to closing / reopening the case.

5.16.10. If the investigation is not completed within the recommended 60 days, the investigating officer prepares an interim report stating a) reasons the report is not completed, b) action investigating officer is taking to complete the report, and c) estimated date the completed report will be sent to HQ AFPC Test Management Office. The new suspense must not exceed 30 days from original suspense. **Note*:*** In some instances, the AFOSI may conduct a test compromise investigation without informing the TCO. When this happens, the AFOSI will notify HQ AFPC Test Management Office in accordance with applicable AFOSI directives, and the normal reporting and processing requirements in paragraph **5.16** are waived.

5.17. Guidelines for Research and Development (R&D) Test Materials:

5.17.1. Any test, subtest, or test item that may be used in an operational Air Force test must be treated as CTM, regardless of the R&D stage. Conversely, any item not controlled at all stages of development must not be used in an Air Force test; a substitute or parallel item must be used instead. A test, subtest, or test item that has not been controlled at all stages of development must not be used in either the same or a parallel form.

5.17.2. Appropriate limited release of R&D test material is encouraged to aid test development and permit legitimate scientific discourse. Limited release includes release of test material or data to a contractor, university, research agency, governmental agency, oversight panel, etc., to promote either development of a specific test or scientific discourse related to the test. In all cases, there should be clear benefit to the Air Force and a strictly worded Memorandum of Agreement (MOA) to preclude further dissemination of the test materials. The MOA should include security arrangements and prohibitions against further release of the materials in whole, in part, or by incorporation in “spin-off” or parallel versions of the test. **All** requests for limited release must be forwarded, with a copy of the signed MOA, to HQ USAF/A1PT for approval before a test can be released.

5.17.3. Open release of R&D test materials will (in foreseeable circumstances) preclude use of those materials (or a parallel form) on an operational Air Force test. Open release (without strict controls) includes release or sale of the test or any part of the test to: 1) a non-Air Force agency or individual, 2) Air Force external publication of the test or any part of the test, or 3) presentation of the test or any part of the test at scientific or other meetings, etc. Any R&D test that has been open-released will not be used operationally. This is true whether the R&D test was open-released in whole, in part (down to single item level), or in a parallel form. The exception to this rule is a test for which a parallel form has been previously released, but for which the test developer provides evidence of low transfer and low retest gains.

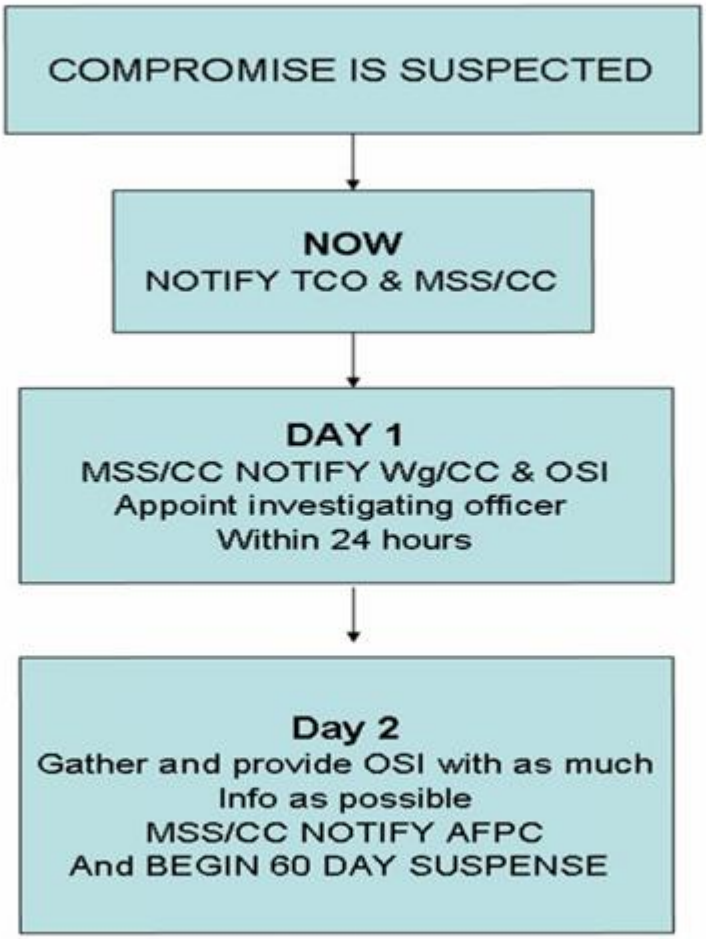
5.17.4. Use of a commercially available assessment instrument as part of the Air Force Military Personnel Testing System is prohibited if there is evidence of exposure of or

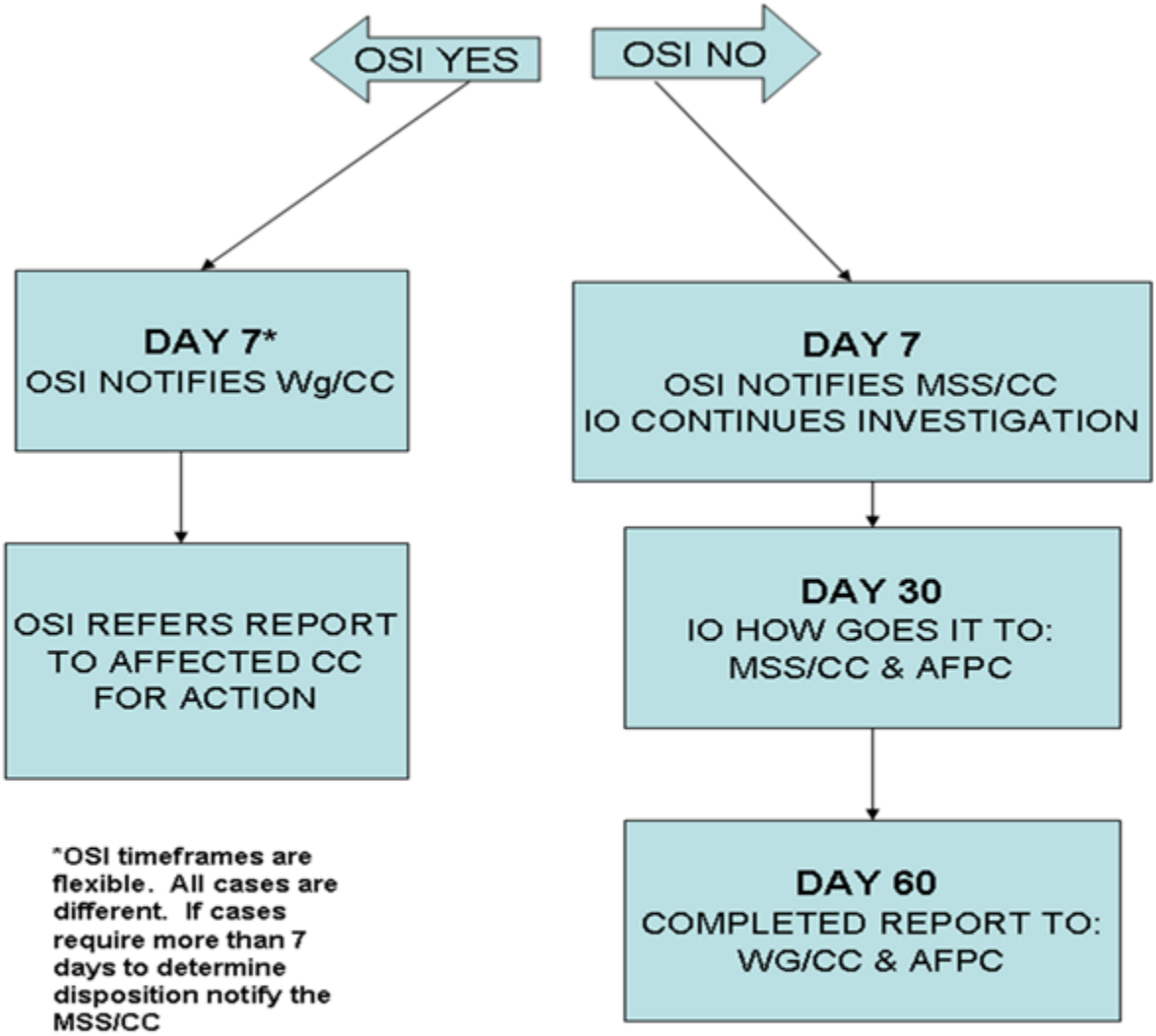
availability of test content to potential examinees (i.e., available via a download on the web, published in a book, included in a commercial or research database).

5.18. Prescribed Forms. AF Form 1566, *WAPS Test Verification* and AF Form 1780, AF Form 1780, Request to Establish/Change Foreign Language Designated Position or Language Capability Position.

5.19. Adopted Forms. AF Form 310**,** *Document Receipt and Destruction Certificate***;** AF Form 422, *Physical Profile Serial Report***;** AETC Form 1319, *Personal Interview Record***;** USMEPCOM Form 680-3A-E, *Request for Examination;* Standard Form (SF) 700**,** *Security Container Information***;** SF 701, *Activity Security Checklist***;** and SF 702, *Security Container Check Sheet;* and AF Form 847, *Recommendation for Change of Publication*.

Figure 5.1. Process.





NOTE: This chart gives an overview of the compromise investigation process. Please refer to Chapter 5 of this AFI for detailed language.

RICHARD Y. NEWTON, Lt General, USAF
Deputy, Chief of Staff/Manpower, Personnel, and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Public Law 99-661, *1987 National Defense Authorization Act*

Public Law 104-13, *Paperwork Reduction Act of 1995*

Public Law 106-65, *2000 National Defense Authorization Act*

Title 5, U.S.C. 301, *Departmental Regulations (Powers)*

Title 5, U.S.C. 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings (Administrative Procedures)*

Title 10, U.S.C. 8013, *Secretary of the Air Force (Department of the Air Force)*

Title 37, U.S.C. 204, *Entitlement (Basic Pay)*

Title 37, U.S.C. 206, *Reserves; Members of National Guard: Inactive-Duty Training (Basic Pay)*

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DoD 5200.1-R, *Information Security Program,* January 1997

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AFI 36-2502, *Airman Promotion Program,* 6 August 2002

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AFMAN 36-606, V1 *Air Force Civilian Career Program Management,* 1 July 1995

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AFOSH STD 91-501, *Air Force Consolidated Occupational Safety Standard*

AFPAM 36-2241, *Professional Development Guide,* 1 July 07

TCO/TE Training Guide

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Commander-Directed Investigation (CDI) Guide

ANGI 36-2002, *Enlistment and Reenlistment in the ANG and as a Reserve of the Air Force*, 1 March 2004

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF—Air Force

AFB—Air Force Base

AFCT—Armed Forces Classification Test

AFECD—*Air Force Enlisted Classification Directory*

AFFLP—Air Force Foreign Language Program

AFI—Air Force Instruction

AFIADL—Air Force Institute for Advanced Distributed Learning

AFJI—Air Force Joint Instruction

AFMAN—Air Force Manual

AFMPTS—Air Force Military Personnel Testing System

AFPC—Air Force Personnel Center

AFOMS—Air Force Occupational Measurement Squadron

AFOQT—Air Force Officer Qualifying Test

AFOSI—Air Force Office of Special Investigations

AFPT—Air Force Personnel Test

AFQT—Armed Forces Qualification Test

AFRAT—Air Force Reading Abilities Test

AFRC—Air Force Reserve Command

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

AFS—Air Force Specialty

AIA—Air Intelligence Agency

ANG—Air National Guard

ARPC—Air Reserve Personnel Center

ASVAB—Armed Services Vocational Aptitude Battery

ACN—Assessment Control Number

BMT—Basic Military Training

CAST—Computerized-Adaptive Screening Test

CDC—Career Development Course

CDI—Commander-Directed Investigation

CED—Contingency, Exercise, and Deployment

CFETP—Career Field Education and Training Plan

CPF—Civilian Personnel Flight

CTM—CONTROLLED TEST MATERIAL

CTO—Compensatory Time Off

DAF—Department of the Air Force

DAPS—Document Automation & Production Service

DCIPS—Defense Civilian Intelligence Personnel System

DFAS—Defense Finance and Accounting Service-Denver

DFLP—Defense Foreign Language Program

DJMS—Defense Joint Military Pay System

DLAB—Defense Language Aptitude Battery

DLIFLC—Defense Language Institute Foreign Language Center

DLPT—Defense Language Proficiency Test

DLRPT—Defense Language Reading Proficiency Test

DMDC—Defense Manpower Data Center

DoD—Department of Defense

DoDI—Department of Defense Instruction

DP—Director of Personnel

EDPT—Electronic Data Processing Test

EST—Enlistment Screening Test

FSS—Force Support Squadron

FLPB—Foreign Language Proficiency Bonus

FOA—Field Operating Agency

FOUO—For Official Use Only

GSU—Geographically Separated Unit

HRRD—Human Research Resources Database

IG—Inspector General

IMA—Individual Mobilization Augmentee

IO—Investigating Officer

LCP—Language Capable Position

LDP—Language-Designated Position

MAGE—Mechanical, Administrative, General, Electronic

MAJCOM—Major Command

MEPS—Military Entrance Processing Station

MET—Mobile Examining Team

MKTS—Military Knowledge and Testing System

MOA—Memorandum of Agreement

MPES—Manpower Programming and Execution System

MPF—Military Personnel Flight

NCO—Noncommisioned Officer

NOAC—nature of action code

OPI—Oral Proficiency Interview

OPR—Office of Primary Responsibility

OTS—Officer Training School

PCS—Permanent Change of Station

PCSM—Pilot Candidate Selection Method

PDS—Personnel Data System

PECD—Promotion Eligibility Cutoff Date

PES—Promtion Eligibility Status

PFE—Promotion Fitness Examination

PL—Public Law

PME—Professional Military Education

POC—Point of Contact

RIP—Report on Individual Person

RGL—Reading Grade Level

RPA—Request for Personnel Action

R&D—Research and Development

R & R—Rest and Recuperation

SAF—Secretary of the Air Force

SC—Specialized Course

SF—Standard Form

SJA—Staff Judge Advocate

SKT—Specialty Knowledge Test

SME—Subject-Matter Expert

SNCO—Senior Noncommissioned Officer

SPM—Service Program Manager

SSN—Social Security Number

STCO—Special Test Control Officer

TBAS—Test of Basic Aviation Skills

TCO—Test Control Officer

TDY—Temporary Duty

TE—Test Examiner

TMI—Test Materials Inventory

TPD—Test Planning Document

TRW—Training Wing

UCMJ—Uniform Code of Military Justice

UMD—Unit Manpower Document

UPRG—Unit Personnel Record Group

USAFA—United States Air Force Academy

USAFSE—United States Air Force Supervisory Examination

U.S.C—United States Code

USMEPCOM—United States Military Entrance Processing Command

USPS—United States Postal Service

WAPS—Weighted Airman Promotion System

Terms

Air Force Personnel Test—This includes all tests listed in the *AFPT Catalog* and this instruction. It includes, but is not limited to, the following tests: AFOQT, SKT, PFE, DLRPT, USAFSE, and AFRAT. Not included are tests such as PME tests, CDC volume review exams, end-of-course exams, and technical training course exams.

Actual Test Material—Includes, but is not limited to, the exact questions or reproduced copies of the exact questions which appear on any AFPT listed in *AFPT Catalog* and this instruction; the exact scoring keys or reproduced copies of the exact scoring keys for AFPTs listed in *AFPT Catalog* and this instruction; any materials used in the construction of those tests (outlines,

scratch paper, etc.); any other material which reflects actual test questions or answers; and any other material which sufficiently captures test questions or answers (as determined by official analysis). This does not include materials developed from an examinee's memory intended for personal use only.

Commercial Study Guide—Any commercial product that is designed with the intent to aid examinees or potential examinees in preparing for a specific AFPT. Refer to **Chapter 5** for rules concerning the use of these products.

Controlled Test Material—A designation for information that is known or believed to contain actual test material. CONTROLLED TEST MATERIAL information must be safeguarded from unauthorized disclosure as outlined in **Chapter 5**.

Examinee—An individual who has taken a specific AFPT at any time in the past or is in the process of taking a specific AFPT. For example, an individual who has taken the PFE or is in the testing room taking the PFE is considered a PFE examinee. However, an individual who has taken the AFOQT is not considered a PFE examinee because they are different AFPTs.

Group Study—An examinee or potential examinee discussing or sharing, in any form, information about actual test material or marked or highlighted testable material with other examinees, potential examinees, or other unauthorized individuals for the purpose of improving test scores or to aid in studying for an AFPT.

Illegal Study Material—Highlighted or marked study materials such as AFPAM 36-2241V1, AFPAM 36-2241V2, CDCs, or notes that are shared with another examinee, potential examinee, or any other unauthorized individual to aid in studying for an AFPT.

Knowledge—Knowledge by an individual of controlled or contraband nature of any particular document(s) or material(s) means actual knowledge. Such knowledge may be inferred from the surrounding circumstance of a compromise, but the drawing of such an inference is not required. It’s not necessary that an individual was aware of the exact identity of the contraband or controlled document(s) or material(s). The knowledge requirement is satisfied if the individual knew or should have known the substance of such document(s) or material(s) was prohibited. This knowledge element may be satisfied if (a) an individual did not know for sure the document(s) or material(s) were of a controlled or contraband nature; (b) the individual was aware there was a high probability the document(s) or material(s) were of a controlled or contraband nature, and (c) the individual deliberately and consciously tried to avoid learning that, in fact, the document(s) or material(s) were of a controlled or contraband nature. Such deliberate avoidance of positive knowledge is the equivalent of knowledge. In other words, the required knowledge is satisfied if the individual had actual knowledge of the controlled or contraband nature of the document(s) or material(s) or deliberately avoided that knowledge.

Potential Examinee—Certain individuals who may be administered a specific AFPT in the reasonably foreseeable future. For example, civilians and airmen may take the AFOQT and are therefore potential examinees for the AFOQT. In addition, an enlisted airman who may become eligible to take promotion tests is considered a potential examinee for those tests.

Pretest—Similar to a practice or sample test which includes, but is not limited to, any written or oral material in any question and answer format (multiple choice, fill in the blank, matching, essay, etc.). According to **Chapter 5** of this instruction, pretests only compromise actual test

material when they are shared between, used, or observed by more than one examinee or potential examinee or any unauthorized individual.

Suspected Test Material—Any material that is believed by authorities (i.e., AFOSI, TCO, TE, investigating officers) to contain actual test material. This suspected test material includes, but is not limited to, actual test material; shared, marked, or highlighted testable material; and test ponies.

Testable Material—Includes, but is not limited to, AFPAM 36-2241, *Professional Development Guide*, commercial study guides developed by an authorized source, CDCs, AFIs, documentary material produced and distributed through official channels, and personal study material. According to **Chapter 5** of this instruction, testable material only compromises actual test material when it is shared between, used, or observed by more than one examinee or potential examinee or any unauthorized individual with the intent of improving test scores or to aid in studying for an AFPT. This includes any documents, electronic media, or notes containing information from promotion test study references listed in the *WAPS Catalog*.

Testing Administration Period—The date and time allotted for examinees to take AFPTs.

Attachment 2

AIR FORCE OFFICER QUALIFYING TEST (AFOQT)

A2.1. Purpose. The AFOQT is used to help select candidates for officer commissioning programs and to classify commissioned officers into utilization specialties such as pilot, combat system operator (CSO), air battle manager (ABM), or technical. AFOQT scores are also used as a quality metric in the integrated officer classification model.

A2.2. Description. The AFOQT is available in two versions. Each version consists of 12 subtests. Subtests are used to compute one or more of the five aptitude composites. Scores on the subtests relate to performance in certain types of training. AFOQT composite scores are reported in percentiles. Percentile scores range from 1 to 99 and reflect the ranking of each examinee on that composite compared to scores in a test validation reference group. For example, an AFOQT verbal composite score of 56 places the examinee equal to or higher than 56 percent and lower than 43 percent of other examinees.

A2.3. Personnel Tested. Applicants for any line officer training program and all applicants for pilot (including RPA), CSO, and ABM training are required to take the AFOQT. To ensure comparability of test scores, times of AFOQT administration should be aligned across sources of commissioning as much as possible. Test takers should be instructed to do their best on the AFOQT because scores are used operationally across all accession sources in various ways – as commissioning standards for AFROTC, OTS, and ANG, as input to the integrated officer classification model, and for classification to utilization specialties as described above. Allow about 3 1/2 hours to administer the AFOQT and give the entire test to all examinees.

A2.4. Administering the AFOQT. Administer the AFOQT according to AFPT 983, *AFOQT Manual for Administration*. Normally, only administer the AFOQT to those individuals your unit directly supports. Make arrangements to obtain the applicant's scores if the AFOQT was administered at another location.

A2.4.1. Even if examinees are not applying for pilot (including RPA), CSO, or ABM training, ensure examinees are administered the entire 12 subtests. Examinees will not be authorized an additional test administration at a later time because they failed to complete some subtests.

A2.4.2. When TCOs or TEs are eligible to apply for entry into a commissioning program they must take the test and have their scores and test date recorded in their permanent records. If the TCO or TE has never taken the AFOQT and declines to take it at the time of appointment, he or she must sign a disclaimer memorandum stating the following: "I understand that while I have access to the AFOQT, I will not be authorized to take the AFOQT for application to a commissioning program or for any other program which requires official AFOQT scores. I understand this prohibition will remain in effect until 6 months after my last access to any AFOQT CONTROLLED TEST MATERIAL."

A2.4.2.1. Include the SSN, date, and TCO account number in the disclaimer. A witness must also sign it. File the original copy of the disclaimer in the individual's records and provide a copy to HQ AFPC Test Management Office.

A2.4.2.2. TCOs and TEs ineligible to apply for commissioning programs do not need to take the test or sign a disclaimer.

A2.5. Scoring the AFOQT. All AFOQT answer sheets are centrally scored at HQ AFPC Test Management Office. Results are posted to the AFPC Testing Office website within 1 week of receipt of answer sheets from the testing facility.

A2.6. Retesting:

A2.6.1. Conditions for Retests. Do not administer a retest until at least five months have passed from the date the AFOQT was previously administered. Advise applicants to consider retests only when scores achieved on the last test are unobtainable, incomplete, or not indicative of their current skills and abilities (in the opinion of the recruiting official or commander). Give the alternate form and version from the previous administration.

A2.6.2. Three test administrations are authorized, but before the third test administration can be authorized the examinee must provide substantive proof of having completed (since the previous AFOQT administration) at least one college course in a subject relevant to the AFOQT, gained significant flying experience, or improved other skills and abilities measured by the AFOQT.

A2.6.2.1. TCOs must forward all requests for an individual's second retest (third test administration) to the AFPC Testing Office for authorization.

A2.6.2.2. Authorization requests must include documentation of all education and experience with grades achieved and other relevant measures.

A2.6.3. Applicants who desire to retest within the 150 day period must send justification to the AFPC Testing Office for approval.

A2.6.4. AFOQT Preparation. A broad AFOQT test-taking overview is available on the PCSM website for review (**http://access.afpc.af.mil/pcsmdmz**). .

A2.7. Longevity of Scores. Only AFOQT scores for Form S and future revisions are valid because previous versions do not include all of the current subtests. However, skills assessed by the test may improve, or in some cases, decline over time depending on the activities of the examinee. Extended periods of time (5-7 years) may cause an individual's score (capabilities) to change. Scores from the most recent test are used as the scores of record. Earlier test scores are no longer valid and may not be used for official purposes. No waivers will be granted. In addition, scores from different forms or administrations of the AFOQT may not be combined.

A2.8. Distributing and Recording AFOQT Scores. Scores may be accessed on the HQ AFPC website, **https://w20.afpc.randolph.af.mil/afoqtsnet20/DODBanner.aspx** . To obtain scores from HQ AFPC, call TOLL FREE: 1(800) 616-3775, COMM: (210) 565-5000, DSN: 665-5000, Overseas Callers: Dial a toll-free AT&T Direct Access Number from the country you are in, then 800-616-3775. AT&T Direct access numbers can be obtained from **http://www.business.att.com/bt/dial_guide.jsp**

A2.9. Minimum Requirements. The Air Force has established minimum AFOQT standards for commissioning and classification for all line officer commissioning programs. For pilot training applicants, the AFOQT score of record will be used to compute the PCSM score.

Table A2.1. AFOQT Minumum Standards

AFOQT Minimum Standards					
	Verbal	Quantitative	Pilot	CSO	ABM

Commissioning	15	10			
Pilot (including RPA Pilot)			25	no min	no min
CSO			no min	25	no min
ABM			no min	no min	25

Note 1: AF/A1P is the approval authority for all exceptions to policy (ETP) requests to waive any of the minimum standards. Submit ETP requests in writing with the Commander's concurrence via AFPC/DSYX to AF/A1PT.

Note 2: If an AFROTC cadet is being removed from the AFROTC program because of failure to meet the AFOQT Verbal and Quantitative minimum scores and is going to be required to enlist in the Air Force, their package must be forwarded to the AFPC Testing Office for review to determine whether a waiver of minimum scores or a retest is authorized.

Note 3: Prior-service officers entering the Air Force Reserves or Air National Guard are not required to have AFOQT scores since they have already met the minimum requirements during their active duty service. The AFOQT scores of prior-service members for entry into active-duty are often obsolete when they apply to the Reserves or Guard and are no longer releasable.

A2.10. Disposition of Completed Answer Sheets. Package all answer sheets as specified in this instruction and mail certified or commercially available carrier according to Table 3.1. Include a transmittal memorandum or AFOQT Worksheet (AFPT 238) with examinees' names, SSNs, and other required entries.

A2.11. Package Control . Set up a control log for AFOQT mailing at the beginning of each calendar year. Number packages sequentially beginning each calendar year with 001. Do not skip sequence numbers or use these control logs for any other mailings (i.e. queries, other types of test answer sheets, etc.) If you have test answer sheets dated from the previous year but not mailed until January of the following year, number them from the previous year's log book. Indicate the last package of the year: **Example**: TCO 5325-096-200 LAST PACKAGE CY 2011. Indicate the assigned package number and the TCO account number immediately to the right of the unit designation in the return address element on the outside of each package. The numbers illustrate: 5325 - TCO account number, 012 – calendar year package sequence number, and 050 - number of answer sheets enclosed in the package. When there is a break in the sequence of package numbers from an individual TCO account, the AFPC Testing Office notifies the TCO to begin tracer action.

A2.12. If an examinee has evidence indicating a scoring error occurred, he or she should forward this evidence with a request for verification to HQ AFPC Test Management Office. An examinee's request for verification of test scores will only be considered when there is substantial evidence a scoring error may have occurred. Requests based solely on an individual's belief that test scores do not properly reflect aptitude will be disapproved.

Attachment 3

TEST FOR BASIC AVIATION SKILLS (TBAS)

A3.1. Purpose. The Test for Basic Aviation Skills (TBAS) measures cognitive, multi-tasking, and psychomotor attributes predictive of success in Air Force pilot (including RPA) training programs. A pilot candidate's Air Force Officer Qualifying Test (AFOQT) score and Federal Aviation Administration certified flying hours are combined with the TBAS measurements to formulate a Pilot Candidate Selection Method (PCSM) score. Pilot selection boards receive each candidate's PCSM composite score on a percentile scale of 1 to 99. PCSM assists pilot selection boards to select candidates most likely to successfully complete undergraduate pilot training.

A3.2. Description. The TBAS is a battery of subtests administered on a computer test station. Examinees are required to respond to computerized tasks using a keypad, joysticks, and foot pedals. The TBAS includes subtests measuring psychomotor coordination, cognitive abilities, and multi-tasking capabilities.

A3.3. Personnel Tested. Test all applicants for Air Force pilot, RPA pilot, CSO, and ABM training programs.

A3.4. Administering the TBAS. Administer the TBAS according to procedures specified by the TBAS Operator's Manual, HQ AFPC/DPSOE, and the PCSM Program Office. Allow approximately 90 minutes for TBAS administration. Give all examinees the entire battery. Do not allow test proctors to administer the TBAS or oversee its administration. When TCOs or TEs are eligible to apply for entry into a commissioning program, they must take the TBAS and have their scores and test date recorded in their permanent records. If the TCO or TE has never taken the TBAS and declines to take it at the time of appointment, he or she must sign a disclaimer memorandum stating the following: "I understand that I will not be authorized to take the TBAS for application to any program which requires official TBAS scores. I understand this prohibition will remain in effect permanently."

A3.4.1. Include the SSN, date, and TCO account number in the disclaimer. A witness must also sign it. File the original copy of the disclaimer in the individual's records and provide a copy to HQ AFPC Test Management Office.

A3.4.2. TCOs and TEs ineligible to apply for any flying training programs do not need to take the test or sign a statement.

A3.5. Scoring the TBAS. Transmit TBAS data by e-mail to the TBAS Program Office for scoring. The PCSM Program Office's Test Processing Station will combine a candidate's TBAS data, AFOQT score, and flying hours to compute the overall PCSM composite score.

A3.6. Updating Flying Hours. To update flying hours, candidates must submit their requests to the PCSM Program Office via e-mail to **afpc.pcsm@us.af.mil**, phone: (877) 977-8995, or mail to HQ AFPC/DSYX 550 C St W, Ste 45 Randolph AFB, TX 78150-4747. Be sure to include all validating documentation with the candidate's request at least 7 calendar days before their board suspense date.

A3.7. Retesting. Only two TBAS test administrations are authorized. Do not administer a retest (second test administration) until at least six months have passed since the first administration. TBAS scores remain valid indefinitely. TCOs and TEs must inform all

examinees that only two administrations of the TBAS are authorized. Scores from the most recent AFOQT, TBAS, and updated flying hours are used to compute the PCSM score of record. Earlier test scores are no longer valid and may not be used for official purposes.

A3.8. Distributing and Recording PCSM Scores. PCSM scores are available online at **http://access.afpc.af.mil/pcsmdmz/index.html**. Questions can be directed to the PCSM Program Office at (877) 977-8995.

A3.9. Minimum Requirements. TBAS-based PCSM scores are required for all pilot selection boards meeting. All manned pilot and RPA pilot training applicants from all accession sources must have a minimum PCSM score of 10. Note: AF/A1P is the approval authority for all exceptions to policy (ETP) requests to waive any of the minimum standards. Submit ETP requests in writing with the Commander's concurrence via AFPC/DSYX to AF/A1PT.

Attachment 4

COMPUTERIZED ADAPTIVE SCREENING TEST (CAST) AND ENLISTMENT SCREENING TEST (EST)

A4.1. Purpose. The CAST and EST are optional tests administered at the discretion of a recruiter to screen potential enlistees. Scores are predictive of performance on the ASVAB and Armed Forces Qualification Test (AFQT).

A4.2. Description. There is one version of the CAST and two versions of the EST. Each test version measures verbal and mathematical abilities. For the CAST, the computer software automatically calculates scores. For the EST, the raw score is the total number of questions answered correctly from both parts of the test. That score is then compared to a probability table that provides expected scores on the ASVAB and AFQT. The CAST and EST are designated as "FOR OFFICIAL USE ONLY."

A4.3. Personnel Tested. The CAST or EST may be administered to all non-prior service applicants for enlistment into the active force, ANG, and AFRC.

A4.4. Administering the CAST and EST. The majority of CAST and EST administrations occur at Air Force recruiting offices; however, ANG and AFRC TCOs may also administer the EST. The CAST takes 15 to 35 minutes to administer. Allow about 45 minutes to administer the EST. Refer to the *AFPT Catalog* for all materials needed to administer and score the EST and CAST.

A4.5. Retesting. TCOs must wait at least 30 days between administrations and allow only two retests within a 12-month period. Administer the alternate form.

A4.6. Recording CAST and EST Scores. Recruiting personnel record scores on AETC Form 1319, *Personal Interview Record*. Include the test form administered, date of test, and raw score.

A4.7. Disposing of Completed Answer Sheets. Refer to **Table 3.1**, Rule 11. Destroy answer sheets after 6 months following the procedures in paragraph **4.3**.

Attachment 5

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

A5.1. Purpose. The ASVAB evaluates specific aptitude areas and provides a percentile score related to requirements for selecting and classifying individuals for the Armed Services. There are two ASVAB testing programs--Student and Enlistment. The Student Testing Program applies to ASVAB testing in educational institutions such as high schools and vocational trade schools. The Enlistment Testing Program applies to ASVAB testing in authorized accessions testing facilities such as military entrance processing stations (MEPS) and mobile examining teams (MET). The Army is the executive agent for the overall ASVAB Testing Program. The Defense Manpower Data Center (DMDC) is the executive agent for ASVAB research and development.

A5.2. Description. Four composite scores are computed for the ASVAB: Mechanical (M), Administrative (A), General (G), and Electronics (E) (MAGE). These scores are predictive of training success in a variety of military occupations.

A5.3. Personnel Tested. Administer the ASVAB to all prior and non-prior service applicants for enlistment into the active Air Force, ANG, and AFRC.

A5.4. Ordering Materials. Only overseas active duty TCOs and TEs authorized to administer the ASVAB may order the materials listed in the *AFPT Catalog*.

A5.5. Administering the ASVAB:

A5.5.1. Student Testing Program. MEPS personnel administer and control student versions of the ASVAB. MEPCOM assigns school teachers or school officials to assist in administering and proctoring ASVAB testing sessions. Responsibilities for student testing in DoD schools overseas are assigned regionally to the recruiting services of the Armed Forces. In England and Spain Military Testing Facility TCOs and TEs assist AFRS by administering student versions of the ASVAB in DoD schools as requested, scheduled, and coordinated by Air Force recruiters. Military Testing Facility TCOs and TEs control the student version of the ASVAB used for overseas testing.

A5.5.2. Enlistment Testing Program. MEPSs and METs conduct enlistment testing for active duty requirements. At overseas locations, Military Testing Facility TCOs and TEs administer and control enlistment versions of the ASVAB. Ensure USMEPCOM, **Request for Examination**, is completed and signed before testing.

A5.6. Retesting. All procedures apply to both student and enlistment ASVAB administrations.

A5.6.1. Applicants should be given a retest only to verify scores that do not appear to reflect an applicant's true ability.

A5.6.2. Applicants must never be retested just so the individual can increase aptitude area scores to meet standards prescribed for enlistment options or programs. However, recruits in Basic Military Training may be re-administered the ASVAB for refining or changing classification decisions.

A5.6.3. Administer the ASVAB in its entirety. Give the first retest at least 30 days after the initial test. Give the second retest at least 30 days after the first retest. Always use an alternate form for a retest. Give subsequent retests after a 6 month waiting period.

A5.6.4. Process requests for waivers to ASVAB retesting policy through the recruiting squadron via HQ AFRS/RSOP to HQ USAF/A1PF. Only HQ USAF/A1PF has authority to approve waivers.

A5.7. Recording ASVAB Scores. Hand-score answer sheets and record scores on a computer-generated listing. Send the original worksheet, together with the answer sheets and USMEPCOM Form 680-3A-E, to the address indicated in **Table 3.1**. Give copy two to the recruiter and maintain copy three at the Military Testing Facility.

A5.8. Using Scores:

A5.8.1. Enlistment. Refer to AFI 36-2002, *Regular Air Force and Special Category Accessions*, for using ASVAB scores and AFQT scores required to select applicants for enlistment in the active Air Force and AFRC. For ANG enlistment, refer to ANGI 36-2002, *Enlistment and Reenlistment in the ANG and as a Reserve of the Air Force*, for using ASVAB scores to select applicants without prior ANG service.

A5.8.2. Classification and Assignment. Refer to AFECD for using ASVAB scores in the classification and assignment of airmen.

A5.9. Disposing of Completed Answer Sheets. Use **Table 3.1** for instructions on how and where to mail answer sheets based on test administration location.

A5.10. Additional Information. Refer to AFI 36-2002 and AETCI 36-2002, *Recruiting Procedures for the Air Force*, for additional information about enlistment in the Air Force and ASVAB testing.

Attachment 6

ARMED FORCES CLASSIFICATION TEST (AFCT)

A6.1. Purpose. The AFCT evaluates airmen in the same four aptitude areas as the ASVAB (i.e., the MAGE composites). These aptitude areas relate to training success in particular groups of AFSs. Minimum scores are required for entry into certain AFSs that indicate the likelihood of training success in the AFS.

A6.2. Description. The MAGE aptitude composites produced are parallel in content and meaning to those of the ASVAB.

A6.3. Administering the AFCT. Allow about 4 hours to administer the AFCT. Refer to the *AFPT Catalog* for necessary materials. **(Note:** The ASVAB title is referenced throughout the material but should have been updated with pen-and-ink changes to AFCT.)

A6.4. Personnel Tested. TEs may administer the AFCT to officers who plan to enlist after separation. They may also give it to airmen in the Regular Air Force, ANG, or AFRC when one of the following conditions exists:

A6.4.1. Records indicate current scores are incomplete or have been changed without authority.

A6.4.2. Scores are not recorded in the personnel data system.

A6.4.3. Commander determines current scores may not be indicative of the airman's abilities. This could be based on discrepancies between the airman's performance and the current scores, or additional training or experience that could improve the individual's scores.

A6.4.4. Current scores restrict them from applying for retraining into another career field or for a special duty assignment.

A6.5. Retesting. Wait at least 6 months from the last test before administering a retest. Use an alternate version. If an examinee wants to retest within 6 months from the last test, advise him or her to submit a request through the TCO to HQ AFPC Test Management Office

A6.6. Recording AFCT Scores. The TCO or TE documents the scores and date of test. File a copy locally and provide a copy to the airman. Update the personnel data system with the most recent scores. Never combine scores from different forms or administrations of the AFCT or ASVAB.

NOTE: Only the most recent scores count as the official scores of record regardless of the outcome when compared to earlier test attempts.

A6.7. Disposing of Completed Answer Sheets. Refer to **Table 3.1**. Destroy answer sheets according to paragraph **4.3**.

Attachment 7

DEFENSE LANGUAGE APTITUDE BATTERY (DLAB)

A7.1. Purpose. The DLAB evaluates potential ability to complete formal foreign language training. It is used to screen and select foreign language trainees.

A7.2. Description. The DLAB is a multiple-choice test administered primarily by compact disc.

A7.3. Personnel Tested. The TCO or TE gives the DLAB to:

A7.3.1. Officers and airmen who are candidates for foreign language training conducted by the Defense Language Institute Foreign Language Center (DLIFLC).

A7.3.2. Officers being considered for special assignments requiring foreign language skills. Do not give the DLAB to those who have already achieved reading and listening proficiency (at least R-3, L-3) in the language required for the proposed assignment.

A7.3.3. Line Colonel-selects within 120 days of notification of promotion selection. Do not test colonel-selects if they already have DLAB scores on record. Line Colonel-selects must contact the Military Testing Facility to schedule testing.

A7.3.4. DoD civilians who need to meet special duty requirements.

A7.3.5. Family members of military personnel and civilians who need to meet special duty assignment criteria.

A7.4. Administering the DLAB. Allow about 85 minutes to administer the DLAB. Use headsets. Refer to the *AFPT Catalog* for necessary materials.

A7.5. Retesting.

A7.5.1. Wait at least 6 months from the previous test before administering a retest. If an examinee wants to retest sooner, advise him or her to submit a request through the TCO to HQ AFPC Test Management Office. Qualifying scores on the DLAB are valid indefinitely.

A7.5.2. Waivers. Only two test administrations are authorized.

A7.6. Recording DLAB Scores. Report as converted scores by memorandum. File a copy locally and provide a copy to the individual. Also update the most current scores in the personnel data system.

A7.7. Disposing of Completed Answer Sheets. Forward answer sheets to DLIFLC monthly. Refer to **Table 3.1** for details.

Attachment 8

ELECTRONIC DATA PROCESSING TEST (EDPT)

A8.1. Purpose. The EDPT evaluates the basic ability to complete formal courses for programming electronic data processing equipment. It is used to screen and select airmen for career fields requiring this ability.

A8.2. Description. The EDPT is a multiple-choice test. It contains measures of verbal ability, symbolic reasoning, and arithmetic reasoning.

A8.3. Personnel Tested. The TCO or TE gives the EDPT to airmen applying for career fields with an EDPT requirement as specified in AFECD either on initial assignment or retraining.

A8.4. Administering the EDPT. Allow about 90 minutes to administer the EDPT. Refer to *AFPT Catalog* for necessary materials.

A8.5. Retesting. Wait at least 6 months from the previous test before administering a retest.

A8.6. Recording EDPT Scores. Report as raw scores by memorandum. File a copy locally and provide a copy to the individual. Also update scores in the personnel data system. Refer to AFECD for minimum scores.

A8.7. Disposing of EDPT Answer Sheets. Refer to **Table 3.1**. Destroy according to paragraph **4.3**.

Attachment 9

AIR FORCE PROMOTION TESTS

A9.1. Promotion Testing Program (Includes administration of SKTs, PFEs, and USAFSEs). These tests measure airmen's specialty and general military knowledge and produce test scores used in conjunction with other criteria for promotion. PFE and SKT scores are used in a weighted-factor promotion system to promote airmen to staff sergeant through master sergeant. The USAFSE score is used in a combination of weighted and board scores for promotion to senior and chief master sergeant. Scores achieved on promotion tests contribute to each person's total score used in promotion selection.

A9.2. What Promotion Tests Measure. The PFE measures airmen's broad knowledge of the military. The SKT measures their specialty knowledge. The USAFSE measures knowledge of supervisory and managerial responsibilities required and desired of senior NCOs.

A9.3. Description of Promotion Tests:

A9.3.1. SKT, PFE, and USAFSE: 100-item, multiple-choice tests, each taking approximately 2 hours to administer, including instructions.

A9.3.1.1. SKT. Measures airmen's knowledge of their career field. Topics covered in SKTs are normally limited to those contained in the CFETP for each AFS. References to support the SKT are normally CDCs or other publications listed as technical references on the CFETP. Publications used as SKT references must be available Air Force-wide. All study references used to support SKT development are listed in the *WAPS Catalog*. The *WAPS Catalog* is revised annually, published in August, and available via the AFOMS web page.

A9.3.1.2. PFE. Measures general military and supervisory knowledge. Test content is based on information in AFPAM 36-2241.

A9.3.1.3. USAFSE. Measures military, supervisory, and managerial knowledge. Test content is based on information in AFPAM 36-2241.

A9.4. Promotion Test Development. AFOMS develops all promotion tests and associated materials, using the following minimum guidelines:

A9.4.1. Senior NCO SMEs with practical field experience determine the content of the SKT. They use the CFETP, occupational analysis data, and their own experience to clearly tie test content to performance of important tasks in the specialty.

A9.4.2. SMEs write test questions using standards and guidelines in the AFOMS Test Construction Handbook maintained by AFOMS and approved by HQ AFPC Force Management Liaison Office. All test questions are developed to the appropriate skill and grade level being tested using standard, direct, and concise language.

A9.5. Personnel Tested. The personnel data system produces a list of airmen eligible for testing before each testing cycle. The TE schedules every airman on this list for testing unless he / she is ineligible or unable to test for medical reasons (see paragraph **A9.11.3**). Always administer the current revision.

A9.5.1. SKTs. Administer the SKT to all airmen eligible for and desiring promotion consideration to the grades of staff, technical, or master sergeant. Administer the SKT for the AFSC in which airmen are competing for promotion. Refer to the current WAPS Testing Requirements List for specific SKT exemptions. Refer to AFI 36-2502, *Airman Promotion Program*, for additional information on SKT exemptions.

A9.5.2. USAFSEs. Give the USAFSE to all airmen eligible for and desiring promotion consideration to the grades of senior or chief master sergeant.

A9.6. Selection of SMEs for Test Development. For USAFSE and PFE test development projects, HQ AFPC Test Management Office, in conjunction with AFOMS, announces nomination procedures by memorandum approximately 120 days before each project date. For SKTs, projected SME requirements are listed in the TPD 2 years in advance of the project date. The following procedures are used to select SMEs for test development projects:

A9.6.1. HQ AFPC Test Management Office Actions. CMSgts or CMSgt selectees write the USAFSEs. SMSgt selectees and above write the PFEs. SME selection will be optimized to ensure maximum AFS participation across test development projects. For SKTs, AFOMS will select MSgt selectees or above who are technical experts in their specialty. SKT SME selections are coordinated with the MAJCOM functional manager to select the most capable airmen. SMEs will be selected to optimize maximum MAJCOM representation and participation in the test development process across test development projects. Additionally, installations will perform the following actions in support of SME selection:

A9.6.1.1. Adhere to required timelines as specified in the TPD.

A9.6.1.2. Request SME release from levies in writing to AFOMS SME Liaison Office as soon as possible with justification so that rapid relevy action can be taken if necessary. Request SME release only for extreme or unforeseen circumstances.

A9.6.1.3. Advise the unit levied that AFOMS will fund the TDY.

A9.6.1.4. Comply with the TPD for nomination and special experience requirements of SMEs.

A9.6.2. Unit Commanders. Personally interview each nominee to ensure he / she meets the following requirements: (the commander's support staff will provide the unit commander with a list of the requirements listed below before the interview.)

A9.6.2.1. For SKTs, SMEs must:

A9.6.2.1.1. Hold the enlisted rank of MSgt selectee or higher (MSgts are preferred).

A9.6.2.1.2. Possess the 7-skill level for and work in the AFS for which they are scheduled to write tests. NCOs who possess the 9-skill level may be selected if they have advanced from the career ladder for which the tests are being developed.

A9.6.2.1.3. Be familiar with the major types of equipment and duties in the specialty, have extensive background in the career field (including technical training where appropriate courses are available), and have working knowledge of primary reference material in the career field.

A9.6.2.1.4. Have good verbal and writing abilities.

A9.6.2.1.5. Have no personal or family problems or future TDY requirements that would interfere with availability for the entire TDY.

A9.6.2.1.6. Have no spouse or immediate family member (defined as children, stepchildren, and siblings) in the Air Force below the grade of MSgt in the same career field or family member married to someone below the grade of MSgt in the same career field.

A9.6.2.2. For PFEs and USAFSEs. HQ AFPC Test Management Office will provide SME requirements with the nomination procedures referred to in paragraph **A9.6**. Unit commanders will ensure each selectee meets the requirements specified by HQ AFPC Test Management Office.

A9.6.2.3. For all promotion tests. Unit commanders will advise SMEs they are responsible to AFOMS for their test-writing duties before, during, and after their test-development TDY. If SMEs have any test-related concerns after their test project, they will be addressed to only AFOMS or HQ AFPC Test Management Office. AFOMS will provide an approved description of test-writing duties to be used in the trip report. The trip report will not contain any additional test development information unless approved by AFOMS. If any concerns arise that are not satisfactorily resolved by AFOMS or HQ AFPC Test Management Office, they will only be elevated through IG channels.

A9.6.3. MPFs / Units. Upon receipt of the by-name levy or at least 4 weeks before the reporting date, provide the name, grade, duty telephone, and home mailing address of selected SMEs to the AFOMS SME Liaison Office. Prepare and send one copy of the TDY orders to AFOMS/TEAL, 1550 5th Street East, Randolph AFB TX 78150-4449 at least 2 weeks before the reporting date. Advise selected SMEs to contact the AFOMS SME Liaison Office at DSN 487-5235, extension 3063, if they have any questions about their TDY. This is particularly important for those personnel who receive short notice (less than 2 weeks) of their selection.

A9.7. Obtaining WAPS Reference Material:

A9.7.1. Before the WAPS testing cycle begins, HQ AFPC flows a request for CDC reference material to AFIADL for each airman eligible for promotion. AFIADL uses this information to automatically issue WAPS CDCs to each airman eligible for promotion who was not previously issued the required material. Refer to the current *WAPS Catalog* for specific procedures on requisitioning WAPS CDC materials.

A9.7.2. Unit WAPS monitors order classified WAPS materials separately for unit airmen in Intelligence AFSCs. Refer to the current *WAPS Catalog* for specific procedures.

A9.7.3. Unit WAPS monitors ensure all non-CDC reference material is available at base, unit, or functional level on at least a 2:7 ratio. Upon airman's request, order any required study reference not locally available. Any airman not receiving WAPS CDC study material must contact their unit WAPS monitor for resolution.

A9.8. Procuring Promotion Test Materials:

A9.8.1. Before the start of each testing cycle, AFPC Test Management Office will determine the test booklets required for each TCO Account. The specific requirements, including quantity, for each booklet will be determined based on the personnel; data system. The list

will be forwarded to AFOMS who will in turn provide the listing to AFOMS DAPS for shipment. For additional booklets, TCOs must place an order to AFPC. This order for additional books must include justification.

A9.8.2. On receipt of the tests, the TCO and TE must jointly verify the correct quantity, booklet numbers, and types of tests received. The TCO will sign the receipt form and immediately return it to AFOMS.

A9.9. Maintaining the Required AFPT Revision. TCOs will maintain only test booklets for established after-testing window requirements. All other PFE and USAFSE booklets must be destroyed. Tests are valid from the day following the cycle Promotion Eligibility Cutoff Date (PECD) and expire on the day of the next cycle PECD. For example: 08E6 tests will be valid from 1 Jan 08 through 31 Dec 08. Individuals that still require testing after the next cycle PECD are not authorized to take expired tests (see paragraphs **A9.11** and **A9.12**). Contact HQ AFPC Test Management Office for guidance if this occurs.

A9.10. Scheduling Promotion Testing. TCOs and TEs will adhere to the following promotion testing windows and schedule all promotion eligibles during the allocated testing window for each grade. When examinee population exceeds the capacity to complete testing within the window without undue hardship (overtime, accountability, shipment, odd shifts, etc.), send a request to extend the testing window to HQ AFPC Test Management Office.

Cycle	Testing Window
SSgt	1 May - 15 Jun
TSgt	1 Feb - 31 Mar
MSgt	1 Feb - 31 Mar
SMSgt	First and second weeks of December
CMSgt	Second week of September

A9.10.1. Airmen must be prepared to test on the first day of the testing administration window.

A9.10.2. If an airman is present for any portion of the testing administration window, he / she must test prior to TDY/PCS departure.

A9.10.3. Do not test an airman outside the established testing administration window. **Note**: Airmen may test prior to the start of a testing administration window provided the test booklets are available if they sign a statement indicating their election.

A9.10.4. Schedule examinees to test as early as possible in each testing administration window (within facility and staff constraints) until all eligibles have been tested. Testing late in the testing administration window should be the exception.

A9.10.5. Do not delay testing to give additional study time unless airmen did not have access to study reference materials at least 60 days before their test date. Airmen may request a delay in testing when study reference materials are not received provided they have initiated follow-up action in a timely manner (at least 60 days before start of the testing administration window). **Note**: 60 days study time refers to the minimum amount of time the

airman must have access to study materials and not the time required for notification of the testing date.

A9.10.6. Personnel Departing Permanent Change of Station (PCS). If you cannot test an airman before departing PCS (without temporary duty [TDY] en route), provide an AF Form 1566, *WAPS Test Verification*, with parts I and II completed or automated form 1566, Notification of WAPS Promotion Testing, to the gaining military testing facility. **Note**: Further references to Notification of WAPS Promotion Testing will be indicated by the number 1566. If the airman will be TDY (including TDY en route), the losing military testing facility sends the 1566 to the military testing facility servicing the TDY location for timely testing of the airman. In the case of TDY en route, the losing military testing facility must advise the gaining military testing facility of these actions.

A9.10.7. Personnel Departing TDY. If the TDY period begins before the testing window starts and extends until after the testing window, test airmen at the TDY location if testing facilities are available. Test airmen who cannot be tested prior to departure or at the TDY location as soon as possible upon their return.

A9.10.8. Personnel Departing to Contingency Operations. TCOs and TEs will use the following procedures for personnel who deploy to real-world contingency operations before their testing window begins.

A9.10.8.1. Give all airmen who deploy at least 90 days in support of a contingency operation 60 calendar days testing preparation time. The 60-day testing preparation time includes any leave, special pass, compensatory time off (CTO), and / or rest and recuperation (R&R) taken upon completion of the contingency TDY. Airmen must ensure they receive the authorized preparation time. Those who test early waive their right to the full 60 days' preparation time. Complete promotion testing 60 to 75 days after airmen return from deployment.

A9.10.8.2. Give all airmen who deploy for less than 90 days in support of a contingency operation 30 calendar days testing preparation time. The 30-day testing preparation time includes any leave, special pass, CTO, and / or R&R taken upon completion of the contingency TDY. Airmen must ensure they receive the authorized preparation time. Those who test early waive their right to the full 30 days' preparation time. Complete promotion testing 30 to 45 days after airmen return from deployment.

A9.10.8.3. Commander's support staffs will advise Military Testing Facilities as soon as possible when an airman requiring testing is scheduled for deployment so that testing can be accomplished before departure.

A9.10.9. Rescheduling must be kept to a minimum to preclude disruption of the testing window and ensure timely promotion consideration.

A9.10.9.1. Do not reschedule airmen to accommodate normal leave unless the leave was approved by the supervisor or commander (leave web approval not required) prior to notification of airman's test date.

A9.10.9.2. Test date changes must only be made for documented family or medical emergencies and sick call.

A9.10.9.3. Exercises and inspections are not justification for rescheduling test dates.

A9.10.9.4. Do not reschedule test dates because an airman wants additional study time.

A9.10.9.5. Requests to change scheduled test dates for reasons other than documented TDY, family or medical emergencies, medical conditions precluding testing (AF Form 422, *Physical Profile Serial Report*), or sick call must be submitted through the unit commander to the FSS Commander for approval. If there is a disagreement submit the schedule change to the installation commander for final disposition.

A9.11. Testing after the Testing Window. Only test airmen after the testing window if they are late gains, previously unidentified, deployed, medically excused, or TDY for the duration of the testing window. Tests are valid starting on the day following the cycle PECD and expire on the day of the next cycle PECD (1 Jan for E6/7, 1 Apr for E5, 1 Aug for E9, and 1 Oct for E8). For example, 08E6 tests will be valid from 1 Jan 08 through 31 Dec 08. Never administer an obsolete test for an airman authorized supplemental promotion consideration. Explain supplemental promotion procedures to the affected airmen (refer to AFI 36-2502). When an airman is competing for promotion for more than one cycle, he or she takes only the current version(s) of the test and the test results are applied retroactively to the applicable cycle(s). Airmen authorized supplemental promotion consideration that do not have test scores for that cycle use WAPS test scores from the first testing cycle following the supplemental promotion cycle for which test scores are available.

A9.11.1. The FSS Commander approves all testing after the testing window. Approval is not required for airmen returning from contingency operations. **Note:** Refer to paragraph **A9.10.8** for testing windows.

A9.11.2. Excuse airmen from testing during the appropriate testing window for medical reasons if they have an AF Form 422 from a military treatment facility. The AF Form 422 will indicate if the airman is or is not medically able to study during this period. Schedule testing after the release date of the temporary restriction listed on the AF Form 422. If the condition still exists after that date, the airman must obtain a new AF Form 422. Counsel airmen that unless they were restricted from studying, they will be tested upon release with no additional study time allowed and must prepare accordingly. Give personnel who cannot study due to classified or restricted references 60 days' study time upon medical clearance. If notified in advance, provide an escort to those airmen with an AF Form 422 indicating they may need a restroom break during testing. Enlisted escorts must be at least one grade level higher than the examinee.

A9.11.3. Test patients assigned to medical facilities that have study references and are well enough to report to the military testing facility.

A9.11.4. TCOs/TEs will maintain a current list of all nonweighable examinees for all cycles in the WAPS Information Retrieval System with documented reason for the delay and projected test date. Reason for delay in testing and projected test date must be updated in WIRE no later than 30 days after the end of the testing window. TCOs/TEs must track and verify all changes in status. Status must be reviewed and updated on a monthly basis.

A9.12. Supplemental Testing. Test airmen for supplemental promotion consideration according to the individual test requirements provided by HQ AFPC Enlisted Promotions Management Office. Always give the current revision. Tests are valid starting on the day following the cycle PECD and expire on the first day of the next cycle PECD. For example,

08E6 tests will be valid from 1 Jan 08 through 31 Dec 08. Never administer an obsolete test for supplemental promotion consideration.

A9.13. Testing Notification. TCOs/TEs must coordinate test dates with unit WAPS monitors and unit commanders. The unit commander must notify and direct airmen to report for testing as scheduled. The unit commander also advises airmen that failure to show or late arrival will render them ineligible for promotion for that cycle except when rescheduling is approved (see **A9.14**). The airman completes 1566. The WAPS monitor returns the original to the TCO and gives a copy to the airman.

A9.13.1. By signing the 1566, the airman is acknowledging receipt of the scheduled testing appointment and verifying access to current WAPS study reference materials. If applicable, the airman also makes an election regarding an SKT exemption.

A9.13.2. Airmen who decline promotion testing must complete the 1st endorsement, paragraph 2 of the 1566. All testing declinations must be done in the presence of and signed by a witness. The base or unit WAPS monitor counsels the airman that declining to test will make him or her ineligible for promotion for that cycle. Tell them refusal to test disqualifies them from receiving separation pay, if otherwise qualified for such pay.

A9.13.3. Do not permit a person to withdraw a declination statement unless there are unusual humanitarian reasons. If fully justified, wing commanders or equivalent may approve the withdrawal of a declination statement for unusual circumstances or hardship reasons at any time. This authority may not be delegated. If promotion selections have been made, HQ AFPC Chief, Enlisted Promotions and Military Testing Branch is the approval authority for withdrawal of a declination statement.

A9.13.4. If an airman elects not to complete the 1566, it constitutes refusal to test and renders the airman ineligible for promotion for the current cycle. **Exception**: An airman is not rendered ineligible for refusal to complete 1566 because he or she does not have access to current WAPS study reference materials.

A9.14. No Shows.

A9.14.1. Within 2 calendar days of a testing no-show, notify the unit commander in writing. The notification letter must include: Airman's name, grade, SSN, promotion cycle, and date of missed appointment.

A9.14.2. The military testing function will suspense the airman's CSS to return the notification letter within 5 calendar days. If the unit commander's request for rescheduling is denied or the unit commander non-recommends rescheduling, update the personnel data system. Enter the promotion eligibility status (PES) code "P" with an effective date of the date the airman missed the scheduled test date. Forward the promotion testing RIP and a copy of the denial letter for filing in the airman's Unit Personnel Record Group (UPRG).

A9.14.3. The unit commander may request rescheduling of airmen who did not report for testing as specified on the 1566 if they are convinced the airman did everything in his or her power to make the appointment.

A9.14.3.1. The FSS Commander is the approval authority for rescheduling. Rescheduling will not be authorized for reasons within the airman's control. When the unit commander and FSS Commander are in disagreement as to whether the reason for

failing to show for testing was within or not within the airman's control, forward the case file to the host installation commander or equivalent who is the Special Court Martial Convening Authority for final disposition.

A9.14.3.2. Do not allow scheduled personnel in the testing room after the starting time recorded on the 1566. All examinees must be on time.

A9.15. No Valid Test Score. The following procedures apply when airmen have tested but do not have a valid test score:

A9.15.1. Airman took wrong SKT. When an airman has taken the wrong SKT, schedule and administer the correct test as soon as possible after the error is found if the airman is notified within 15 calendar days of the faulty administration. If more than 15 days have elapsed, provide the airman additional study time (up to 30 days) before administering the correct test. **Exception:** If the airman was administered an SKT for the wrong shredout of an AFSC, request testing instructions from. HQ AFPC Enlisted Promotions and Military Testing Branch. Regardless of the circumstances, forward all answer sheets with any answers marked to HQ AFPC Test Management Office. Annotate sheets "erroneously administered test." Do not destroy answer sheets (whether partially or fully completed) under any circumstances.

A9.15.2. Test answer sheets inadvertently destroyed, lost in the mail, received in a condition that prevents scoring, or testing conditions that invalidate test administration: Airman will be required to retest. Under no circumstances may an airman retake the same test. Airman will be contacted by HQ AFPC Enlisted Promotions and Military Testing Branch concerning specific testing requirements.

A9.16. Preparing and Mailing Materials for Scoring:

A9.16.1. Answer Sheets and Test Rosters. Review all answer sheets (AFPTs 851) and test rosters (AFPTs 237) for accuracy. See **Table 3.1** for mailing procedures.

NOTE: TCOs/TEs are responsible for the accuracy of sections A through J of the AFPT 851 and must verify that these sections are completed and bubbled in correctly.

A9.16.2. Packaging and Mailing. TCOs and TEs may mail WAPS and USAFSE answer sheets together with separate rosters. Clearly mark the internal envelope with control log numbers for both accounts.

A9.16.3. Include answer sheets for any promotion test given by mistake or approved for re-administration in regular WAPS or USAFSE packages under transmittal memorandums citing circumstances or authority for retesting.

A9.16.4. Mail daily if possible but do not keep answer sheets longer than 7 calendar days. If you have an STCO, mail test materials within 7 calendar days of receipt from the STCO.

A9.16.5. Package Control. Set up separate control logs for WAPS and USAFSE accounts at the beginning of each calendar year. Number packages sequentially beginning each year with 001. Do not skip sequence numbers or use these control logs for any other mailings (i.e. queries, other types of test answer sheets, etc.) If you have test answer sheets dated from the previous year but not mailed until January of the following year, number them from the previous year's log book. Indicate the last package of the year: **Example**: TCO 1325-096-300 LAST PACKAGE CY 08. Indicate the assigned package number and the TCO account

number immediately to the right of the unit designation in the return address element on the outside of each package. An example for the correct recording on the package wrapper:

62 FSS/MSPPP (TCO 1560-012-050) McChord AFB WA 98438-5016

The numbers illustrate: 1560 - TCO account number, 012 – calendar year package sequence number, and 050 - number of answer sheets enclosed in the package. When there is a break in the sequence of package numbers from an individual TCO account, HQ AFPC Test Management Office notifies the TCO to begin tracer action.

A9.17. Score Notices. After promotion lists are announced for a particular grade, score notices are available to airmen considered for promotion through the virtual MPF.

A9.18. Score Verification. If an airman has evidence indicating a scoring error occurred, he or she forwards this evidence with a request for verification to the FSS Commander for action. A request for verification of test scores will only be considered when there is substantial evidence a scoring error may have occurred. The FSS Commander disapproves requests for verification based on identical test scores, same score as previous year, several identical scores within the same AFSC or unit, drop in test scores, or missing promotion by a narrow margin. Also, disapprove requests based on an airman's belief that test scores do not reflect his or her study efforts or that post-test review of his or her study materials identified more correct answers than reflected in the score. The FSS Commander forwards requests with substantial evidence of an error to HQ AFPC Test Management Office for action.

A9.19. Release of Promotion and Testing Results. Any airman not specifically authorized by HQ AFPC/DPS, Director of Personnel Services, is prohibited from providing or obtaining enlisted promotion and testing results before official promotion release.

A9.20. Use of Test Scores. The only purpose of SKT, PFE, and USAFSE scores is to assess an airman's specialty and general military knowledge for promotion consideration in the WAPS/Senior NCO Promotion System. Other than promotion and testing personnel for official actions, the examinee and his /her unit commander are the only individuals authorized access to the test results. All other requests for access to test scores for any other use are not authorized.

Attachment 10

DEFENSE LANGUAGE PROFICIENCY TEST (DLPT) SYSTEM

A10.1. Purpose. THE DLPT System serves to evaluate the ability to understand written and/or spoken material presented in a foreign language and as required ability to speak a foreign language.

A10.2. Description. The DLPT System is the DoD standardized testing system that consists of:

A10.2.1. DLPT I through IV, pencil and paper tests:

A10.2.1.1. Test listening and reading.

A10.2.1.2. DLPT I & II allotted 3 hours, 1 ½ hours per modality.

A10.2.1.3. DLPT III & IV allotted 6 hours, 3 hours per modality.

A10.2.2. DLPT 5, computer based/web-delivered tests.

A10.2.2.1. Test listening and reading.

A10.2.2.2. Allotted 6 hours, 3 hours per modality.

A10.2.3. Oral Proficiency Interviews (OPI).

A10.2.3.1. Test speaking.

A10.2.3.2. Telephone interview.

A10.2.4. Defense Language Reading Proficiency Test (DLRPT).

A10.2.4.1. Test reading only.

A10.2.5. Defense Language Proficiency 2-Skill Interview.

A10.2.5.1. Test speaking and listening.

A10.2.5.2. Telephone interview.

A10.3. Personnel Tested. Test all Airmen in the regular Air Force, ANG, or AFRC and AF Civilians who claim proficiency in one or more foreign languages. You must also:

A10.3.1. Support, as able, testing other Service members and DoD civilians who request a test under the DLPT System.

A10.3.2. Dependents of military airmen and DoD civilians if required for a special duty assignment.

A10.3.3. Personnel identified by HQ AFPC Test Management Office and the AF Senior Language Authority.

A10.4. Administering DLPTs:

A10.4.1. Testing can be conducted during any month of the year.

A10.4.2. When retesting, administer an alternate version if one is available. Select the version at random to determine which version to administer if you do not know which one the individual took previously. DLPT 5 tests are randomly selected by the web based system.

A10.4.3. If an individual claims proficiency in a language approved for FLPBB for which a DLPT is not listed in *AFPT Catalog*, DLIFLC conducts Oral Proficiency Interviews (OPIs) to assess an individual's foreign language speaking and listening skills. OPIs will only be conducted for FLPBB qualification or to satisfy a mandatory requirement.

A10.4.4. Use headsets to administer all DLPTs. Follow local testing procedures to determine specific equipment components needed.

A10.5. OPIs. To request an OPI, send a memorandum to HQ AFPC Test Management Office via email with the following information:

A10.5.1. Individuals's full name, rank, SSN, and branch of service.

A10.5.2. Name, phone (DSN, commercial, and fax), and e-mail address of individuals's TCO.

A10.5.3. Individuals's organization and address with POC.

A10.5.4. Requirement for testing (i.e., FLPB re-certification) and language to be evaluated.

A10.5.5. Commercial phone number that interview will be conducted on. (**Note**: Number must not be in individuals's living quarters, unit, or workplace. Number must be under the control and supervision of the TCO.)

A10.5.6. Suspense date for interview.

A10.5.7. Date of last interview, if available. **Note*:*** HQ AFPC Test Management Office will forward request to DLIFLC for scheduling. Advise Airmen that OPI request should be submitted at least six weeks prior to FLPB expiration in order to allow time for DLIFLC to schedule prior to FLPB expiring. However, submission six weeks prior does not guarantee that an OPI will be scheduled before FLPB expiration

A10.6. Retesting:

A10.6.1. Retest personnel receiving FLPB within 12 months of previous administration. Unless otherwise required, personnel testing to qualify or re-qualify for FLPB are responsible for meeting this requirement. Failure to meet the annual requirement will result in the loss of FLPB.

A10.6.2. Do not retest personnel until at least 6 months have passed from the date the test was last administered unless granted an exception by HQ AFPC Test Management Office. Recent completion of a formal language training course (defined as at least 60 hours of training or equivalent) and requirement to test prior to PCSing to attend in-residence language training are potential exceptions to policy.

A10.7. Scoring DLPTs. DLPTs use independent scoring systems.

A10.8. Recording DLPT and DLRPT Scores:

A10.8.1. Report results by proficiency levels in a listing or memorandum. File a copy in the Unit Personnel Record Group (UPRG) and in the office files. Update results in the personnel data system using the codes in **Table A10.1**. Refer to the interagency language roundtable website at **www.govtilr.org** for a complete description of the proficiency levels.

A10.8.2. Do not remove test results from an individuals's record unless they are superseded.

A10.9. Using Scores. Results are used to select personnel for programs or assignments that may require minimum language proficiency levels. They are also used to determine eligibility for FLPB.

A10.10. Disposition of Completed Answer Sheets. Forward all completed DLPT and DLRPT answer sheets to DLIFLC monthly. Refer to **Table 3.1** for details.

Table A10.1. Language Proficiency Levels and Codes.

PDS Code	Level	Proficiency
A	0	None - no practical understanding of the spoken language.
B	0+	Memorized - understands a number of memorized utterances in areas of immediate needs.
C	1	Elementary - understands utterances about basic survival needs and minimum courtesy and travel requirements.
D	1+	Elementary - understands short conversations about all survival needs and limited social demands.
E	2	Limited working - understands conversations on routine social demands and limited job requirements.
F	2+	Limited working - understands most routine social demands and conversations on work requirements as well as some discussions on concrete topics related to particular interests and special fields of competence.
G	3	General professional - understands the essentials of all speech within a special field.
H	3+	General proficiency - Plus
I	4	Advanced professional proficiency
J	4+	Advance professional proficiency, Plus
K	5	Functionally Native proficiency

Attachment 11

AIR FORCE READING ABILITIES TEST (AFRAT)

A11.1. Purpose. The AFRAT evaluates the reading abilities of individuals by measuring their reading grade level (RGL). It may be used to assess reading proficiency of airmen at any time during their careers. Results may be used to make personnel decisions about remedial reading programs, training, PME, or other Air Force programs.

A11.2. Description. The AFRAT is available in two parallel forms. Each form contains two parts that measure vocabulary and reading comprehension. Scores are reported as RGLs. The AFRAT is designated as FOR OFFICIAL USE ONLY.

A11.3. Personnel Tested. Any airman may take the AFRAT.

A11.4. Administering the AFRAT. HQ AFPC Test Management Office approves administration of the AFRAT by personnel other than an authorized TCO or TE. **Exception:** First-Term Airman Centers, Airman Leadership Schools, and NCO academies may administer the AFRAT to students. Education offices are also authorized to administer the AFRAT. Order materials through the base TCO. Answer sheets are not available from the distribution center; reproduce locally to replenish stock levels.

A11.5. Retesting. Wait at least 6 months from the date of the last AFRAT before retesting unless the airman has participated in a remedial reading program. Use the alternate form.

A11.6. Recording AFRAT Scores. Score locally and document scores and date of test. File a copy in the airman's personnel record and provide a copy to the individual.

A11.7. Disposing of Completed Answer Sheets. Refer to **Table 3.1**.

Attachment 12

STRENGTH APTITUDE TEST (SAT)

A12.1. The SAT is used by the Air Force as a classification tool to ensure enlisted recruits have the physical strength to perform the physical demands of military jobs. The standards were developed with the assistance of the Air Force Aerospace Medical Research Laboratory and ongoing validation is supported by the Human Effectiveness Directorate of the Air Force Research Laboratory. OPR for the program is AF/A1PF.

A12.2. The SAT is a weight lifting test performed on an incremental lifting machine (ILM) at MEPS. The Air Force Liaison NCOs assigned to MEPCOM conduct the strength test as part of the classification and counseling process per USMEPCOM Regulation 40-1. An instructional video is available to demonstrate the proper way to perform the SAT. Written instructions on proper weight lifting techniques have also been issued to MEPS personnel by HQ AFRS/RSO.

A12.3. The test requires recruits to lift weights starting at 40 pounds. The weight is then increased in 10-pound increments until the recruit:

(1) cannot complete a lift

(2) asks to stop

(3) lifts 100 pounds, the maximum requirement of any Air Force job

A12.4. The ILM has a carriage with handles that move vertically in metal channels. To complete or pass a lift, the examinee must raise the weight carriage until the handles reach or exceed a height of 6 feet above the standing surface.

A12.5. Job qualifications standards on the SAT have been established for all Air Force enlisted specialties. Standards are based on average physical demand weighted by frequency of performance and percent of the AFS members performing a task. The benefits of the SAT include: (improved job performance, improved job satisfaction through reduction of inadequate performance due to physical capabilities, lower attrition and retraining costs from personnel losses due to lack of ability to perform job physical demands, reduced exposure to injuries from over-exertion.

A12.6. Current strength standards required for entry into all career fields are listed in the AFECD.

Attachment 13

RECOMMENDING ENHANCEMENTS OR CHANGES TO THE AFMPTS

A13.1. Surface any issues with or improvements to the AFMPTS to HQ AFPC Force Management Liaison Office. Include details of the revised or proposed use of the AFPT and explain why the proposed change is in the best interest of the Air Force.

A13.2. Forward requests to develop or implement new tests or assessments or to change the manner in which a current AFPT is being used to HQ AFPC Force Management Liaison Office for initial review. Proposal should include:

A13.2.1. List of investigators

A13.2.2. Objective

A13.2.3. Background

A13.2.4. Impact

A13.2.5. Research plan which addresses number of subjects, duration of the study, description of the experiment, data collection method, and proposed analyses of the validation plan.

A13.3. Before any assessment is administered in support of selection, classification, or other force management analysis, an Assessment Control Number (ACN) must be obtained from the AFPC Force Management Liaison Office.

A13.4. The Force Management Liaison Office will determine and advise the requestor on the appropriate Institution Review Board (IRB) procedures to follow to meet the legal requirements for proper use of human subjects.

A13.5. Upon completion of the study the validation results and compatible databases will be submitted to the HQ AFPC Force Management Liaison Office for review to ensure findings have documented evidence of adherence to guidelines of the American Educational Research Association, American Psychological Association, and the National Council on Measurement in Education Standards for Educational and Psychological Testing. The package is then forwarded to HQ USAF/A1PF for approval/disapproval determination.

Attachment 14

FOREIGN LANGUAGE PROFICIENCY BONUS

A14.1. What is FLPB:

A14.1.1. FLPB is a monetary incentive paid to eligible and qualified military and civilian personnel possessing foreign language proficiency. The objective of FLPB is to encourage the acquisition, maintenance, and enhancement of foreign language skills vital to national defense. The ability of the Air Force to interact in the international arena and respond effectively to any global contingency mandates the need for qualified personnel to communicate with our allies and the local populations as well as with our adversaries.

A14.1.2. Individual participation is voluntary. An airman's application, qualification, and receipt of FLPB constitute acknowledgment that he or she may be called upon to respond to global contingency requirements.

A14.2. Who Authorizes FLPB:

A14.2.1. FLPB is authorized under Title 37, U.S.C., Section 316 and is administered according to DoDI 7280.03 and DoD Military Pay and Allowances Entitlements Manual.

A14.2.2. The Secretary of the Air Force (SAF) determines which foreign languages, specialties, and duties qualify under the Air Force FLPB program. SAF may initiate, terminate, increase, or decrease FLPB.

A14.2.3. HQ USAF/A1D is the service program manager (SPM) for the Air Force Foreign Language Program (AFFLP) and FLPB. HQ USAF/A1D represents the Air Force in the Defense Foreign Language Program (DLP). The SPM provides management policy for the development, coordination, and conduct of the FLPB Program as well as for the AFFLP. At the direction of HQ USAF/A1D, attachment 14 assigns responsibilities required to administer FLPB under uniform policy within existing directives. HQ USAF/A1D also approves language-designated positions (LDP) in agencies employing Air Force personnel and determines which languages are authorized FLPB within the Air Force.

A14.3. Requirements for FLPB Eligibility:

A14.3.1. Active duty airmen must:

A14.3.1.1. Be entitled to basic pay under Title 37, U.S.C, Section 204.

A14.3.1.2. Be certified as proficient using the DLPT System in an authorized foreign language within the past 12 months. For example, if an airman certifies the first year on 15 Aug 08 and does not re-certify until 17 Oct 09, he or she will not be eligible for FLPB from 16 Aug -16 Oct 09. The responsibility to retest in a timely manner is the responsibility of the airman. ***EXCEPTION:*** An Airman who is unable to re-certify within 12 months because of a contingency operation or assigned outside the continental United States to a location where web-delivered testing facilities are not available and/or accessible will be recertified as proficient based on the previous DLPT system score for up to 180 days after return from contingency operations or released from the duty assignment remain entitled to FLPB. In addition, an Airman who is attending formal language education will be recertified as proficient based on the previous DLPT system

score until completion of the formal language training course and remain entitled to FLPB. If the airman fails to retest, FLPB will terminate effective 180 days after completion of the contingency deployment, completion of language training, or release from the duty assignment as applicable. When possible, the airman must test prior to departure on the contingency, duty assignment, or attendance at DLI language training school.

A14.3.2. Reserve and ANG component members must:

A14.3.2.1. Be entitled to compensation under Title 37, U.S.C., Section 206.

A14.3.2.2. Meet the same requirements as active duty airmen.

A14.3.3. DoD civilian personnel.

A14.4. FLPB Qualification:

A14.4.1. Personnel will qualify annually for FLPB by taking the DLPT or OPI in the language to which they are assigned or qualified. Those individuals assigned in a foreign country where Air Force representation or installations are not normally located should test before reporting to the country when possible. All personnel selected for intermediate or advanced language training conducted at DLI must test prior to departing their losing unit as part of out-processing.

A14.4.2. Testing personnel schedule and conduct annual DLPT testing in a manner that ensures airmen receiving FLPB will test within 12 months but not sooner than 6 months from their previous administration.

A14.4.3. Individuals are solely responsible for contacting the Military Testing Facilities to arrange for initial and annual testing, understanding that failure to test as scheduled may result in loss of FLPB. The individual's request for initial testing must include acknowledgement that once qualified for FLPB, failure to retest annually will result in a loss of FLPB.

A14.4.4. Airmen must qualify in listening and reading modalities, if available. Airmen may also be administered the speaking test for FLPB qualification. Refer to paragraph **A10.5** to arrange an OPI for FLPB qualification or if a DLPT is not available in a particular language for which FLPB is authorized. If an individual's language proficiency cannot be evaluated through testing or interview, he or she cannot be certified for FLPB.

A14.4.5. Individuals who fail to qualify in a language cannot retest in that same language until at least 6 months have passed from the date the test was last administered unless granted an exception by HQ AFPC Test Management Office. This is a mandatory requirement and cannot be waived unless an individual has participated in vigorous formal training to increase language proficiency or is required to test as a result of selection to attend intermediate or advanced language training at DLI. HQ AFPC Test Management Office and HQ USAF/A1D will determine if training meets this criterion.

A14.4.6. FLPB is effective the date of testing. Pay rate changes are also effective the date of the test. A commander cannot deny an airman from taking a DLPT System test in order to qualify for FLPB.

A14.4.7. DLPT scores from DLIFLC as well as those obtained during BMT are valid for FLPB.

A14.4.8. Airmen deployed to contingencies or TDY in an LDP are eligible for FLPB with supported commander's certification, line item remarks on contingency, exercise, and deployment (CED) or TDY orders qualify as commander's certification. Valid DLPT System score is required prior to TDY/deployment in order for an Airman to qualify for FLPB during TDY/deployment. Exceptions to this paragraph, **A14.4.8**, are dependent on HQ USAF/A1D (AF Senior Language Authority) determination.

A14.5. FLPB Re-certification: Pay rate changes for airmen recertifying are effective on the date of the re-certification test.

A14.6. Quarterly Reconciliation: TCOs must perform quarterly reconciliations between pay data in Defense Joint Military Pay System (DJMS) and personnel data in the personnel data system. The quarterly data reconciliations are sent to each TCO from HQ AFPC Military Entitlements Branch and suspensed for completion.

A14.7. FLPB Payment:

A14.7.1. Individuals claiming proficiency for multiple languages can receive FLPB for all of their languages provided the languages are approved for FLPB and the monthly payment does not exceed the maximum cap of $1,000 per month.

A14.7.2. Listening, Reading, and Speaking Proficiency levels will be used to determine the amount of pay. A minimum proficiency of 2/2 is required in at least two modalities (listening, reading, and/or speaking) in order to receive proficiency pay. Exceptions to this policy will be determined by HQ USAF/A1D (AF Senior Language Authority) based on contingency deployment position requirements and specific special operations position requirements.

A14.7.2.1. FLPB payment is determined using the chart below and the current AF Strategic Language List (obtainable from the HQ USAF/A1DL website or contact HQ USAF/A1D at **af.a1dll@pentagon.af.mil**) Use the matrix below to determine the amount of monthly payment. Decision logic is required to identify the language tested and determine which category that language belongs to (i.e., FLPB A, FLPB B, or FLPB C). Airmen serving in a language designated position (LDP) or language inherent AFSC (1A8, 1N3, 8D0, 9L0 and 16F) as validated by the Career Field Manager will be paid at FLPB payment rate A, regardless of language.

A14.7.2.2. Update the appropriate personnel data system code to document the scores. Ensure the appropriate FLPB code, based on scores is also updated via the Language and DJMS update menu in the personnel data system. For example: If an airman tested in Turkish and scored a 2+ / 3 on the test, you would follow FLPB A Table since Turkish is a FLPB A language and then update the personnel data system code F / G to document the test scores. Then, update FLPB code 33 which is the correct code based on the scores and language being updated. This action would authorize the airman to receive $350 per month for FLPB.

A14.7.2.3. If a language has been determined as "Dominant in the Force" in the AF Strategic Language List", then the member must be in a LDP or language inherent AFSC in order to receive FLPB for that language.

Table A14.1. Immediate Investment Languages.

FLPB A

(Immediate Investment languages)

SCORE (Listen/Read/Speak)	PDS CODE	FLPB CODE	MONTHLY PAY
2 / 2	E / E	23	$200
2+ / 2	F / E	24	$250
2+ /2+ or 2 / 3	F / F or E / G	32	$300
2+ / 3	F / G	33	$350
3 / 3	G / G	34	$400
3 / 3 / 3 or 4 / 4	G / G / G or I / I	41	$500

Language	Code	Language	Code
- Arabic		- Pashto	PU
-- (Modern Standard)	AD	- French	FR**
-- (Iraqi-includes Gulf)	DG	- Hindi	HJ
-- (Eastern)	AJ*	- Hindustani	HN*
-- (Egyptian)	AE*	- Indonesian	JN
-- (Jordanian)	AK*	- Javanese	JV*
-- (Lebanese)	AQ*	- Japanese	JA
-- (Libyan)	AL*	- Korean	KP**
-- (Maghrebi)	AM*	- Portuguese	

-- (Moroccan)	BS*	-- (Brazilian)	PQ**
-- (Saudi)	AN*	-- (European)	PT**
-- (Sudanese)	AV*	- Russian	RU**
-- (Syrian - Levantine)	AP	- Spanish	QB**
-- (Tunisian)	BW*	- Turkish	TU
-- (Yemeni)	AU*	- Turkmen	UB*
- Bengali	BN*	- Urdu	UR
- Chinese		- Punjabi	PJ*
-- (Mandarin)	CM	- Persian	
-- (Cantonese)	CC	-- Farsi (Iranian)	PF
-- (Gan)	CW*	-- Dari (Afghan)	PG
-- Wu	CS*		

* 1. Languages which do not have a current DLPT listed in AFPT Catalog. Airmen claiming proficiency must request an Oral Proficiency Interview (OPI) from the Defense Language Institute Foreign Language Center (DLIFLC) IAW AFI 36-2605, paragraph **A14.4.4**.

** 2. Languages that have been deemed surplus by DoD that the Air Force will not pay FLPB for these languages unless airmen are performing duty in a language designated position (LDP) or hold a language inherent AFSC.

Table A14.2. Strategic Stronghold Languages.

FLPB B

(Strategic Stronghold languages)

SCORE (Listen/Read/Speak)	PDS CODE	FLPB CODE	MONTHLY PAY
2 / 2	E / E	21	$150
2+ / 2	F / E	22	$175
2+ /2+ or 2 / 3	F / F or E / G	23	$200

2+ / 3	F / G	24	$250
3 / 3	G / G	32	$300
3/3/3 or 4/4	G / G / G or I / I	34	$400

Language	**Code**
- Azerbaijani	AX*
- Cambodian	CA
- Hausa	HS
- Yoruba	YQ*
- Kazakh	KE*
- Kurdish	KU*
-- Sorani	XS*
-- Kurmanje	XK*
- Malay	ML*
- Serbo-Croatian	SC
- Swahili	SW
- Tagalog	TA**
- Thai	TH
- Uyghur	UJ*
- Uzbek	UX
- Vietnamese	VN

* 1. Languages which do not have a current DLPT listed in AFPT Catalog. Airmen claiming proficiency must request an Oral Proficiency Interview (OPI) from the Defense Language Institute Foreign Language Center (DLIFLC) IAW AFI 36-2605, paragraph **A14.4.4**.

** 2. Languages that have been deemed surplus by DoD that the Air Force will not pay FLPB for these languages unless airmen are performing duty in a language designated position (LDP) or hold a language inherent AFSC.

Table A14.3. All Other Approved Languages.

FLPB C

(All Other Approved languages)

SCORE (Listen/Read/Speak)	PDS CODE	FLPB CODE	MONTHLY PAY
2 / 2	E / E	14	$125
2+ / 2	F / E	21	$150
2+ /2+ or 2 / 3	F / F or E / G	22	$175
2+ / 3	F / G	23	$200
3 / 3	G / G	31	$275
3 / 3 / 3 or 4 / 4	G / G / G or I / I	32	$300

Language	Code	Language	Code
- Afrikaans	AA*	- Hungarian	HU
- Albanian	AB	- Ilocano	JL*
- Amharic	AC	- Italian	JT**
- Armenian	AR*	- Kashmiri	KB*
- Baluchi	BT*	- Lao	LC
- Belorussian	BL*	- Luganda	LS*
- Berber	BR*	- Somali	SM*
- Bosnian	BX*	- Tadjik	TB*
- Chavacano	HV*	- Tamil	TC*
- Chechen	CK*	- Tausug (Moro)	MH*
- Dutch	DU	- Tigrinya	TL*

- Georgian	GG*	- Ukrainian	UK
- German	GM**	- Visayan	VY*
- Greek	GR	-- Cebuano	VB*
- Haitian-Creole	HC*	-- Hiligaynon	VH*
- Hassaniya	HZ***	- Yakan	YN*
- Hebrew			

* 1. Languages which do not have a current DLPT listed in AFPT Catalog. Airmen claiming proficiency must request an Oral Proficiency Interview (OPI) from the Defense Language Institute Foreign Language Center (DLIFLC) IAW AFI 36-2605, paragraph **A14.4.4**.

** 2. Languages that have been deemed surplus by DoD that the Air Force will not pay FLPB for these languages unless airmen are performing duty in a language designated position (LDP) or hold a language inherent AFSC.

*** 3. Must use generic language digraph (2 digit code) HZ until specific trigraphs (3 digit code) can be established. Also use HZ for OPI languages which do not have a specific 3 digit code

NOTE: French, German, Italian, Korean, Portuguese, Russian, Spanish, and Tagalog speakers must be serving in an LDP or language-inherent career field (1A8XXX, 1N3XXX or 1N2XX with 1N3XXX career path), reporting identifier (9L000), Air Traffic Control (AFSC 1C1XX), special-duty identifier (8D000), or 16FX to qualify for FLPB.

A14.7.3. The Defense Finance and Accounting Service Military Pay Directorate (DFAS-DE) is the focal point for automated military pay transactions for payment of FLPB to qualified individuals. DFAS-DE must submit documentation on FLPB expenditures to the SPM upon request.

A14.8. LDP Validation:

A14.8.1. Unit commanders must take action to code all duty positions requiring language proficiency to perform the mission. These coded positions ensure training requirements are identified to provide fully qualified linguists. The SPM or designee approves all LDPs as a final step in manpower approval process utilizing the Manpower Programming and Execution System (MPES).

A14.8.2. LDPs are identified on the manpower files by an AFSC, a 2-digit alpha code for the language required, and a 1-digit alpha code indicating the proficiency level required for listening, reading, and speaking.

A14.9. Program Management:

A14.9.1. The using agency's appointed FLPM/CLPM will:

A14.9.1.1. Establish and maintain a continuing program of identification, certification, and utilization of foreign language proficient personnel.

A14.9.1.2. Publicize and send to subordinate units all policy and procedural guidance received from HQ USAF/A1D and HQ AFPC Military Entitlements Branch on FLPB.

A14.9.1.3. Request authorization or deletion of LDPs in their command.

A14.9.1.4. Establish a command-level foreign language program in coordination with DLIFLC, Distance Education Division and HQ USAF/A1D. This includes assisting subordinate units in establishing, obtaining materials, and maintaining appropriate language maintenance facilities and programs.

A14.9.2. The Reserve Management Group monitors individual mobilization augmentee (IMA) personnel eligible for FLPB and requests the IMA closely coordinate test scheduling with the appropriate Military Testing Facilities. IMA personnel are to be tested at their assigned or attached Military Testing Facilities, whichever is most convenient for the airman and least costly to the Air Force.

A14.9.3. Testing Personnel will:

A14.9.3.1. Assist unit commanders by publicizing program requirements and identifying personnel requiring testing.

A14.9.3.2. Notify unit commanders and airmen of test results.

A14.9.3.3. Prepare appropriate source documents to update records, reports, and the personnel data system to start, change, or stop FLPB.

A14.9.4. Unit commanders will:

A14.9.4.1. Validate and identify positions requiring language proficiency on manpower documents.

A14.9.4.2. In extenuating circumstances authorize testing to be rescheduled upon an airman's availability for testing after assignment to a location in which testing could not be conducted.

A14.9.5. Individuals receiving FLPB will:

A14.9.5.1. Schedule initial and annual re-certification testing.

A14.9.5.2. Understand that failure to re-certify within 12 months of testing will result in a loss of FLPB.

A14.9.5.3. Contact their Testing Facility promptly to resolve any payment problems or discrepancies.

Attachment 15

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) FOREIGN LANGUAGE PROFICIENCY BONUS (FLPBB)

A15.1. What is DCIPS FLPB.

A15.1.1. Discretionary monetary incentive paid to eligible and qualified civilian DCIPS employees.

A15.1.2. Definitions.

A15.1.2.1. Language Designated Position (LDP). Foreign language is a qualification requirement of the position, and the language requirement is an officially assigned requirement of the position description. Employees assigned to LDPs are subject to the language proficiency test, but FLPB may be paid to the employee as an incentive to maintain proficiency.

A15.1.2.2. Language Capable Position (LCP). A foreign language is not required, but proficiency enhances the performance of the officially assigned duties. FLPB may be paid to employees as an incentive to maintain proficiency in the designated language.

A15.1.2.3. Subject to Assignment. An employee authorized FLPB based on proficiency in a designated foreign language that is subject to assignment to an LCP or an LDP.

A15.2. Who Authorizes DCIPS FLPB.

A15.2.1. DCIPS FLPB is authorized under provisions of 10 U.S.C. 1596 and OSD/P&R Memo, dated 20 Jul 93.

A15.2.2. Major Command (MAJCOM), Field Operating Activity (FOA), Unified and Specified Commands, or comparable organizations, commanders, or designees have discretionary authority to approve the payment of FLPB.

A15.2.3. HQ USAF/A1D is the service program manager (SPM) for the Air Force Foreign Language Program (AFFLP) and FLPB. HQ USAF/A1D represents the Air Force in the Defense Foreign Language Program (DFLP). The SPM provides management policy for the development, coordination, and conduct of the FLPB Program as well as for the AFFLP.

A15.2.4. HQ USAF/DPPC is responsible for civilian policy development and coordination.

A15.3. Requirements for FLPB Eligibility.

A15.3.1. Current AF civilian employees, covered by Title 10, Section 1601, DCIPS who:

A15.3.1.1. Are assigned to a command that has determined civilian FLPB is authorized and have provided funding for payment for LDPs/LCPs, and

A15.3.1.2. Have been certified as proficient in a foreign language designated in **Table A14.1**. Proficiency is determined by the DLPT and must be re-certified annually. If tests are not available, an oral interview will be conducted, and

A15.3.1.3. Occupy a LDP or LCP in which proficiency in a foreign language facilitates performance of officially assigned intelligence-related duties as determined by the

appropriate approval authority described in section **A15.2.2** (To include support of arms control treaties or special operations-related duties), or

A15.3.1.4. Are subject to assignment to a position in which proficiency in a foreign language facilitates performance of officially assigned intelligence-related duties to include support of arms control treaties or special operations-related duties. FLPB payment to employees not in LDPs or LCPs must be approved by the appropriate funding authority described in paragraph **A15.2.2**.

A15.4. Responsibilities:

A15.4.1. Commanders of Major Commands (MAJCOMs), Field Operating Activities (FOA), Unified and Specified Commands, or comparable organizations, commanders, or designees determine if their command will pay DCIPS FLPB. Commanders who authorize payment will:

A15.4.1.1. Develop procedures to ensure effective funding and use of linguist assets to include initiating and terminating actions for FLPB.

A15.4.1.2. Certify funding is available to meet FLPB program requirements.

A15.4.1.3. Approve civilian positions in which foreign language proficiency would enhance the performance of intelligence-related duties and ensure positions are identified as LDP or LCP on the UMD.

A15.4.1.4. Approve, as deemed necessary, FLPB for employees who do not occupy LPD/LCP positions but who are subject to assignment to a LDP/LCP, and ensure they sign appropriate mobility agreement. (Sample mobility agreement in AFMAN 36-606, *Air Force Civilian Career Program Management*, attachment 2).

A15.4.2. Supervisors:

A15.4.2.1. Ensure LDPs/LCPs are correctly reflected on the UMD. LDP/LCP position descriptions should contain verbiage indicating which foreign language(s) proficiency would facilitate performance of officially assigned intelligence-related duties.

A15.4.2.2. Upon request of an employee to receive FLPB, verify that all eligibility criteria in paragraph **A15.3** are met.

A15.4.2.3. Provide the employee with “Request For FLPB Testing” memorandum to take to the test control officer (TCO) to schedule testing. (See figure 13.1.)

A15.4.2.4. Upon receipt of successful test results from employee: Contact the Civilian Personnel Flight (CPF) and forward all required supporting documentation to include a copy of the test results, and copy of the employee test request/agreement memorandum (sample at figure 13.1).

A15.4.2.5. Requested effective date will be the beginning of the next pay period. If employee does not provide test results to re-certify FLPB within 50 weeks of the effective date, submit request to CPF to terminate FLPB to be effective on the previous certification date plus 1 year.

A15.4.2.6. If an employee receiving FLPB is reassigned, promoted, or downgraded to a position not requiring language proficiency; or, language is no longer listed in Table

A.11.1, request the CPF initiate action to terminate FLPB. Reason for termination should be documented.

A15.4.2.7. Contact the CPF for other rate changes as required. (Example: Employee qualifies for additional FLPB due to additional language certification, FLPB rate reduction due to one of multiple languages expiring, etc.)

A15.4.3. Employees:

A15.4.3.1. Participation in FLPB is voluntary. Employees who would like to receive FLPB must meet eligibility requirements defined in **A15.3** and initiate testing request through their supervisor.

A15.4.3.2. Initiate request for FLPB payment (initial and/or annual re-certification) by requesting supervisor prepare documentation for the TCO to schedule testing. (See figure 13.1.) Maintain a copy to forward to CPF.

A15.4.3.3. Present documentation to the TCO to schedule date of initial and/or re-certification test.

A15.4.3.4. Upon successful passing of the DLPT, provide test results to supervisor.

A15.4.3.5. Sign a statement that they understand that once qualified for FLPB, failure to retest annually will result in a loss of FLPB for a minimum of 6 months.

A15.4.3.6. If currently occupying a position requiring language proficiency, the employee may be required to sign a mobility agreement at servicing CPF.

A15.4.3.7. If not assigned to a position requiring language proficiency (as reflected in paragraph **A15.3.1.3**), the employee will be required to sign a mobility agreement at servicing CPF.

A15.4.4. CPF**:**

A15.4.4.1. Upon receipt of request to initiate, change rates, or terminate FLPB, create a Request for Personnel Action (RPA) as appropriate to process the action. Use nature of action code (NOAC) 926 to initiate, NOAC 927 to change/modify, and NOAC 928 to terminate.

A15.4.4.2. Record DLPT scores in the personnel data system and document employee's official personnel file accordingly.

A15.4.4.3. Provide advance notice of employee's annual re-certification requirement to supervisors and employees.

A15.4.4.4. When employee test request/agreement memorandum reflects that a mobility agreement is required (see paragraph **A15.4.3.4** or **A15.4.3.5**), the employee and servicing CPF representative will sign a written statement of conditions as part of the application process or before the FLPB is initiated. (Sample mobility agreement at AFMAN 36-606, attachment 2).

A15.4.5. HQ USAF/DP-PCRC (Civilian Functional Systems Requirements Branch).

A15.4.5.1. Provide annual reports of FLPB payments to FLPB funds certification official and AF/A1D.

A15.4.6. TCO:

A15.4.6.1. Upon presentation of documentation from employee's supervisor, schedule and administer appropriate test.

A15.4.6.2. Establish requirement and maintain DLPTs for FLPB testing and re-certification purposes.

A15.4.6.3. Provide test results directly to employee with a copy to the supervisor.

A15.4.6.4. Maintain a log of all civilians tested and copy of the letters for 2 years.

A15.4.6.5. Arrangements for OPIs can be made only by the TCO. For specific arrangements, the TCO must contact DLIFLC. When a DLIFLC-approved interviewer is not available, the TCO will contact DLIFLC for self-rating guidance and forms. DLIFLC will report results of an oral interview to the requesting TCO.

A15.5. Guidelines. Supervisors, managers, and commanders when identifying FLPB linguist requirements will use the following.

A15.5.1. As determined by the supervisor and approved by the commander or designee identified in paragraph **A15.4.1**, when proficiency in a foreign language facilitates performance of officially assigned intelligence-related duties, the position description must specify the language(s) or category of languages.

A15.5.2. If the position an employee occupies is not a LDP, LCP, or identified by a language inherent AFSC, the employee may be paid FLPB if the Commander or designee identified in section **A15.4.1** approves his / her request and he / she successfully passes a DLPT for the languages listed in **A14.1**. Employee must sign a Mobility Agreement stating agreement to be "subject to immediate assignment to a position" that meets the requirements in **A15.3.1.2**.

A15.5.3. Commanders, supervisors, and employees all share responsibility to ensure language documentation is accurate and reviewed annually.

A15.6. Procedures:

A15.6.1. Determination of FLPB Level:

A15.6.1.1. Supervisors determine appropriate FLPB payment level based on proficiency ratings from the DLPT. (See Table 11.1 for approved languages.)

A15.6.2. Payment:

A15.6.2.1. Payment is paid in conjunction with established pay periods.

A15.6.2.2. FLPB may be awarded for multiple languages.

A15.6.2.3. FLPB may be terminated or reduced at any time by the head of the organization responsible for approving or certifying funding/payment of FLPB.

A15.6.2.4. If the employee fails to re-certify, FLPB will be terminated.

A15.6.2.5. Is not considered part of an employee's basic pay for any purpose (i.e., retirement, insurance, or other benefits related to basic pay).

A15.6.2.6. FLPB is taxable and such taxes will be withheld.

A15.6.2.7. The erroneous payment/overpayment of FLPB is considered a debt owed to the government and is repayable by any means provided by statute or excused by a waiver.

A15.6.3. Re-certification:

A15.6.3.1. Retesting is required annually, within 12 months of previous test, to continue receiving FLPB.

A15.6.3.2. Failure to retest within 12 months will result in supervisory action to terminate payment of FLPB.

A15.6.3.3. FLPB recipients who fail to meet the annual re-certification requirement may not receive retroactive FLPB upon re-certification.

A15.7. Civilian FLPB Entitlements:

A15.7.1. The Office of the Secretary of Defense reviews and updates civilian FLPB payment amounts annually. Rates are based on proficiency level and language difficulty. Determination of proficiency level is based on DLPT. Spanish and Tagalog speakers must be serving in a position designated as requiring Spanish and/or Tagalog Language Designated Position (LDP) to qualify for FLPB.

A15.7.2. The decision of a commander or designee to pay or not pay FLPB is completely discretionary in nature.

A15.7.3. Questions concerning Air Force Civilian Policy in this attachment should be directed to HQ USAF/DPPC. Questions concerning the Air Force Foreign Language Program should be directed to HQ USAF/A1D.

Table A15.1. FLPB Civilian Pay Chart.

***Proficiency Ratings**	**Pay Code**	****FLPB Payment A** For languages required for employee on Language Designated Position (LDP)	****FLPB Payment B** For languages on Strategic Language List (Non-LDP)	****FLPB Payment C** For other DoD-approved languages not on the Strategic Language List (Non-LDP)
		PER PAY PERIOD	PER PAY PERIOD	PER PAY PERIOD
FLPB is not paid for a language if listening or reading score below 2	FLPB-1	Not Used	Not Used	Not Used
L2/R2	FLPB-2	$100	$75	$63
L2+/R2, L2/R2+		$125	$88	$75

L2+/R2+, L2/R3, or L3/R2	FLPB-3	$150	$100	$88
L3/R2+ or L2+/R3		$175	$125	$100
L3/R3	FLPB-4	$200	$150	$138
L3/R3/S3 or L4/R4		$250	$200	$150
***Multiple Language Proficiency	FLPB-5	$200 - $500	$150-400	$125-300

*L=Listening, R=Reading, S=Speaking

** The decision of a commander or designee to pay or not pay FLPB is completely discretionary, as stated in Paragraph **A15.7.2**. The decision whether to pay FLPB to employees in LDP and/or non-LDP positions may be based on mission requirements, recruitment/retention considerations, funding availability, or other factors. The pay rates listed here are not an employee entitlement.

*** Total payment per pay period is determined by adding up each appropriate qualifying language. Total payment amount may not exceed maximum per pay period established above.

Figure A15.1. Sample Request for FLPB Testing.

REQUEST FOR FOREIGN LANGUAGE PROFICIENCY PAY (FLPB) TESTING

MEMORANDUM FOR (Employee's Supervisor) (date)

FROM: (Employees Unit and Address)

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

In accordance with AFI 36-2605, **Attachment 13**, I am requesting approval to take the (enter language(s)) language test(s). I understand that if I achieve qualifying scores on the test and meet all other qualifying criteria, I will be entitled to receive FLPB. I also understand that I (will/will not) be required to sign a mobility agreement to receive FLPB and that once qualified for FLPB, failure to retest annually (with minimum required scores) will result in a loss of FLPB for a minimum of 6 months.

_____

(Employee's Name, Civilian Grade, and Signature)

1st Indorser, Supervisor

To: Servicing Military Testing Facilities

____ Approved. Please schedule (Airman's name), (Social Security Number), for the appropriate tests.

_____ Disapproved for the following reasons:

_____

(Supervisor's Name, Grade, and Signature)