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Personnel

AIR FORCE MILITARY PERSONNEL TESTING SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-26, *Military Force Management,* and Department of Defense Instruction (DODI) 7280.3, *Special Pay for Foreign Language Proficiency*. It prescribes all procedures for administering the Air Force Military Personnel Testing System and Foreign Language Proficiency Pay (FLPP) program. Included are 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 13**). This instruction applies to all components of the Air Force and is affected by the Privacy Act of 1974. The authority to request and maintain the data prescribed in this instruction is Title 10, United States Code (U.S.C.), Section 8013, *Secretary of the Air Force (Department of the Air Force)*. The following systems of records apply: F036 AFPC N, *Air Force Personnel Test 851, Test Answer Sheets*; F036 AFPC K, *Historical Airman Promotion Master File (MTF)*; F036 AF PC H, *Air Force Enlistment/Commissioning Records System*; F036 AF PC C, *Military Personnel Records System*; and *Joint Uniform Military Pay System (JUMPS)*. 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. The Paperwork Reduction Act of 1995 affects this instruction. The Forms Management Program per AFI 33-360, volume 2, *Forms Management Program,* affects this instruction. Process supplements that affect any military personnel function as shown in AFI 33-360, Volume 1, *Publications Management Program.* HQ USAF/DPXPX and HQ AFPC/DPPPWT must review all supplements to this instruction. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule.* Send comments and suggested improvements of this AFI on AF Form 847, **Recommendation for Change of Publication**, to (HQ AFPC/DPPPWT), 550 C Street West Suite 9, Randolph AFB TX 78150-4711.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision changes AFIND 7 to *Air Force Personnel Tests (AFPT) Catalog* (paragraph **1.2.**); clarifies Air Force Departmental Publishing Office and MAJCOM DP duties (paragraphs **1.5.** and **1.7.**); changes the minimum time individuals must have access to Weighted Airman Promotion System (WAPS) study reference material (paragraph **1.19.5.7.**); amplifies selection and duties of certifying and witnessing officials for destruction of USAFSEs, PFEs and SKTs (paragraph **1.19.5.8.**); changes where Test Control Officer (TCO) and Test Examiner (TE) appointment letters are sent (**Table 2.1.**); provides test examiners with detailed instructions for examinees when provided scratch paper prior to the start of actual test administration time (paragraph **3.2.5.**); changes procedures for handling individual emergencies (paragraph **3.6.**); augments post test administration procedures (paragraph **3.8.**); changes disposition of student ASVAB answer sheets for the Pacific (**Table 3.1.**); changes the requirements for submitting requisitions for Specialty Knowledge Test (SKTs), Promotion Fitness Examine (PFEs), and USAF Supervisory Examination (USAFSEs) (paragraph **4.1.2.**); changes timeframe when Air Force Occupational Measurement Squadron (AFOMS) produces Test Management Inventory (TMI) listings (paragraph **4.2.1.**); clarifies destroying procedures for AFPT material (paragraph **4.3.1.**); slightly modifies procedures for packaging controlled test material for shipment (paragraph **4.5.**); amplifies handling and safeguarding procedures for CONTROLLED TEST MATERIAL (paragraph **5.5.**); changes referenced guide to assist appointed investigation officers when appointed to conduct a formal investigation (paragraph **5.16.3.3.**); introduces administration procedures for the CAST and EST (**Attachment 4**); expands to whom the ASVAB is administered (paragraph **A5.3.**); clarifies the new AFCT (paragraph **A6.3.**); clarifies to whom the DLAB is administered (paragraph **A7.3.3.**); changes the eligibility criteria for Subject Matter Expert (SME) nominees (paragraph **A9.6.2.1.6.**); changes procedures for procuring and maintaining promotion test material (paragraph **A9.8.**); amplifies instructions for testing personnel after the next cycle PECD (paragraph **A9.9.**); announces the new testing window for each grade (paragraph **A9.10.**); clarifies procedures for out-of-cycle testing (paragraph **A9.11.**); changes promotion testing notification guidance (paragraph **A9.13.**); adds guidance for processing no-shows for promotion testing (paragraph **A9.14.2.**); introduces procedures for personnel who do not have a valid test score (paragraph **A9.15.**); establishes prohibition against providing or obtaining enlisted promotion and testing results prior to official promotion release (paragraph **A9.20.**); expands the DLPT testing window (paragraph **A10.4.**); changes FLPP qualification procedures (paragraph **A11.4.**); changes FLPP recertification requirements and procedures (paragraph **A11.5.**); announces FLPP quarterly reconciliation (paragraph **A11.6.**); introduces the DoD civilian personnel language proficiency program (**Attachment 13**); and augments who can administer the AFRAT (paragraph **A14.4.**). A bar (|) indicates revision from the previous edition.

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Chapter 1

IMPLEMENTING THE SYSTEM

Section 1A—Overview

1.1. Need for Testing . The Air Force Military Personnel Testing System 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 personnel management. The Air Force Military Personnel Testing System 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 Air Force Military Personnel Testing System is divided into three programs to cover different phases of the personnel life cycle:

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

1.1.1.2. Promotion Testing. It 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 under the Weighted Airman Promotion System (WAPS) and the Senior Noncommissioned Officer (SNCO) Promotion Program.

1.1.1.3. Proficiency Testing. It includes all tests used to identify airmen 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 to certify qualification within a single career field (such as drug and alcohol counselor or flight surgeon certification tests), or Career Development Course (CDC) review tests.

1.2. Use of Tests. Tests approved for use in the Air Force Military Personnel Testing System are listed in *Air Force Personnel Tests (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 or waiver by HQ USAF/DPX. No change in the manner in which an approved test is used may be made without approval of HQ USAF/DPX. ***EXCEPTION:*** Tests used to assess progress or mastery within a formal course, psychological tests used in a clinical setting, and medical tests.

1.3. Securing Test Materials . The security of all testing materials and programs is of the highest priority. To ensure all individuals have an equal opportunity to accurately demonstrate their aptitude, knowledge, and skills, the Air Force Military Personnel Testing System mandates standardized testing procedures and conditions. **Chapter 5** of this instruction describes test compromises 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 Strategic Plans and Future (HQ USAF/DPX) develops plans and policies for the Air Force Military Personnel Testing Programs in this instruction that promote and enhance the use of personnel tests in making selection, classification, and enlisted promotion decisions. Approves all changes to the development, revision, administration, validation, and use of all new and existing AFPTs. ***EXCEPTION:*** HQ USAF/DPX approval is not required for revisions to promotion tests developed by AFOMS. Similarly, minor changes to AFOMS' development procedures do not require HQ USAF/DPX approval. Conceptual changes to promotion test development, revision, administration, validation, and use must be approved by HQ USAF/DPX.

1.5. Air Force Departmental Publishing Office (AFDPO/PP):

1.5.1. Processes requisitions from authorized TCOs according to the *AFPT Catalog* and this instruction.

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

1.5.3. Prepares and distributes Test Materials Inventory (TMI) listing of all accountable AFPTs to each TCO. ***NOTE:*** AFDPO/PPLC is responsible for all nonpromotion tests. AFOMS/TE is responsible for promotion tests (see paragraph **1.8.1.14.**).

1.5.4. Reviews and approves production standards, printing, and packaging specifications for scannable AFPT answer sheets.

1.5.5. Funds printing of scannable answer sheets.

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

1.5.7. Prints scannable AFPTs for HQ AFPC/DPPPWT.

1.6. Headquarters Air Force Personnel Center (AFPC):

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

1.6.2. Enlisted Promotions and Military Testing Branch (HQ AFPC/DPPPW):

1.6.2.1. 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. Test Management Section (HQ AFPC/DPPPWT):

1.6.3.1. Reviews and coordinates with HQ USAF/DPX for approval of all personnel tests for use and inclusion in *AFPT Catalog*.

1.6.3.2. Forwards proposed changes to the development, revision, administration, validation, and use of all new and existing AFPTs to HQ USAF/DPX for approval as outlined in paragraph **1.4.** (See paragraph **2.9.** of this instruction for guidance on submitting a request for use of a new test or a waiver for changes to the way a current AFPT is used.)

1.6.3.3. Develops procedures to implement and monitor all programs in the Air Force Military Personnel Testing System. Establishes procedures for securing and safeguarding test materials.

1.6.3.4. Approves waiver actions for Specialty Knowledge Tests (SKT) for Air Force specialties (AFS) and subpopulations of AFSs. Approves all other SKT exemptions except for individual exemptions.

1.6.3.5. Analyzes promotion test results to detect any nonstandard test administrations.

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

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

1.6.4. **Classification Branch** (HQ AFPC/DPPAPC) furnishes proposed changes to AFMAN 36-2108, *Enlisted Classification,* to HQ AFPC/DPPPWT for evaluation of impacts on testing programs and to AFOMS/TE for informational purposes.

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

1.7.1. Secure and safeguard all test materials under their control. MAJCOM TCOs will normally delegate the authority to safeguard materials only to TCOs within their MAJCOMs. They delegate this authority to TCOs outside their commands only when they judge this to be in the best interest of the Air Force.

1.7.2. Monitor test administration at installations under their command and at MAJCOM-gained Air National Guard (ANG) units. MAJCOMs will enforce test security and procedures in this instruction at all testing locations under their command.

1.7.3. Comply with SME levies in the Test Planning Document (TPD) to support promotion test development at AFOMS/TE. Select SMEs who are technical experts in their AFS. Reservists are not eligible.

1.7.4. Resolve base-level WAPS study reference problems through their training and education divisions.

1.7.5. Ensure subordinate units comply with instructions issued by HQ AFPC/DPPPWT, HQ AFPC/DPPPWM, AFOMS/TE, and for Basic Attributes Test (BAT) administration the Pilot Candidate Selection Method (PCSM) Program Management Office.

1.7.6. Furnish the command Inspector General (IG) staff with topics on test administration and security for review during visits and inspections of subordinate units.

1.7.7. Appoint a command TCO.

1.7.8. Command TCOs:

1.7.8.1. Maintain control over individual command accounts to safeguard all CONTROLLED TEST MATERIAL.

1.7.8.2. Develop training programs for subordinate test administration personnel to ensure compliance with all specified testing procedures with special emphasis on test security.

1.7.8.3. Control transfer of CONTROLLED TEST MATERIAL from command accounts between TCOs within and outside their command.

1.7.8.4. Verify TMIs are accomplished accurately and on time. ***NOTE:*** For promotion test TMIs, AFOMS will verify and ensure the accuracy. For nonpromotion test TMIs, this responsibility rests solely with the MAJCOM TCO.

1.7.8.5. Direct/conduct unannounced TMIs as necessary per procedures in paragraph **4.2.9.**

1.7.8.6. Oversee and monitor status of test compromise investigations.

1.8. Air Education and Training Command (AETC):

1.8.1. AFOMS/TE:

1.8.1.1. Develops, revises, and publishes airman promotion tests (SKTs, Promotion Fitness Examinations [PFEs], and USAF Supervisory Examinations [USAFSEs]), other tests, and related materials as specified by HQ AFPC/DPPPWT. Prepares all tests and related materials such as administration manuals in camera-ready format for printing. Normally develops SKTs for new specialties within 1 year of the date of the Career Field Education and Training Plan (CFETP). Takes measures to enhance compatibility among CFETPs, Career Development Courses (CDCs), and occupational survey data.

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 AFMAN 36-2108 changes and annual test revision requirements.

1.8.1.4. Maintains a master directory of all Air Force TCO accounts and manages the worldwide network of TCOs for HQ AFPC/DPPPWT. Provides TCOs periodic instructions for administering tests and other information on testing programs through All-TCO letters and messages in coordination with HQ AFPC/DPPPWT.

1.8.1.5. 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.

1.8.1.6. Provides information to HQ AFPC/DPPPWT and HQ AFPC/DPPPWM on required promotion test waiver actions.

1.8.1.7. Keeps record copies of all tests until no longer needed for test development research (generally not to exceed 5 years). Maintains an inventory of all current and obsolete promotion test materials and performs an annual inventory of these materials.

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

1.8.1.9. Creates and announces test development schedules and requirements for SME support in the TPD. Sends HQ AFPC/DPPPWT a memorandum advising of PFE and USAFSE SME requirements at least 120 days in advance of the test development project date. Notifies MAJCOMs, field operating agencies (FOA), and training wings (TRW) of any change in the test schedule in the TPD that is within 6 months of the current date. When discrepancies or disagreements arise, the MAJCOM, FOA, or TRW must contact AFOMS/TEXS or HQ AFPC/DPPPWT for resolution.

Advises HQ AFPC Airman Assignments Division (DPAA) if their support is required for SME levies.

1.8.1.10. Provides the *WAPS Catalog* to AFPC and the Air Force Institute for Advanced Distributed Learning (AFIADL) for review and posts the *WAPS Catalog* on the AFOMS/TE web page. Notifies Military Personnel Flights (MPFs) of changes after initial posting on 1 August of each year.

1.8.1.11. Coordinates all test development, TCO publications, and waivers with HQ AFPC/DPPPWT and HQ AFPC/DPPPWM. Also coordinates with these offices on periodic development of test administration instructions and related guidance for TCOs.

1.8.1.12. Limits the use of references to supplement CDCs or specialized courses (SC). Coordinates with HQ AFPC/DPPPWT on study references constructed at the direction of an Air Force career field manager that are not listed on the CFETP. Obtains all publications required to support test development projects. Schedules test development to accommodate availability of study references.

1.8.1.13. Provides input to HQ AFPC/DPPPWT for publication of *AFPT Catalog* at least 75 days in advance of the 1 January annual publication date.

1.8.1.14. Gives AFOMS/DAPS all required information for initial distribution of promotion tests to TCOs. Provides all printed material and distribution lists to AFOMS/DAPS at least 6 weeks prior to start of the testing cycles. Ensures AFOMS/DAPS distributes promotion tests on a timely basis. Processes promotion test requisitions from authorized TCOs according to *AFPT Catalog* and this instruction. Maintains an inventory system to control and account for all promotion tests issued to TCOs. Prepares and distributes TMI listing of all promotion tests to each TCO via MAJCOM TCOs.

1.8.1.15. 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.

1.8.1.16. Keeps a listing of tests used in WAPS and the SNCO Promotion Program. Compiles a listing of WAPS tests to be given each cycle and forwards it to base-level TCOs on 1 October each year.

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

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

1.8.1.19. Analyzes suspected test materials to support test compromise investigations.

1.8.2. Training Wings:

1.8.2.1. All TRWs provide CDC writers and other training specialists, as levied in the TPD, to support SKT development at AFOMS/TE.

1.8.2.2. All TRWs provide manuscript copies of CDCs to AFOMS/TE 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. Coordinates with AFOMS/TE on curriculum changes, and CDC and SC activations or deactivations to ensure courses are available to support WAPS testing.

1.8.3.3. After coordinating with AFOMS/TE and HQ AFPC/DPPPWT, issues periodic instructions to MPFs governing requisition of CDCs and SCs for support of WAPS testing.

1.8.3.4. On the AFIADL web page, posts a link to AFOMS/TE's web page, which contains a link to the current WAPS Catalog.

1.8.3.5. Assists AFOMS/TE in establishing requirements for any Air Force or MAJCOM publications used to write promotion tests.

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

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

1.11. Installation Commanders, MSS Commanders, and Base DPs: (All references to installation commanders, MSS commanders, base DPs, or base flight chiefs also apply to ANG base detachment commanders or station commanders; appropriate HQ Air Force Recruiting Service [HQ AFRS] directors or AFRS group and squadron commanders; and Air Force Reserve Officer Training Corps [AFROTC] detachment commanders.) Help manage the Air Force Military Personnel Testing System, giving special attention to test security and training. Responsible for the testing programs conducted under their authority.

1.12. Unit Commanders:

1.12.1. Appoint a unit WAPS monitor by memorandum and forward an information copy to the base WAPS monitor.

1.12.2. Request training for the WAPS monitor from the MPF.

1.13. Unit WAPS Monitor:

1.13.1. Publicizes availability of *WAPS Catalog*.

1.13.2. Assists unit members in identifying reference requirements and obtaining study reference materials.

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

1.13.4. Ensure availability of non-CDC study reference materials on a 1:5 ratio.

1.14. MPFs:

1.14.1. The MPF Commander:

1.14.1.1. 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.

1.14.1.2. Manages the promotion testing program to include logistical and administrative responsibility for testing members serviced by the MPF and ordering and distributing study reference materials.

1.14.1.3. Oversees administration of the FLPP program.

1.14.1.4. Appoints one or more base Weighted Airman Promotion System (WAPS) monitors to coordinate and manage the WAPS program.

1.14.2. WAPS monitor:

1.14.2.1. Provides training to unit WAPS monitors upon appointment.

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

1.14.2.3. Complies with SME selection procedures.

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 HQ AFPC/DPPPWT, HQ AFPC/DPPPWM, AFOMS/TE, and the PCSM Program Management Office.

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

1.15.3. Track and submit test material requirements and requisitions to support all testing programs.

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

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

1.15.5. Control and safeguard all test materials.

1.15.6. Schedule examinees and conduct testing.

1.15.7. Jointly conduct November TMI.

1.15.8. Arrange for unit commanders to interview all SMEs chosen for test development duties at AFOMS before departure. Provide unit commanders with appropriate information for the interviews to ensure each SME is qualified to develop tests.

1.15.9. Process queries from examinees on current SKTs, PFEs, and USAFSEs.

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

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. Screen and certify requisitions for test materials before submitting the requisitions to AFDPO/PPLC or AFOMS/TE as appropriate (all promotion tests are ordered through AFOMS/TE).

1.16.2. Conduct the May TMI with an impartial official.

1.16.3. Within 5 workdays of appointment of a new TCO, inventory test materials by copy number and sign over to the 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.

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

1.16.5. Establish training programs on testing procedures.

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

1.16.7. Periodically attend TE-conducted test administration sessions to ensure quality and consistency.

1.16.8. Oversee administration of the FLPP program.

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 requirements for safeguarding CONTROLLED TEST MATERIAL.

1.17.6. Administer the FLPP program according to procedures in **Attachment 11** and Air Staff policies.

1.18. ANG and AFRC Personnel Testing Program:

1.18.1. ANG and AFRC Personnel Offices administer their own testing programs. However, in certain cases, they may obtain support from a collocated active duty MPF. ANG and AFRC TCOs must maintain only tests for which they have a recurring need. The active duty MPF may loan common usage and infrequently administered tests if authorized for ANG or AFRC use. Active duty TEs may schedule ANG or AFRC personnel to test with active duty members during normal duty hours.

1.18.2. MAJCOMs gaining ANG units may name Air Force advisors to ANG units as TCOs to administer and control the testing of ANG personnel. These TCOs may use ANG personnel to give and score tests in the ANG program if the ANG unit commander concurs. If an Air Force advisor is not appointed as TCO, the gaining MAJCOM must designate a qualified ANG technician to serve as TCO.

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

1.19. Individual Responsibilities:

1.19.1. Individuals must understand all provisions of test compromise in **Chapter 5** and not give out any information gained through testing to unauthorized individuals.

1.19.2. Before and during testing, examinees must follow all instructions. All examinees must inform the TE of any mental or physical condition that may prevent them from doing their best or finishing testing.

1.19.3. Individuals receiving FLPP must recertify (retest) annually for continuation of pay.

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

1.19.5. For promotion testing, individuals 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 to advance their career under WAPS.

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* published in August to check availability and receipt of correct study references.

1.19.5.6. Be prepared to test the first day of the testing cycle. ***EXCEPTION**:* For members who will be unavailable during the entire testing cycle due to a scheduled TDY, be prepared to test prior to TDY departure even if the TDY departure is before the first day of the testing cycle. Member can be required to test up to 10 calendar days prior to the start of the testing cycle.

1.19.5.7. Ensure they receive at least 60 days access to study materials prior to testing. ***NOTE***: When a member signs the promotion testing Report on Individual Person (RIP), he or she is waiving the right to 60 days study time even if he or she does not have the materials 60 days prior to test date. Member is also waiving the right to 60 days study time if they have not initiated fol-

low-up action to obtain study materials in a timely manner (at least 60 days before start of testing cycle).

1.19.5.8. Be prepared, if randomly selected, to serve as test certification or witnessing official for PFE/USAFSE sealed test booklet verification and destruction process. This will require member being available for entire testing session plus additional time following testing session. Refusal to perform these duties will be interpreted as a declination to test and member will be ineligible to compete for promotion until the next test cycle.

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:

2.2.1. Forward a request through local channels to the MAJCOM TCO.

2.2.2. If the MAJCOM TCO approves the request, send the request to AFOMS/TE with an information copy to HQ AFPC/DPPPWT. AFOMS/TE assigns an account number and informs AFDPO/PPLC, HQ AFPC/DPPPWT, DAPS/AFOMS and the MAJCOM TCO. 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, they must:

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 tests in locations where ordinary business is being conducted.

2.3.1.2. Provide adequate, comfortable lighting for the room and working surfaces. Avoid shadows and strong glare on working surfaces.

2.3.1.3. Control the ventilation, temperature, and humidity to provide for examinees' comfort. Do not conduct testing when environmental conditions interfere with concentration.

2.3.1.4. Prohibit smoking, eating, and drinking in the testing room.

2.3.1.5. Prohibit the possession of electronic devices (e.g., watches, beepers, cell phones) that emit a sound that could be distracting to examinees. In addition, electronic devices such as a vibrating pager that could disrupt the concentration of examinees are not authorized.

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 BAT. However, large tables can be used with nonglass 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 space of 15 square feet per examinee including space for the control aisle and aisles for proctoring. Refer to AFPAM 36-2620, *Air Force Military Personnel Testing Procedures*, 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.

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 through the MAJCOM TCO to HQ AFPC/DPPPWT. MAJCOM TCO may disapprove.

2.4. Closing a Test Facility:

2.4.1. When a testing facility is closing, the MAJCOM TCO must notify AFDPO/PPLC, AFOMS/TE, and HQ AFPC/DPPPWT. AFOMS/TE then deletes the test facility from the master directory and AFDPO/PPLC and DAPS/AFOMS delete the account from their lists and cancel requisitions.

2.4.2. Before a TCO account closes, the TCO must destroy or transfer all test materials. Complete destruction certificates and send them to AFDPO/PPLC and AFOMS/TE, as appropriate, after destruction of CONTROLLED TEST MATERIAL. If there is a requirement for transfer of materials to another TCO, the MAJCOM TCO controlling the deactivated test facility must follow procedures in paragraph **4.4.**

2.5. Appointing and Relieving TCOs: All units authorized to use tests listed in this instruction and the *AFPT Catalog* will appoint a TCO. MAJCOM TCOs are appointed for administrative purposes only and do not have to meet the minimum grade requirement.

2.5.1. The MPF Commander or AFROTC Detachment Commander appoints and relieves a TCO by memorandum. Forward a copy of the memorandum to the MAJCOM TCO, HQ AFPC/DPPPWT and TEAO, as outlined in **Table 2.1.** Include in memorandum the new TCO's name, grade, social security number (SSN), email address, phone numbers (voice and fax), and appointment effective date. Appoint a new TCO if the current TCO is absent for a time period that affects TCO duties. The MPF 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, at least one additional TE should be appointed for each account. MPF Commanders must ensure TCOs have the right qualifications (integrity, maturity, adequate communication skills, knowledge of testing, and ability to comply with procedures in this instruction). MAJCOM TCOs monitor appointments of TCOs under their command to ensure qualifications are met.

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

2.5.3. Military TCOs must be a CMSgt selectee or higher to control the USAFSE. Appoint a MSgt selectee or higher as TCO for all other military personnel tests. Air Reserve Technicians must meet rank requirements if administering military personnel tests while in military status.

2.5.4. TCOs must possess a Personnel AFS and a SECRET security clearance. AFROTC and AFRC units, Military Entrance Processing Stations (MEPS), and recruiting activities are exempt from this requirement.

2.5.5. Civilians may serve as TCOs. Civilian TCOs must hold the grade of GS-5 or higher.

2.5.6. Unless HQ AFPC/DPPPWT approves in advance, TCOs must not take an AFPT within 6 months of the date they last had access to that particular AFPT. Requests for a waiver 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 through the MAJCOM TCO to HQ AFPC/DPPPWT. Only HQ AFPC/DPPPWT may approve these requests. MAJCOM TCO may disapprove them. ***EXCEPTION:*** Prior access to the BAT prevents an individual from ever taking the BAT.

2.5.7. 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 MPF Commander or AFROTC Detachment Commander appoints and relieves TEs by memorandum. Include in memorandum the new TE's name, grade, SSN, e-mail address, phone numbers (voice and fax), and appointment effective date. If an appointment is to replace a departing TE, also include in the memorandum the name of the TE being replaced. Forward a copy of the memorandum to the MAJCOM TCO, HQ AFPC/DPPPWT, and AFOMS/TEAO as outlined in **Table 2.1.**

2.6.2. Military TEs must be a CMSgt selectee or higher for access to the USAFSE, MSgt selectee or higher for access to the SKT and PFE, and SSgt selectee or higher for access to all other military personnel tests described in this instruction.

2.6.3. TEs must possess a Personnel AFS and a SECRET security clearance. AFROTC and AFRC units, MEPS, and recruiting activities are exempt from this requirement.

2.6.4. Fully qualified civilians (GS-4 or higher) may serve as TEs. MAJCOM TCOs monitor all appointments of TEs under their command to ensure qualifications are met.

2.6.5. Individuals on an Air Force contract may be TEs. The base Director of Personnel (DP) or MSS/CC submits a request for contract TEs to the MAJCOM TCO for approval. Include a copy of the contract with the request. The contract must contain a clause requiring safeguarding of CONTROLLED TEST MATERIAL. These individuals must also meet the qualifications for civilian TEs.

2.6.6. Unless HQ AFPC/DPPPWT approves in advance, TEs must not take an AFPT within 6 months from the date they last had access to that particular AFPT. Requests for a waiver to this requirement 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 through the MAJCOM TCO to HQ AFPC/DPPPWT. Only HQ AFPC/DPPPWT may approve these requests. MAJCOM TCO may disapprove them. ***EXCEPTION:*** Prior access to the BAT prevents an individual from ever taking the BAT.

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

2.7. Appointing and Relieving Test Proctors: Test proctors assist the TCO or TE by helping observe examinees during the 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 equivalent to the grade being tested, regardless of AFS.

2.7.2. Appoint military test proctors for all testing other than promotion testing who are at least a SSgt selectee.

2.7.3. Civilians may be appointed to proctor any type of test administration.

2.7.4. 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: MAJCOM and base-level TCOs must train personnel appointed to administer their testing programs and maintain test security. MAJCOM TCOs must train their base-level TCOs upon appointment. Base-level TCOs must train their TEs upon appointment. Test administration personnel will use this instruction and the applicable test administration instruction manuals as guides for training. AFPAM 36-2620, MAJCOM TCO instructions, checklists, and local guidance are also appropriate for use in training programs.

2.9. Recommending Enhancements or Changes to the Air Force Military Personnel Testing System:

2.9.1. Surface any problems with or improvements to the Air Force Military Personnel Testing System through the MAJCOM TCO to HQ AFPC/DPPPWT. 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.

2.9.2. 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/DPPPWT for initial review. Include details about the type and size of the group to be tested, the results expected, and any other facts about the proposed test or assessment. Before forwarding any recommendations regarding a request or waiver to HQ USAF/DPX for approval, HQ AFPC/DPPPWT will ensure there is 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.

Table 2.1. Where TCO and TE Appointment Letters are Sent.

Send 1 Copy of TCO and TE Appointment Letters to:	
1	HQ AFPC/DPPPWT 550 C Street West, Suite 9 Randolph AFB TX 78150-4711
2	AFOMS/TEAO 1550 5th Street East Randolph AFB TX 78150-4449
3	MAJCOM TCO

Chapter 3

ADMINISTERING TESTS

3.1. Standardizing Test Administration: Test administration personnel must administer all AFPTs in the Air Force Military Personnel Testing System 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 (except for individually sealed promotion test booklets) page-by-page for printing errors, missing or blank pages, or any other defect. If errors are detected, notify the MAJCOM TCO and HQ AFPC/DPPPWT. For SKTs, contact AFOMS/TE. Immediately order new booklets and destroy the faulty ones unless otherwise directed. ***NOTE***: Do not open individually sealed promotion test booklets. If the examinee detects a printing error during test administration, notify the MAJCOM TCO, AFOMS/TE, and HQ AFPC/DPPPWT.

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 promotion testing.

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

3.2.6. Provide number 2 pencils, unless specifically directed otherwise by the administration manual, and blank scratch paper. 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 proctors and brief them on their duties.

3.3. Administering the Test: The TE will:

3.3.1. Check each examinee's identification card upon arrival to ensure he or she is the person scheduled for testing. Pass out the booklets, answer sheets, and special equipment after the examinees are seated or place test materials on the desks before examinees arrive and instruct them where to sit. Prohibit examinees from bringing their own equipment such as calculators (including those on watches), cassette recorders, pencils, or special equipment into the testing room. Consider it cheating if this occurs, unless directed by the AFPT instructions. Examinees are not allowed to bring notes or other study materials into the test room.

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 there is some condition that

would prevent an examinee from doing his or her best, excuse the affected individual and reschedule testing for a more appropriate time. However, it is ultimately the examinees' responsibility to ensure they are 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 except if relieved by the TCO or another TE. ***EXCEPTION:*** For BAT administration, the examiner does not have to be in the testing room. However, the examiner must be immediately available to answer examinee questions.

3.3.5. For promotion testing, randomly select two examinees who will certify and witness destruction of individually sealed PFE and USAFSE test booklets at the end of testing session. For PFEs, examinees selected to certify and witness must also be taking the SKT. Select examinees using the methodology in the following example: Testing is conducted on 13 Feb 02. The test examiner uses the last digit of the day of the month to identify random individuals. In this example, the test examiner selects the first two individuals on the test roster whose SSN ends in a 3. If there aren't two members whose SSN ends in a 3, he or she proceeds to SSNs that end in 4 and so on until two members have been selected. The individuals selected as certifying and destruction officials must first ensure the serial numbers of the test booklet being destroyed are the same as the test booklet serial numbers recorded on the test roster. They must then observe the test booklets being destroyed.

3.3.6. Read the standardized directions aloud verbatim in the administration manual after all test materials are distributed. 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.

3.3.7. 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, 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 AFPAM 36-2620 for an example of how to keep accurate testing time.

3.3.8. 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.

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

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, and 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 for the test prior to start of actual test administration time.

3.3.12. Examinees must return to the test room following an authorized break during a test administration (for AFOQT, WAPS testing, AFCT, etc) by the announced 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, marked answer sheets, and used scratch paper [see paragraph **5.11.2.**]), the TE must immediately notify the TCO about the test compromise (see paragraph **5.16.**). The TCO will take appropriate actions specified in this instruction for test compromise situations. Active duty Air Force members 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, 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 test 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 member'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/DPPPWT. Active duty Air Force members 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, UCMJ.

3.5. Handling Test Interruptions:

3.5.1. Promotion Testing**.** Follow procedures in AFPT 250 if a situation occurs during promotion testing.

3.5.2. AFOQT Testing. Follow procedures in AFPT 983, *AFOQT Manual for Administration*.

3.5.3. BAT Testing. Follow procedures in the BAT Operator's Manual (BOM).

3.5.4. All Other Testing. Note the time elapsed, dismiss examinees, and reschedule testing as soon as the situation is resolved. When testing is resumed, allow the examinees the remaining time to complete testing.

3.5.5. Additional Guidance. In any test interruption situation, the TE must consult with the TCO first and then contact HQ AFPC/DPPPWT if they are unsure of proper procedures. If the TE has any doubts at all about what actions to take, contact HQ AFPC/DPPPWT before doing anything.

3.5.6. Follow Through**.** Immediately notify HQ AFPC/DPPPWT and the MAJCOM TCO by message 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.

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 the 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 nonemergency 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 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 member, 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 stray marks of any kind after every testing session and completely erase answers or marks if possible. If the TE cannot do this 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 examinee responses. ***EXCEPTION**:* Do not inspect individually sealed promotion test booklets. Examinees may write in individually sealed promotion test booklets.

3.8.2. Destroy individually sealed promotion test booklets following the procedures in AFPT 250.

3.8.3. Handle scratch paper as CONTROLLED TEST MATERIAL and destroy it according to procedures in paragraph **4.3.**

3.8.4. 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.

3.8.5. Before destroying any test materials following a test session, the TE must count answer sheets to ensure all examinee answer sheets have been accounted for and none are inadvertently destroyed.

3.9. Supporting GSUs: Normally, the MPF provides testing support to those GSUs it supports. MPFs will either:

3.9.1. Send an authorized TE to the GSU to administer required tests. The TE will keep test materials in a locked briefcase or similar container under personal control at all times. However, the TE may store test materials overnight in an authorized security container if the TE can verify only authorized individuals will have access.

3.9.2. If the TE cannot go to the GSU, make arrangements to have GSU personnel tested at the MPF or testing facility closest to their location. If the servicing MPF uses an alternate location, it must schedule testing and forward the required AFPT materials to the testing location.

3.9.3. If the options in paragraphs **3.9.1.** and **3.9.2.** 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. They must conform to the same restrictions and qualifications as regular TCOs except they need not possess a Personnel AFS. Before an STCO can be appointed, the servicing TCO must verify that STCO can secure test materials in a security container to which only authorized personnel have access.

3.9.3.1. MPF Commander appoints the STCO by memorandum. Send two copies to the STCO. STCOs acknowledge by return endorsement that they have been briefed and thoroughly understand the contents of this instruction and applicable test administration instructions. The STCO returns one copy to the TCO for file and keeps one copy. The TCO forwards a copy of the indorsed memorandum to the MAJCOM TCO. If the STCO's MAJCOM is different than the TCO's MAJCOM, the TCO sends a copy of the memorandum to both MAJCOM TCOs.

3.9.3.2. In certain unique instances, such as the nonavailability 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 MAJCOM TCO and 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 brief the non-Air Force STCO on our testing system.

3.9.3.3. The servicing TCO must brief the STCO on the Air Force Military Personnel Testing System, all testing procedures and 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.

3.9.3.4. STCOs do not requisition AFPTs. Servicing TCOs provide all necessary test materials. However, STCOs may maintain certain tests (other than SKTs, PFEs, and USAFSEs) if there is a frequent requirement for their administration at the site (e.g., a foreign language test) and they can be properly secured.

3.9.3.5. 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.**

3.9.3.6. 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. Repackage test materials before placing them in a security container. The STCO will administer the tests at the earliest practical time and return all test materials to the TCO within 5 duty days after use. Use 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 use reproduced answer keys.

3.10.3. Recording Scores. Record raw and converted scores on appropriate documentation such as local form letters or update in the Personnel Data System (PDS) as specified in this instruction. Give a copy of the scores to examinees and file a copy in their personnel records. Record scores on answer sheets only if the scoring instructions require it.

3.10.4. Using AFPT Answer Sheets. Only use AFPT answer sheets listed in *AFPT Catalog* with tests in this instruction. If any individual or agency must use answer sheets with locally devised tests, they may use AF Form 1958, **Local Testing Answer Sheet**. Forward any other unusual requests for using answer sheets to HQ AFPC/DPPPWT.

Table 3.1. Disposition of Answer Sheets and Test Queries.

RULE	A AFPT Number	B Title	C Disposition
1	851	WAPS/USAFSE Answer Sheets	Mail certified or commercially available express-mail service daily or within 5 duty days of test administration to: HQ AFPC/DPPPWT 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 1 duty day to: AFOMS/TEACV 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 1 duty day to: ATFL-EST-M Foreign Language Center ATTN: Test Control Officer Building 631, Room 16 Presidio of Monterey CA 93944-5006
4	230 (see note)	Misc Queries; e.g., AFOQT, AFCT, etc.	Mail registered or commercially available express-mail service within 1 duty day to: HQ AFPC/DPPPWT 550 C Street West, Suite 9 Randolph AFB TX 78150-4711

RULE	A AFPT Number	B Title	C Disposition
5	987	AFOQT Answer Sheets	Mail certified or commercially available express-mail service within 1 duty day to: HQ AFPC/DPPPWT1 550 C Street West, Suite 9 Randolph AFB TX 78150-4711
6	DoD 1304-1AS	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: ATFL-EST-M Foreign Language Center ATTN: Test Control Officer Building 631, Room 16 Presidio of Monterey CA 93944-5006
8	DLPT I, II, III, IV, and DLRPTs	Language Test Answer Sheets	Mail certified or commercially available express-mail service monthly to: ATFL-EST-M Foreign Language Center ATTN: Test Control Officer Building 631, Room 16 Presidio of Monterey CA 93944-5006

RULE	A AFPT Number	B Title	C Disposition
9	DoD 1304-1AS	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 1304-2AS	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.
12	705	Air Force Reading Abilities Test (AFRAT) Answer Sheets	Retain for 6 months and then destroy locally.

RULE	A AFPT Number	B Title	C Disposition
13		BAT Disks for Primary Scoring	Mail certified or commercially available express-mail service daily (if not sent via E-mail) to: PCSM Program Management Office AETC SAF/CS Test Processing Station Operator 151 J Street East, Suite 2 Randolph AFB TX 78150-4343
14	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/DPPPWT, 550 C Street West, Suite 9, Randolph AFB TX 78150-4711.

Chapter 4

HANDLING ADMINISTRATIVE TASKS

4.1. Submitting a Requisition:

4.1.1. Who Can Requisition Test Materials. 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/DPPPWT.

4.1.2. How to Submit a Requisition. Submit requisitions according to procedures in the AFPT Catalog. For promotion tests (SKTs, PFEs, and USAFSEs), submit requisitions as directed on the TCO Ops Website at **https://www-r.omsq.af.mil/omd**. MAJCOM TCOs may make emergency requisitions by message under time-sensitive circumstances.

4.1.3. When To Submit a Requisition. 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*, All-TCO letters, and ALL-TCO 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*. Borrow test materials (see paragraph **4.4.**) when you have a one-time need for them. Only maintain those you need on a regular basis. Order or borrow others as required.

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. AFPAM 36-2620 contains guidance for conducting TMIs.

4.2.1. When to Conduct TMIs. AFOMS/TE produces TMI listings for enlisted promotion tests and AFDPO/PPLC produces TMI listings for all other AFPTs. AFOMS/TE will produce their TMIs on 1 Jul and 15 Nov and AFDPO/PPLC will produce their TMIs on 15 May and 15 November. All TMIs will be sent electronically to the MAJCOM TCOs who will distribute to each of their TCO accounts. TMIs must be completed by 15 Aug and 30 December. MAJCOM TCOs may waive this requirement only under extreme circumstances. Also conduct TMIs when a new TCO or primary TE is appointed.

4.2.2. Who Conducts TMIs. The TCO conducts the June/July TMI with an impartial individual. Choose a person who does not have duties associated with the testing organization 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. The TCO and TE (an alternate TE when the primary TE is also the TCO) jointly conduct the November TMI. When a new TCO is appointed, the current TCO and previous TCO conduct a TMI within 5 duty workdays of appointment. When a new primary TE is appointed, the TCO and new TE conduct a TMI within 5 duty workdays of appointment.

4.2.3. The Impartial Official. This is an officer, a CMSgt, CMSgt selectee, or civilian with a minimum grade of GS-7. 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 **5.5.4.**

4.2.4. TMI Listings. AFDPO/PPLC listing shows all AFPTs (except promotion tests) charged to the TCO account. AFOMS/TE listing shows all promotion tests charged to the TCO account. AFPTs are removed from the lists only after:

4.2.4.1. Receiving a destruction document from the TCO account.

4.2.4.2. Official documents show transfer of AFPTs from one TCO account to another. For promotion tests, AFOMS/TE removes the AFPTs from the losing account TMI listing and adds them to the gaining account TMI listing. For all other AFPTs, AFDPO/PPLC makes the required changes.

4.2.4.3. The TCO inquires about errors on the TMI listing.

4.2.5. Obsolete AFPTs. Handle them as CONTROLLED TEST MATERIAL and destroy according to paragraph **4.3.**

4.2.6. How to Conduct TMIs. Inventories must reflect disposition (present, destroyed, or transferred) of all AFPTs. The inventorying officials must verify destruction or transfer of test materials and annotate the TMI listing to reflect discrepancies and status of efforts to resolve them. AFPAM 36-2620 contains guidance for conducting TMIs.

4.2.7. Disposition of TMI Listings. AFDPO/PPLC (for nonpromotion AFPTs) and AFOMS/TE (for promotion AFPTs) transmit the TMI listing electronically. After completing the TMI, the TCO keeps one annotated copy and sends a second annotated copy to the MAJCOM TCO.

4.2.7.1. For the promotion test TMI sent from AFOMS/TE, a copy of the completed TMI must also be returned to AFOMS/TE. If the copy of the completed TMI is not received by the established suspense date, AFOMS/TE will freeze the account. Freezing the account prevents TCOs from ordering test material.

4.2.7.2. For the nonpromotion test TMI sent from AFDPO/PPLC, a copy of the completed TMI is not sent to AFOMS/TE or AFDPO/PPLC. ***EXCEPTION***: AFDPO/PPLC needs a copy when used as the destruction certificate for items listed on the inventory which have been destroyed.

4.2.7.3. Inventorying officials must sign all copies.

4.2.7.4. The MPF Commander must authenticate the May TMI listing by co-signing. If the MPF Commander is the TCO, the MSS Commander or base DP will be the authenticator. For AFROTC units, the AFROTC Commander must authenticate the TMI listing by co-signing.

4.2.7.5. TCOs must file the current and previous inventories for the period specified in AFMAN 37-139.

4.2.8. TMI Discrepancies. If officials discover or suspect any discrepancies during a TMI, the TCO or TE must advise the MAJCOM TCO. If these individuals cannot resolve the discrepancy, the TCO must advise HQ AFPC/DPPPWT (AFOMS/TE for promotion tests). If the TCO cannot resolve the differences after contacting HQ AFPC/DPPPWT or AFOMS/TE, the TCO must initiate a test compromise investigation according to paragraph **5.16.** The MAJCOM TCO must monitor all TMI actions to verify that discrepancies are resolved and investigation procedures are initiated when necessary.

4.2.9. Additional MAJCOM TCO Responsibilities. MAJCOM TCOs, including AFROTC, may add requirements for TMI procedures if necessary. MAJCOM TCOs may request unannounced inventories of the TCO accounts under their command as deemed necessary. Take the following steps to conduct an unannounced inventory:

4.2.9.1. Request TMI listing for selected accounts from AFDPO/PPLC and AFOMS/TE.

4.2.9.2. Send the TMI listing to the MPF Commander directing inventory of test material within 5 workdays of receipt regardless of manning or workload. Waivers to the suspense are not authorized.

4.2.9.3. The TCO conducts the inventory with an impartial official as explained in paragraph **4.2.3.**

4.2.9.4. Advise HQ AFPC/DPPWT when the unannounced inventory is completed.

4.2.9.5. Follow the procedures in paragraph **4.2.8.** above and AFPAM 36-2620 to resolve discrepancies.

4.2.9.6. In conjunction with the May TMI, the MSS Commander must verify compliance of testing program with all established testing policies (e.g., test security, storage, scheduling, administration, destruction) by co-signing.

4.3. Destroying AFPT Materials:

4.3.1. Burn or shred AFPTs when authorized by the *AFPT Catalog* or directed by HQ AFPC/DPPPWT. Individually sealed PFE and USAFSEs are destroyed following each testing session. Destroy superseded editions of AFPTs within 30 days of receiving revised editions or other instructions, except if otherwise directed by HQ AFPC/DPPPWT. Destroy AFPT materials that are no longer useable due to normal wear and tear. Remote locations may request exceptions to the method of destruction through their MAJCOM TCO. Destroy AFPT materials in the form of cassette tapes or plastic scoring keys with scissors and dispose of accordingly. Destroy used scratch paper as CONTROLLED TEST MATERIAL.

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.*

4.3.3. A witnessing official must be present when the TCO, TE, or the responsible custodian of the material at AFDPO/PPLC destroys CONTROLLED TEST MATERIAL. The witness must meet at least TE grade requirements. The TCO and TE must not serve together as the destroying and witnessing officials. The witnessing official must be from outside the MPF. The witnessing official must verify destruction based on front cover inspection only. ***EXCEPTION:*** In AFROTC units, the witnessing official 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 AFDPO/PPLC (AFOMS/TE for promotion tests) and the MAJCOM TCO. The TCO, TE, or the responsible custodian must maintain the original as specified in AFMAN 37-139. ***EXCEPTION****:* For individually sealed promotion test booklets

which have been administered to examinees, use AFPT 237, *Testing Roster,* and only forward to AFPC. These procedures are included in AFPT 250.

4.4. Transferring AFPT Materials: Do this according to procedures specified by the MAJCOM TCO. Transfer AFPT materials to authorized recipients only. TCOs needing another account's surplus test materials may receive permanent transfers from another TCO. The MAJCOM TCO approves and monitors all permanent transfers of AFPT material between TCO accounts. If TCOs transfer material between different commands, both MAJCOM TCOs must monitor the transaction.

4.4.1. Procedures. For transfers between commands, the transferring TCO completes AF Form 310 and sends copies to the transferring and receiving MAJCOM TCOs, the receiving TCO, and AFDPO/PPLC (AFOMS for promotion tests). Write the word *TRANSFER* prominently on the AF Form 310. AFDPO/PPLC or AFOMS, as appropriate, will change the TMI listing of the losing and gaining accounts.

4.4.2. Documentation. Both TCOs update the most recent TMI listing to reflect the transfer. The gaining MAJCOM TCO must keep a copy of the AF Form 310 for 2 years according to AFMAN 37-139. The MAJCOM TCO uses AF Form 310 to check the next TMI listing to make sure the transferred materials are listed under the correct TCO account. If it does not reflect the transfer, the TCO must advise the MAJCOM TCO with an information copy to AFDPO/PPLC (AFOMS/TE for promotion tests), citing all details.

4.4.3. Temporary Loan. A TCO may temporarily loan tests to another TCO. Use temporary loan procedures only when absolutely necessary and with approval of the MAJCOM TCOs. Use an AF Form 310 when loaning AFPT materials between TCO accounts. Write the word *LOAN* prominently on the AF Form 310 and send copies to the MAJCOM TCOs involved.

4.5. Mailing AFPT Materials: Package CONTROLLED TEST MATERIAL 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, CONTROLLED TEST MATERIAL packages must not be included as part of a larger consolidated package. CONTROLLED TEST MATERIAL packages must be mailed separately.

4.5.1. Completed Test Answer Sheets. Mail completed answer sheets and floppy disks 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, SSN, 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 and floppy disks. Refer to **Table 3.1.** for specific addresses.

4.5.2. 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 procedures. Refer to **Table 3.1.** for specific addresses.

4.5.3. All Other **CONTROLLED TEST MATERIAL.** Mail all actual or suspected test material (including computer disks) by registered mail or commercially available express-mail service. Include an AF Form 310 or shipping receipt. AFPAM 36-2620 contains an example of a completed AF Form 310.

4.5.4. 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 CONTROLLED TEST MATERIAL.

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 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/disks/tapes 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
3	an envelope of test material (actual and 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

RULE	If package to be mailed contains...	Then...
4	floppy disks or optical disks for scoring (item responses only)	place wrapped disks in a floppy disk mailer seal with heavy tape and affix mailing labels label front and back of package "DO NOT X-RAY"
5	floppy disks or optical disks with test material (actual and suspected)	include a shipping receipt (normally AF Form 310) in two copies wrap floppy disks or optical disks 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 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 place wrapped disks in a floppy disk mailer seal with heavy tape and affix mailing labels label front and back of package "DO NOT X-RAY"
6	magnetic tapes for scoring (item responses only)	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 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 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...
7	magnetic tapes 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 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 place package in corrugated cardboard carton or other suitable container to protect tapes from damage seal with heavy tape. Affix mailing labels

Chapter 5

SAFEGUARDING CONTROLLED TEST MATERIAL

5.1. Introduction. This chapter defines CONTROLLED TEST MATERIAL and outlines procedures for handling this material. It prohibits certain uses of test materials and further provides for disciplinary action of military members under the UCMJ and Department of the Air Force 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 Air Force Military Personnel Testing System. 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 Supplemnt, *DoD Freedom of Information Act Program*. The Secretary has determined CONTROLLED TEST MATERIAL 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. Individuals involved with testing in any way must always protect CONTROLLED TEST MATERIAL from unauthorized access and disclosure. To help provide this protection, the majority of AFPTs and most other actual test materials are marked CONTROLLED TEST MATERIAL. Personnel tests that contain security information described in DoD 5200.1-R/AFI 31-401 are classified as CONFIDENTIAL or SECRET in addition to CONTROLLED TEST MATERIAL. Safeguard all AFPTs and related materials at their maximum classification level. Do not follow security procedures when the designation CONTROLLED TEST MATERIAL is used for instructional or illustrative purposes. Only HQ AFPC/DPPPWT may authorize release of CONTROLLED TEST MATERIAL to other agencies or foreign governments. Treat the following as CONTROLLED TEST MATERIAL:

5.3.1. All test booklets 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* after examinees complete any portion of the answer sheet.

5.3.3. Scratch paper used by examinees during testing.

5.3.4. Materials used in development of AFPTs listed in the *AFPT Catalog*. ***EXCEPTION:*** If the test itself is not CONTROLLED TEST MATERIAL, then the completed answer sheets, scratch paper, or development materials associated with it are not CONTROLLED TEST MATERIAL.

5.3.5. Department of the Army and DoD tests and related materials unless otherwise specified by HQ AFPC/DPPPWT.

5.3.6. Obsolete test materials pending destruction.

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

5.4. Access to CONTROLLED TEST MATERIAL:

5.4.1. Authorized Access. No individual shall obtain, possess, or distribute actual or suspected test materials except as specified in this instruction. Only the following individuals are authorized access to CONTROLLED TEST MATERIAL (anyone else must get written approval from HQ AFPC/DPPPWT):

5.4.1.1. TCOs, TEs, or STCOs.

5.4.1.2. Personnel involved in test development, scoring, printing, and distribution. Agencies included are AFOMS/TE (for promotion tests and other special tests), HQ AFPC/DPPPW, and HQ USAF/DPXPX.

5.4.1.3. Examinees during the authorized test administration period, unless otherwise authorized in writing by HQ AFPC/DPPPWT.

5.4.1.4. Senior NCOs, civilians, and officers specifically named by test development agencies to review certain personnel tests only when authorized in writing by HQ AFPC/DPPPWT. In addition, AFOMS/TE 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 as long as the TCO or TE is present (unless authorized in writing by HQ AFPC/DPPPWT). In extraordinary cases, an individual or inspection team may review test material if authorized by HQ AFPC/DPPPWT. Send complete justification for the review through the MAJCOM IG and MAJCOM TCO to HQ AFPC/DPPPWT. Include the names, SSNs, grades, AFSs, and units of assignment of the reviewing individuals in the justification memorandum.

5.4.1.6. AFOSI special agents may only have access to test materials during a test compromise investigation and they must meet minimum grade requirements for TEs as specified in paragraph **2.6.3.** Non-AFOSI investigators must get written approval from HQ AFPC/DPPPWT before gaining access to CONTROLLED TEST MATERIAL when investigating test compromise cases.

5.4.1.7. During or following a test compromise investigation, it may be necessary for the SJAs, commander, defense counsel, and others involved in the disciplinary process to review CONTROLLED TEST MATERIAL. When disclosure cannot be avoided, limit disclosure pursuant to Military Rule of Evidence 506. HQ AFPC/DPPPWT must authorize or deny releases in writing. Military judges, staff judge advocates, and defense counsels must ensure that the material is safeguarded in accordance with this instruction and that access to court documents incorporating CONTROLLED TEST MATERIAL is not granted to support personnel unless they meet the grade requirements for test examiners as specified in paragraph **2.6.3.** Public disclosure of CONTROLLED TEST MATERIAL during courts-martial must be avoided whenever possible. Prior to a trial by court-martial, trial counsel must submit a written request to HQ AFPC/DPPPWT to seek authorization and permission for court participants, including the military judge, trial counsel, defense counsel, accused, bailiff, witnesses, and court members to have limited possession of CONTROLLED TEST MATERIALS before, during and, in some cases, after a trial by court-martial.

5.4.2. Unauthorized Access. No individuals may have access to 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/DPPPWT. This includes any individual above,

below, or lateral to the TCO. Unauthorized access constitutes a test compromise and must be investigated.

5.4.3. SECRET or CONFIDENTIAL AFPTs: For access to CONTROLLED TEST MATERIAL classified as SECRET or CONFIDENTIAL, a person must also meet the requirements for access to materials bearing those security classifications as specified in DoD 5200.1-R/AFI 31-401.

5.5. Storage of CONTROLLED TEST MATERIAL:

5.5.1. Each person who has access to CONTROLLED TEST MATERIAL is responsible for the safeguarding of that information.

5.5.2. When not under the personal control or observation of an authorized person, CONTROLLED TEST MATERIAL must be stored in a GSA-approved security container. (Future reference to security containers includes steel cabinets or vaults. Use of other containers must be authorized in writing by HQ AFPC/DPPPWT).

5.5.3. A CONTROLLED TEST MATERIAL cover sheet must be used to protect and identify all CONTROLLED TEST MATERIAL, including CONTROLLED TEST MATERIAL prepared for mailing or entry into the BITS.

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

5.5.5. CONTROLLED TEST MATERIAL must ***not*** be left unattended or unsecured. If persons working with CONTROLLED TEST MATERIAL leave their working area, they must either secure the material in a security container or give it to another person with an appropriate security clearance and need-to-know.

5.5.6. Do not store classified test materials with other classified material that is not test material. Store classified test materials with other unclassified test materials. ***EXCEPTION:*** AFOMS/TE is exempt from this requirement.

5.5.7. Only personnel authorized constant access to AFPT materials may have access to security container combinations. Normally, only two individuals (the TCO and the TE) should have the combinations. Limit access to the absolute minimum.

5.5.8. Change security container combinations and BAT passwords at least once every 12 months and within 5 workdays of date of letter relieving a TCO or TE. Also, change combinations and BAT 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. You start using a new security container.

5.5.8.3. You know or believe the combination or password is compromised.

5.5.8.4. You cannot account for the CONTROLLED TEST MATERIAL normally stored in a security container.

5.5.8.5. You find an unlocked security container.

5.5.9. If a promotion test booklet with a broken or torn seal is discovered prior to an examinee's authorized use, an investigation must be initiated. ***EXCEPTION:*** In cases of a test interruption where a test administration has not been completed or a power outage or emergency evacuation occurs, promotion test booklets with a broken seal may be placed in the safe. Destruction may be delayed until conditions are back to normal and the test administration is completed. If this occurs, a dated letter of explanation signed by the TCO must be maintained in the safe with the open booklets.

5.5.10. Those who have access to security containers must prepare and maintain Standard Form (SF) 700, **Security Container Information**, according to DoD 5200.1-R/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 DoD 5200.1-R/AFI 31-401.

5.6.1. Before leaving the area at the end of duty 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.

5.6.2. Brief individuals working alone with personnel tests after normal duty hours on safeguarding CONTROLLED TEST MATERIAL. After this briefing, individuals will acknowledge responsibility by signing their name, date, and security container number on the reverse side of SF 701.

5.7. Prohibitions: Active duty Air Force members, members of the ANG or Reserve, civilian employees of the Air Force, or contractor personnel will not knowingly possess, reproduce, distribute, or communicate in any way the contents of CONTROLLED TEST MATERIAL unless authorized in this instruction. Additionally, active duty Air Force members, members of the ANG or Reserve, civilian employees of the Air Force or contractor 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 Air Force members 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, UCMJ.

5.7.2. Air Force civilian employees who violate these prohibitions are subject to administrative disciplinary 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 administrative disciplinary 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. What Constitutes a Compromise: The actions described in paragraphs **5.9.** through **5.14.** constitute test compromise.

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

5.8.2. Any member of the ANG or 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 administrative disciplinary 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 contractor employee who takes any action defined as a test compromise is subject to administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

5.9. Prohibitions for All Personnel:

5.9.1. Reviewing or having access to actual test material, unless specifically authorized in paragraph **5.4.1.** ***EXCEPTION:*** HQ AFPC/DPPPWT may authorize access to specific individuals on a case-by-case basis.

5.9.2. Reviewing or having access to illegal study materials that reveal the specific content of actual or suspected test material without proper authority.

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

5.9.4. Questioning examinees for the purpose of determining test content. ***EXCEPTION:*** HQ AFPC/DPPPWT 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 may be authorized.

5.9.5. Reproducing or copying any test material, including suspected test material, in whole or in part, for any purpose, without authorization from HQ AFPC/DPPPWT.

5.9.5.1. **EXCEPTION:** Test development agencies authorized access to test material may reproduce or copy actual test material without authorization from HQ AFPC/DPPPWT, but they must have authorization from the unit, division, or flight security manager.

5.9.5.2. **EXCEPTION:** AFOSI detachments may reproduce or copy suspected test material without authorization from HQ AFPC/DPPPWT when necessary for investigative analysis.

5.9.5.3. **EXCEPTION** *:* Trial counsel may reproduce or copy actual test material without authorization from HQ AFPC/DPPPWT when necessary for administrative or judicial action during actual 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.

5.9.5.3.1. During court proceedings, access to CONTROLLED TEST MATERIAL will be limited to only those who have been granted access by HQ AFPC/DPPPWT.

5.9.5.3.2. CONTROLLED TEST MATERIAL must be properly safeguarded during recesses in court proceedings and stored in authorized security container when court adjourns for the day.

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/DPPPWT. ***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 twice without written approval from HQ AFPC/DPPPWT.

5.9.10. Taking CONTROLLED TEST MATERIAL or any other materials containing actual or suspected test material without proper authority.

5.9.11. Opening or tampering with any package containing CONTROLLED TEST MATERIAL unless specifically designated to receive materials (as specified in this instruction).

5.9.12. Requisitioning any CONTROLLED TEST MATERIAL or other uncontrolled 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. ***EXCEPTION:*** HQ AFPC/DPPPWT may approve deviations from this prohibition, in writing, and on a case-by-case basis.

5.9.14. Gaining access to any security container containing CONTROLLED TEST MATERIAL unless specifically authorized.

5.10. 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 to take a test.

5.10.2. Leaving an examinee unsupervised for any time during a test administration period for any reason. ***EXCEPTION****:* Personnel administering the BAT do not have to be in the same room, but must be immediately available to the examinee.

5.10.3. Being unable to account for all test materials in the TCO account at any time.

5.10.4. Possessing CONTROLLED TEST MATERIAL (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 CONTROLLED TEST MATERIAL 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 upon receipt if a compromise occurred due to improper packaging and mailing procedures.

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

5.10.7. Storing individually sealed promotion test booklets with a broken seal. ***EXCEPTION:*** Open booklets may be stored in the safe per the guidance in paragraph **5.5.5.** for test interruptions and investigations on booklet with broken seals.

5.10.8. Improperly destroying test materials.

5.10.9. An SME who helped develop or review a test, discussing or sharing 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. Prohibitions for Examinees and Potential Examinees:

5.11.1. Discussing actual test material or the specific contents of testable material in such a way to highlight actual or potential test material or test questions in correspondence that is not distributed and controlled through TCO channels. Some examples of this type of compromise would be including 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/DPPPWT.

5.11.2. Removing actual test material from the testing room (all test booklets, marked answer sheets, any documents marked CONTROLLED TEST MATERIAL; all materials listed in *AFPT Catalog* that are not marked CONTROLLED TEST MATERIAL, such as test rosters, administration manuals, and unused answer sheets; and scratch paper used during test administration and calculators or associated equipment provided by the TCO or TE).

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 individual's personal study notes.

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

5.12. Prohibitions Against Using Government Computers:

5.12.1. To eliminate the potential for intentional and/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. Individuals may use government computers to review electronic versions of official study references (e.g., AFPAM 36-2241V1, *Promotion Fitness Examination*, AFPAM 36-2241V2, *United States Air Force Supervisory Examination Study Guide,* Air Force Instructions, Air Force Pamphlets, Air Force Policy Directives, 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. Development. Anyone on active duty or employed by the Air Force who 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. ***EXCEPTION:*** An individual who has had access to an SKT in a particular area may not develop an SKT study guide in that or a related area; however, an individual may develop an SKT study guide in an unrelated area with HQ AFPC/DPPPWT approval.

5.13.2. Use. Use of legally developed commercial study guides, though not recommended 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 another examinee or potential examinee 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.

5.14. Prohibitions Against Group Study. Group study is strictly prohibited. Group study is defined as any examinee, potential examinee, or other unauthorized individual, 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; or to study for an AFPT with anyone else. Placing testable material on a group drive, internet web page, bulletin board, etc., is similarly prohibited as group study. Unauthorized individuals include but are 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 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 selection or promotion tests.

5.14.3. Participating in or conducting on-the-job training or training to improve general military knowledge. You may use study reference materials for this type of training although the intent of this training may not be to study for promotion tests. Examples of this type of training include increasing job proficiency in particular tasks, studying for below-the-zone promotion boards, and NCO-of-the-quarter boards. This 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 or through official channels and becomes official reference material.

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 in reviewing study materials while preparing for a specific AFPT as long as those personal study materials are not reviewed, used, observed by, or shared with other examinees or potential examinees, or any other unauthorized individuals.

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 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 contractor personnel who violate the following testing prohibitions could face administrative disciplinary 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 CONTROLLED TEST MATERIAL but are For Official Use Only (FOUO). Some examples of these are the AFRAT and the Enlistment Screening Test (EST).

5.16. Actions to Take on Compromise Cases:

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

5.16.2. The TCO must immediately report this information to the MPF Commander or TCO's commander, as appropriate, who then reports to the installation commander or equivalent.

5.16.3. The installation commander or equivalent takes the following actions within 24 hours after notification:

5.16.3.1. Notify HQ AFPC/DPPPWT and the MAJCOM/DP by memorandum or message including all appropriate details. Mark correspondence FOR OFFICIAL USE ONLY--SENSITIVE PERSONNEL DATA. Do not publicize any further. For ANG and AFRC members not on extended active duty, modify the notification procedures to make all reports through their chain of command.

5.16.3.2. Notify the AFOSI, who determines whether an investigation by them is warranted. If the base AFOSI detachment declines to investigate, prepare a memo indicating they decline to investigate because of no apparent criminal intent. Include date, time, and name of individual making declination. Forward memo to MAJCOM TCO and HQ AFPC/DPPPWT.

5.16.3.3. If the AFOSI declines to investigate, appoint an investigating officer to conduct a formal investigation (not an inquiry) using Commander-Directed Investigation (CDI) Guide found at **http://www.ig.hq.af.mil** under inquiries/downloads/guides. Instruct the investigating officer to

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, witnesses, and experts; a written summary of testimony; and written record of findings and recommendations. ***NOTE*:** Investigating officer will be appointed by the organization that identifies the potential test compromise.

5.16.4. The MAJCOM DP and TCO monitor the progress of the investigations not being handled by the AFOSI, with the goal of completing them within 60 days from notification. The MAJCOM TCO tracks suspenses and keeps HQ AFPC/DPPPWT informed of the status at all times.

5.16.5. Treat documents that allegedly compromise actual test material as CONTROLLED TEST MATERIAL until proven otherwise by an official analysis. Since such documents are also evidence, they must receive special handling as government evidence. Investigating officers should consult with the AFOSI and SJA before seizing such documents and obtain written authorization from HQ AFPC/DPPPWT. Forward suspected materials to HQ AFPC/DPPPWT for analysis following procedures for packaging CONTROLLED TEST MATERIAL. Testing officials at Randolph Air Force Base perform test compromise analyses that normally take at least 8 weeks. Test administration personnel, investigating officers, and AFOSI agents will not attempt to analyze suspected test materials against actual test material.

5.16.6. The investigating officer prepares an investigation report when the investigating officer is not the AFOSI in an original and two copies--one for the installation commander, one for the MAJCOM TCO, and one for HQ AFPC/DPPPWT. The installation commander transmits the report to the appropriate court-martial convening authority (if other than the installation commander) with the following information:

5.16.6.1. A statement of the extent of the compromise.

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

5.16.6.3. Actions to prevent recurrence of compromise.

5.16.6.4. Statement identifying special court-martial convening authority. ***NOTE:*** Do not include any copies of the actual CONTROLLED TEST MATERIAL in the final report unless the entire report is identified as CONTROLLED TEST MATERIAL and handled as such. Identify all other reports as FOR OFFICIAL USE ONLY (TEST CONTROL PERSONNEL). However, if they contain classified information, follow the procedures in DoD 5200.1-R/AFI 31-401.

5.16.7. The special court-martial convening authority indorses and forwards the completed report to the MAJCOM/DP and SJA for further review.

5.16.8. The MAJCOM SJA determines if the investigation was thoroughly and accurately completed and forwards the completed report to the MAJCOM DP who closes the case if the actions taken were appropriate for the case. The MAJCOM DP sends a copy of the completed report to HQ AFPC/DPPPWT. Forward a courtesy copy of the memorandum closing the case to the servicing MPF for appropriate personnel actions.

5.16.9. If the investigation is not completed within the recommended 60 days, the investigating officer prepares an interim message stating a) why the report has not been completed, b) action investigating officer is taking to complete the report, c) date completed report will be sent to MAJCOM (not to 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/DPPPWT in accordance with applicable AFOSI directives, and the normal reporting and processing requirements in paragraph **5.16.** are waived.

5.17. Wartime Security Guidance. During a war, AFPC and Air Staff provide guidance for promotion testing, destruction of materials, and closure of TCO accounts.

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

5.18.1. Any test, subtest, or test item that may be used in an operational Air Force test should be treated as CONTROLLED TEST MATERIAL, regardless of the R&D stage. The operational converse is that any item not controlled at all stages of development should not be used in an Air Force test; a substitute or parallel item should be used instead. A test or subtest that has not been controlled at all stages of development should not be used in either the same or a parallel form.

5.18.2. 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/DPXPX for approval before a test can be released.

5.18.3. 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 includes release (without strict controls) or sale of the test or any part to a non-Air Force agency or individual, Air Force external publication of the test or any part, presentation of the test or any part 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 would be 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.

5.19. Adopted Forms. DD Form 1304.12K, **ASVAB Worksheet,** AF Forms 310, **Document Receipt and Destruction Certificate,** AF Forms 422, **Physical Profile Serial Report,** AETC Form 1319, **Personal Interview Record,** USMEPCOM Form 714A, **Request for Examination,** Standard Forms (SF) 700, **Security Container Informatio**n, 701, **Activity Security Checklist,** and 702, **Security Container Check Sheet.**

5.20. Prescribed Forms. AF Forms 1566, **WAPS Test Verification,** 1780, **Request to Establish/ Change Foreign Language Designated Position,** and 1958, **Local Testing Answer Sheet.**

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DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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)*

Title 37, U.S.C. 316, *Special Pay: Foreign Language Proficiency Pay (Special and Incentive Pays)*

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

DoD 5400.7/Air Force Supplemnt, *DoD Freedom of Information Act Program*

DoDI 7280.3, *Special Pay for Foreign Language Proficiency*

AFPD-36-26, *Military Force Management*

AFI 31-401, *Information Security Program Management*

AFI 33-360V1, *Publications Management Program*

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2302, *Professional Development*

AFI 36-2502, *Airman Promotion Program*

AFJI 14-107, *Management of the Defense Foreign Language Program*

AFPT Catalog, *Index of Personnel Tests*

AFMAN 36-606, *Air Force Civilian Career Program Management*

AFMAN 36-2108, *Enlisted Classification*

AFMAN 37-139, *Records Disposition Schedule*

AFPAM 36-2241V1, *Promotion Fitness Examination (PFE) Study Guide*

AFPAM 36-2241V2, *USAF Supervisory Examination (USAFSE) Study Guide*

AFPAM 36-2620, *Air Force Military Personnel Testing Procedures*

AETCI 36-2002, *Recruiting Procedures for the Air Force*

Commander-Directed Investigation (CDI) Guide

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

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF—Air Force

AFCT—Armed Forces Classification Test

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

AFPC—Air Force Personnel Center

AFOMS—Air Force Occupational Measurement Squadron

AFOQT—Air Force Officer Qualifying Test

AFOSI—Air Force Office of Special Investigations

AFPAM—Air Force Pamphlet

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

BAT—Basic Attributes Test

BOM—BAT Operator's Manual

CAST—Computerized-Adaptive Screening Test

CDC—Career Development Course

CDI—Commander-Directed Investigation

CFETP—Career Field Education and Training Plan

CPF—Civilian Personnel Flight

DAF—Department of the Air Force

DAPS/AFOMS—Document Automation & Production Service/Air Force Occupational Measurement Squadron, Randolph AFB

DCIPS—Defense Civilian Intelligence Personnel System

DFAS—DE-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

DP—Director of Personnel

EDPT—Electronic Data Processing Test

EST—Enlistment Screening Test

FLPP—Foreign Language Proficiency Pay

FOA—Field Operating Agency

FOUO—For Official Use Only

GSU—Geographically Separated Unit

IG—Inspector General

IMA—Individual Mobilization Augmentee

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 Standard

MOA—Memorandum of Agreement

MPF—Military Personnel Flight

MSS—Mission Support Squadron

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

PFE—Promotion Fitness Examination

PL—Public Law

PME—Professional Military Education

RIP—Report on Individual Person

RGL—Reading Grade Level

R&D—Research and Development

SAF—Secretary of the Air Force

SC—Specialized Course

SDI—Special Duty Identifier

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

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

WAPS—Weighted Airman Promotion System

Terms

Air Force Personnel Test—This includes all tests listed in *AFPT Catalog* and this instruction. It includes, but is not limited to, the following tests: AFOQT, SKT, PFE, DLRPT, 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 with the intent of improving test scores or 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 military members may take the AFOQT and are therefore potential examinees for the AFOQT. In addition, an enlisted member 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 which is believed by authorities (e.g., 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, Volume 1, *Promotion Fitness Examination Study Guide*, and Volume 2, *USAF Supervisory Examination Study 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 select candidates for officer commissioning programs and to classify commissioned officers into utilization specialties--pilot, navigator, or technical.

A2.2. Description. The AFOQT is available in two versions. Each version consists of 16 subtests that are used in one or more of 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 other examinees. For example, an AFOQT verbal composite score of 56 places the examinee equal to or higher than 56 percent and lower than 44 percent of other examinees.

A2.3. Personnel Tested. Applicants for any officer training program (except USAFA) and all applicants for pilot training are required to take the AFOQT. Allow about 4 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 an examinee is not applying for pilot or navigator training, ensure examinees are administered the entire 16 subtests. There may be a future requirement for use of all subtest scores. 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 able 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 for 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 copies to the MAJCOM TCO and HQ AFPC/DPPPWT.

A2.4.2.2. TCOs and TEs ineligible to apply for commissioning programs, such as those aged 36 or older, do not need to take the test or sign a disclaimer.

A2.5. Scoring the AFOQT. All AFOQT answer sheets are centrally scored at AFPC.

A2.6. Retesting:

A2.6.1. Conditions for Retests. Do not administer a retest until at least 180 days 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 whenever possible.

A2.6.2. Waivers. Only two test administrations are authorized. ***EXCEPTION*:** The MAJCOM TCO may approve requests for a second retest (third test administration) or validation of a second retest, but must not grant them routinely. TCOs and TEs must advise applicants that requests must contain details to show their potential abilities have changed substantially since the last AFOQT administration.

A2.6.2.1. For approval of a waiver, a candidate must have completed (since the previous AFOQT administration) at least two college courses in subjects relevant to the AFOQT, gained significant flying experience, or improved other skills and abilities measured by the AFOQT. Waiver requests must include documentation of all education and experience with grades achieved and other relevant measures.

A2.6.2.2. TCOs must forward all requests for an individual's second retest (third test administration) or validation of a second retest through the MAJCOM TCO for approval (ANG/DP, AFRC for Reserve applicants, AFROTC for AFROTC detachment applicants and HQ AFRS for civilian Officer Training School [OTS] applicants).

A2.6.2.3. MAJCOM TCOs will forward a courtesy copy of all correspondence to HQ AFPC/DPPPWT for tracking and validating scores. MAJCOMs will direct their testing locations to include a copy of the approval memorandum with the answer sheet when it is mailed for scoring.

A2.6.2.4. TCOs will forward all other requests for waivers to AFOQT retesting procedures such as a third retest (fourth test administration), validation of a third retest, or retesting within the 180-day time interval through the MAJCOM TCO (ANG/DP for ANG applicants, HQ AFRC for Reserve applicants, HQ AFROTC for AFROTC detachment applicants, and HQ AFRS for civilian OTS applicants) to HQ AFPC/DPPPWT for approval. These requests must also include justifications as outlined in paragraph **A2.6.2.1.** MAJCOM TCO may disapprove. ***EXCEPTION*:** HQ AFROTC/RRFP may approve waivers of up to 30 days for those instances where an applicant inadvertently retested prior to the required 180 days.

A2.7. Longevity of Scores. AFOQT scores do not expire because scores from the first and second administrations have proven to be the most predictive of success in officer training and commissioning programs. However, you must use scores from the most recent test as the scores of record for those individuals with more than one set of scores. No waivers will be granted. In addition, do not combine scores from different forms or administrations of the AFOQT.

A2.8. Distributing and Recording AFOQT Scores. Scores are sent to the location at which the test was taken based on TCO account number. For MPFs, scores are maintained in the Military Personnel Data System (MilPDS) and Reports on Individual Person (RIP) are generated. File these RIPs in the individual's record as an official source document and delete any prior AFOQT scores. Recruiting activities can access AFOQT scores through **http://www.afpc.randolph.af.mil/testing**. To obtain scores from HQ AFPC, call DSN 665-2949 or 1-800-558-1404; or access the AFPC testing web page. Test results will be available 4-6 weeks after testing.

A2.9. Using Scores. Each accession source directs the uses of scores for applicants and selectees. For pilot training applicants, the AFOQT score of record will be used in computing the PCSM score.

A2.10. Disposing of Completed Answer Sheets. Package all answer sheets as specified in this instruction and mail certified according to **Table 3.1.** Include a transmittal memorandum or AFPT 237 with examinees' names and SSNs.

A2.11. If a member has evidence indicating a scoring error occurred, he or she forwards this evidence with a request for verification to HQ AFPC/DPPPWT. A member'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

BASIC ATTRIBUTES TEST

A3.1. Purpose. The BAT measures certain cognitive, psychomotor, and personality attributes predictive of success in Air Force pilot training programs. Eight BAT measurements, the AFOQT Pilot score, and flying experience are combined to formulate the PCSM composite score. The PCSM composite score is a percentile score ranging from 1 to 99 that reflects the ranking of each examinee compared to other examinees. For example, a PCSM score of 56 places the examinee equal to or higher than 56 percent and lower than 44 percent of other examinees.

A3.2. Description. The BAT is a battery of subtests administered on a computer test station. Examinees are required to respond to computerized tasks using a keypad and joystick. The BAT includes subtests that measure psychomotor coordination, cognitive abilities, and attitude toward risk.

A3.3. Personnel Tested. Test all applicants for Air Force pilot training programs. Allow about 1 1/2 hours to administer the BAT and give all examinees the entire battery.

A3.4. Administering the BAT. Administer the BAT according to procedures specified by the BOM, HQ AFPC/DPPPWT, and the PCSM Program Management Office. Do not allow test proctors to administer the BAT or oversee its administration. Before having access to the BAT, all TCOs and TEs must take the BAT and have their scores recorded in their permanent records if they might ever want to apply for pilot training. If not, they must sign a disclaimer stating the following: "I hereby certify that I have a valid need to gain access to all or part of the operational test battery loaded on the BAT. I understand that I must safeguard the test battery as CONTROLLED TEST MATERIAL. Failure to do so is a violation of AFI 36-2605 which is punishable under the UCMJ. I also understand that I will be permanently disqualified from taking the BAT for the purpose of applying for any Air Force flying training program once I have access to the BAT." 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 copies to the MAJCOM TCO and HQ AFPC/DPPPWT. Do not take either of these actions if TCOs and TEs are ineligible for pilot training. However, TCOs and TEs must take a practice BAT as part of their training (refer to the BOM).

A3.5. Scoring the BAT. Transmit BAT data by e-mail to the PCSM Program Management Office for scoring. If e-mail transmission of BAT data is not possible, download the data to diskette and mail it to the PCSM Program Management Office as outlined in **Chapter 4**. The TPS automatically computes the PCSM score for those examinees with AFOQT scores.

A3.6. Updating Flying Hours. To update flying hours in the PCSM score, advise candidates to submit their requests to the PCSM Program Management Office (refer to **Table 3.1.**, rule 13 for address) with documentation at least 7 days before their board update suspense date. Maximum points are given for 201 or more flying hours. Advise candidates a request is not needed if their PCSM score already reflects at least 201 hours.

A3.7. Retesting.

A3.7.1. Air Force pilot training applicants are limited to one administration of the BAT to ensure practice effects do not invalidate scores. Retesting is not authorized. PCSM scores remain valid indefinitely. TCOs and TEs must inform all examinees that only one administration of the BAT is authorized. Examinees who fail to inform the test administrator of a previous BAT administration will be permanently disqualified from consideration for Air Force pilot training programs. The test processing station automatically invalidates second and subsequent BAT scores.

A3.8. Distributing and Recording PCSM Scores. PCSM scores are available on the internet at **http://www.aetc.randolph.af.mil/sas/pcsm/**. Scores may also be obtained from the PCSM Program Management Office; AETC/SAS; by calling DSN 487-4529 or 1-877-247-5607.

A3.9. Using Scores. Each accession source directs the use of PCSM scores for pilot training applicants. HQ AETC/CC has declared that the PCSM score will be used in the pilot selection process, but has not mandated a specific weighting.

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, scores are automatically calculated by the computer software. 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. You may administer the CAST or EST to all nonprior 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 *AFPT Catalog* for all materials 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.** Destroy answer sheets according to 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. The ASVAB produces four aptitude scores: Mechanical (M), Administrative (A), General (G), and Electronics (E) (MAGE). These scores are predictive of an individual's likelihood of succeeding through training for a variety of military occupations. There are several versions of the ASVAB, each of which is composed of subtests which are combined to provide the MAGE composites.

A5.3. Personnel Tested. Administer the ASVAB to all prior and nonprior 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 (except Rota), MPF TCOs and TEs assist AFRS by administering student versions of the ASVAB in DoD schools as requested, scheduled, and coordinated by Air Force recruiters. MPF 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, MPF TCOs and TEs administer and control enlistment versions of the ASVAB. Ensure USMEPCOM Form 714A, **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 readministered 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. For example, if a retest is administered on 16 October, the earliest date an applicant can retest is on or after 15 April.

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

A5.7. Recording ASVAB Scores. Hand score answer sheets and record scores on the DoD Form 1304.12K, **ASVAB Worksheet**, or a computer-generated listing. Send the original worksheet, together with the answer sheets and USMEPCOM Form 714A, to the address indicated in **Table 3.1.** Give copy two to the recruiter and maintain copy three at the MPF.

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 Armed Forces Qualification Test (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 AFMAN 36-2108 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 (e.g., 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 an individual succeeding in the training or 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 *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 PDS.

A6.4.3. Commander determines current scores may not be indicative of the member's abilities. This could be based on discrepancies between the member'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 MPF TCO and MAJCOM TCO to HQ AFPC/DPPPWT. Each level of command may disapprove the request but only HQ AFPC/DPPPWT can approve it.

A6.6. Recording AFCT Scores. The TCO or TE documents the scores and date of test. File a copy in the MPF and provide a copy to the individual. If a member obtains lower scores than the previous test administration, the TCO or TE must offer the member the option of retaining the previous scores or accepting the new scores (all composites). After notifying individuals of their scores, allow them 3 workdays to decide which set of scores they want to keep. Have them make their election in writing. Annotate which scores the individual chose to be the scores of record and update PDS only if the member decides to keep the new scores. Never combine scores from different forms or administrations of the AFCT or ASVAB.

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 tape.

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 (in accordance with HQ USAF/DPO policy). Do not test colonel-selects if they already have DLAB scores on record. Line Colonel-selects must contact the MPF to schedule testing.

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

A7.3.5. Dependents 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 *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 MPF and MAJCOM TCO to HQ AFPC/DPPPWT for approval. The MAJCOM TCO may disapprove it. Qualifying scores on the DLAB are valid indefinitely.

A7.5.2. Waivers. Only two test administrations are authorized. ***EXCEPTION:*** The MAJCOM TCO may approve requests for a second retest (third test administration) or validation of a second retest, but must not grant them routinely.

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

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 operating and programming electronic data processing equipment. It is used to screen and select airmen for career fields requiring this ability and to select commissioned officers, airmen, and civilians for formal electronic data processing courses.

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:

A8.3.1. Airmen applying for career fields with an EDPT requirement as specified in AFMAN 36-2108 either on initial assignment or retraining.

A8.3.2. All commissioned officers, airmen, and civilians applying for formal training courses requiring EDPT scores.

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 in the MPF and provide a copy to the individual. Also update scores in PDS. Refer to AFMAN 36-2108 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 military knowledge and produce test scores for promotion. These scores are used in a weighted-factor promotion system to promote airmen to staff sergeant through master sergeant and are included 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 selections.

A9.2. What Promotion Tests Measure. The PFE and SKT measure a member's broad knowledge of the military and their specific specialty requirements, respectively. 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 members' 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 reference 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 on 1 August, and available on the AFPC web page.

A9.3.1.2. PFE. Measures military and supervisory knowledge. Test content is based on information in AFPAM 36-2241, Volume 1.

A9.3.1.3. USAFSE. Measures military, supervisory, and managerial knowledge. Test content is based on information in AFPAM 36-2241, Volumes 1 and 2.

A9.4. Promotion Test Development. AFOMS/TE 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. The SMEs who write the PFE and USAFSE use the Military Knowledge and Testing Standard (MKTS) and MKTS survey data in a similar way to write these tests.

A9.4.2. Write test questions using accepted principles of test construction for multiple-choice knowledge tests, including appropriate discrimination and difficulty indices. Write all test questions appropriate to the skill and grade level being tested using standard, direct, and concise language.

A9.5. Personnel Tested. The PDS produces a list of members eligible for testing before each testing cycle. The TE schedules every member on this list for testing unless they are ineligible or unable to test for medical reasons (see paragraph **A9.11.3.**). Always give the current revision.

A9.5.1. SKTs. Give the SKT to all members eligible for and desiring promotion consideration to the grades of staff, technical, and master sergeant. Give them the SKT for the AFSC in which they are competing for promotion. Refer to All-TCO letter for specific SKT exemptions. Refer to AFI 36-2502, *Airman Promotion Program*, for additional information on SKT exemptions (such as retraining).

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

A9.6. Selection of SMEs for Test Development. For USAFSE and PFE test development projects, HQ AFPC/DPPPWT, in conjunction with AFOMS/TE, 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. MAJCOM Actions. For USAFSEs and PFEs, the MAJCOMs will use a command nomination process. CMSgts or CMSgt selectees write the USAFSEs. SMSgt selectees and above write the PFEs. For SKTs, MAJCOMs will select SMEs MSgt, 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 members. For SKT SME selections, do not select members from overseas units. ***EXCEPTION:*** HQ Air Intelligence Agency (AIA) may select members assigned to overseas units when determined to be in the best interest of the test development project. AFOMS/TE may determine other instances in which overseas SMEs are required in order to support test validity. Additionally, MAJCOMs 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/TE 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 assignment of SMEs.

A9.6.2. Unit Commanders. Personally interview each nominee to ensure they meet the following requirements. (MPFs will provide the unit commander a list of these requirements before the interview.)

A9.6.2.1. For SKTs, SMEs must:

A9.6.2.1.1. Hold the rank of MSgt or selectee, SMSgt, or CMSgt (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, excluding unforeseen emergencies.

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 PFE and USAFSE. HQ AFPC/DPPPWT 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/DPPPWT.

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/DPPPWT. 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/DPPPWT, they will only be elevated through IG channels.

A9.6.3. AFOMS. AFOMS will check derogatory information files for any information that would disqualify a senior NCO from serving as an SME on a promotion test development project.

A9.6.4. MPFs. Upon receipt of the MAJCOM 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 AFOMS/TEXS. Prepare and send one copy of the TDY orders to AFOMS/TEXS, 1550 5th Street East, Randolph AFB TX 78150-4449 at least 2 weeks before the reporting date. Advise selected SMEs to contact AFOMS/TEXS at DSN 487-5234 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. When problems with SMEs occur, contact the appropriate MAJCOM for resolution.

A9.7. Obtaining WAPS Reference Material:

A9.7.1. Before the WAPS testing cycle begins, PDS flows a request for CDC reference material to AFIADL for each member eligible for promotion. AFIADL uses this information to automatically issue WAPS CDCs to each member 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 members in intelligence AFSCs. Refer to the current *WAPS Catalog* for specific procedures.

A9.7.3. Unit WAPS monitors ensure non-CDC WAPS reference material is available at base, unit, or functional level on at least a 1:5 ratio. Upon member's request, order any study reference not locally available.

A9.7.4. If AFIADL or another source cannot provide a publication for study reference material, the MPF requests assistance from the MAJCOM. If possible, MAJCOMs must redistribute reference materials to meet the need. If unable to resolve, the MAJCOM training unit informs HQ AFPC/DPPPWT and AFOMS/TE of the problem. HQ AFPC/DPPPWT, in conjunction with AFOMS, resolves the reference material problem.

A9.8. Procuring Promotion Test Materials:

A9.8.1. The *AFPT Catalog* and periodic ALL-TCO Letters list current test materials for each cycle. Before the start of each testing cycle, AFOMS/TEA will request TCOs to fill out requirements for the cycle by accessing the TCO Ops web page located at **https:www-r.omsg.af.mil/omd**. After TCOs submit the request, AFOMS/TEA sends a verification e-mail listing the number of SKT, PFE, and USAFSE booklets to be shipped. For additional booklets, place a reorder through the web page and submit the request. Only order tests for known requirements.

A9.8.2. On receipt of the tests, the TCO and TE must jointly verify the correct number and types of tests have been received, sign the receipt form, and immediately return the receipt to AFOMS. ***NOTE*:** Do not open individually sealed test booklets. Only examinees are authorized to open individually sealed test booklets just prior to test administration. Ensure none of the individually sealed booklets are broken. If broken, follow the procedures in **1.15.4.**

A9.9. Maintaining the Required AFPT Revision. All individually sealed test booklets which have been opened must be destroyed as directed by HQ AFPC/DPPPWT. TCOs will maintain only test booklets for established out-of-cycle testing requirements. All other PFE and USAFSE booklets must be destroyed. Tests are valid from the day following the cycle PECD and expire on the day of the next cycle Promotion Eligibility Cutoff Date (PECD). Individuals still requiring testing after the next cycle PECD are not authorized to take expired tests (see paragraph **A9.11.** and **A9.12.**). Contact AFPC/DPPPWT for guidance if this occurs.

A9.10. Scheduling Promotion Testing. TCOs and TEs will adhere to the following promotion testing cycles and schedule all promotion eligibles during the allocated testing window for each grade.

Cycle	Testing Window
SSgt	1 - 31 May
Sgt	15 Feb - 31 Mar
MSgt	15 Feb - 31 Mar
SMSgt	10 - 24 Jan
CMSgt	First week of Sep on Tues - Fri following Labor Day

A9.10.1. Members must be prepared to test on the first day of the testing cycle.

A9.10.2. If a member is present for any portion of the test cycle he/she must test prior to TDY/PCS departure. ***EXCEPTION**:* Members who will be unavailable during the entire testing cycle due to a PCS or scheduled TDY must be prepared to test before departure even if the departure is before the first day of the testing cycle. Testing up to 10 duty days before the announced cycle is authorized. A waiver from HQ AFPC/DPPPWT will be required to test more than 10 duty days prior to the announced cycle. Testing early does not require member's concurrence.

A9.10.2.1. Members who decline to test early when directed to test become ineligible for promotion for the remainder of the cycle.

A9.10.2.2. MSS commanders may approve exceptions to this requirement on a case-by-case basis in rare circumstances where one or more of the following conditions exist: scheduling the member

before departure will result in degradation of the mission; scheduling the member before departure will not allow the required 60-day minimum study time as described below; or TDY notification was 10 calendar days or less before departure and the member had no advance notice of the tasking or its probability.

A9.10.3. Do not test a member outside the established testing cycle except as stated in this instruction.

A9.10.4. Schedule testing early in the cycle until testing is completed. Testing late in the cycle should be the exception. Also work with units to cover unusual circumstances.

A9.10.5. Do not delay testing to give additional study time unless members did not have access to study reference materials at least 60 days before their test date. Members 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 testing cycle). ***NOTE***: 60 days study time refers to minimum amount of time member must have access to study materials not time required for notification of testing date.

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

A9.10.7. Personnel Departing TDY. If the TDY period begins before the testing cycle starts and extends beyond the end of the testing cycle, test members at the TDY location if testing facilities are available and TDY requirements permit testing. Members TDY during the entire testing cycle who cannot test at the TDY location will be tested prior to the testing cycle in accordance with paragraph **A9.10.** above. Test members 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 deployed (before their testing cycle begins) to real world contingency operations with limited objectives (less than general or limited war), not including exercises:

A9.10.8.1. Give all members who deploy at least 90 days in support of a contingency operation 60 calendar days preparation time (which includes any leave taken upon completion of the contingency TDY) before testing them for promotion. Members 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 between 60 to 75 days after members return from deployment.

A9.10.8.2. Give all members who deploy for less than 90 days a delay in testing up to 30 days upon request from the unit commander. The unit commander must base this request on the duration of deployment and the conditions at the deployed location.

A9.10.8.3. Commanders' support staffs will advise MPFs as soon as possible when a member requiring testing is scheduled for deployment so that testing can be accomplished before departure. Commanders' support staffs and MPFs must advise deploying members to take their study references with them whenever possible.

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

A9.10.9.1. Do not reschedule members to accommodate normal leave unless it was approved prior to notification of their 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 a member wants additional study time. ***EXCEPTION*:** Reschedule testing when the original test date does not give the member at least 60 days access to study reference materials provided the member initiated follow-up action prior to signing the AF Form 1566 or RIP 1566.

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 MSS Commander for final approval. This authority may not be delegated.

A9.11. Testing after the Normal Test Cycle. Only test members out-of-cycle if they are late gains, previously overlooked, deployed, medically excused, or TDY for the duration of the cycle. 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, 02E6 tests will be valid from 1 Jan 02 through 31 Dec 03. Never administer an obsolete test for a member authorized supplemental promotion consideration. Explain supplemental promotion procedures to the affected members (refer to AFI 36-2502). When a member 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 who 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 MPF Commander approves all out-of-cycle testing except for medical deferment as specified in paragraph **A9.11.3.**

A9.11.2. Members who become eligible unexpectedly (e.g., supplementally promoted or correction of records action) must receive at least 60 days access to study reference material prior to testing. Do not give additional study time to members who were eligible but not tested since it is their responsibility to be ready to test on the first day of the testing cycle.

A9.11.3. Excuse members from testing during the appropriate test cycle for medical reasons if they have an AF Form 422 from the installation medical treatment facility. The AF Form 422 will indicate if the member 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 member must obtain a new AF Form 422. Counsel members that unless they were restricted from studying, they will be tested upon release with no additional study time allowed and must prepare themselves 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 members with an AF Form 422 indicating they may need a restroom break during testing. Escorts must meet the same grade requirements as TEs.

A9.11.4. Test patients assigned to Air Force medical facilities who have study references and are well enough to test as determined by the physician and unit commander. Test patients who were in a non-Air Force hospital upon return to duty or transfer to an Air Force facility. When scheduling these members for testing, ensure they have at least 60 days access to study reference material.

A9.11.5. Indicate the reason for any out-of-cycle testing on the test roster when the answer sheets are mailed to AFPC for scoring. Include dates of TDYs and other pertinent details.

A9.12. Supplemental Testing. Test members for supplemental promotion consideration according to the individual test requirements provided by HQ AFPC/DPPPWM. Always give the current revision. Tests are valid starting on the day following the cycle PECD and expire on the day of the next cycle PECD. For example, 00E6 tests will be valid from 1 Jan 00 through 31 Dec 00. Never administer an obsolete test for supplemental promotion consideration.

A9.13. Testing Notification. TCOs or TEs must coordinate test dates between MPFs, unit WAPS monitors, and unit commanders. The unit commander must notify and direct members to report for testing as scheduled. The unit commander also advises members 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 member completes AF Form 1566 or RIP 1566. The WAPS monitor returns the original to the MPF and gives a copy to the member.

A9.13.1. By signing the AF Form 1566 or RIP 1566, the member acknowledges receipt of the scheduled testing appointment and verifies access to current WAPS study reference materials. If applicable, the member also makes an election regarding an SKT exemption.

A9.13.2. Members who decline promotion testing complete the 1st indorsement, paragraph 2 of the RIP. All testing declinations must be done in the presence of, and signed by, a witness. The MPF or unit WAPS monitor counsels the member that declining to test will make him or her ineligible for promotion for that cycle. Tell first-term airmen with separation dates that testing protects promotion eligibility in the event their reenlistment intent changes. 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/DPPPW is the approval authority for withdrawal of a declination statement.

A9.13.4. If a member elects not to complete the AF Form 1566 or RIP 1566, it constitutes refusal to test and will render the member ineligible for promotion for the current cycle. ***EXCEPTION:*** A member is not rendered ineligible for refusal to complete AF Form 1566 or RIP 1566 because he or she does not have access to current WAPS study reference materials.

A9.14. No-Shows for Testing. The unit commander may request rescheduling of members who did not report for testing as specified on the AF Form 1566 or RIP 1566 if they are convinced the member did everything in his or her power to make the appointment.

A9.14.1. MPF Commander is the final approval authority for rescheduling due to circumstances outside the member's control.

A9.14.2. Reasons such as oversleeping, marking the wrong date or time on the calendar, reporting to the wrong building or room, forgetting test date, failure to show in military uniform, failure to bring military identification card, or simply being late are not valid reasons for missing a test date and rescheduling should not be authorized. Requests for rescheduling for reasons which appear to be within the member's control but for which unit commanders are requesting rescheduling should be forwarded to the MSS Commander for final determination.

A9.14.3. Do not allow members in the testing room after the starting time recorded on the 1566 RIP. All examinees must be on time.

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

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

A9.15.2. Member took incorrect version of the PFE/USAFSE. Do not administer the correct test. The test results will be scored and an adjusted test score calculated that is comparable to scores from the correct version.

A9.15.3. Test answer sheet inadvertently destroyed, lost in the mail, received in a condition that prevents scoring, or testing conditions invalidate test administration. Member will be required to retest. Under no circumstances may a member retake the same test. Member will be contacted by AFPC/DPPPW 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) per AFPT 250. See **Table 3.1.**

A9.16.2. Packaging and Mailing. TCOs and TEs may mail WAPS and USAFSE answer sheets together with separate rosters. Include answer sheets for any promotion test given by mistake or approved for readministration in regular WAPS or USAFSE packages under transmittal memorandums citing circumstances or authority for retesting. Mail daily if possible but do not keep answer sheets longer than 5 duty days. If you have an STCO, mail test materials within 5 duty days of receipt from the STCO.

A9.16.3. Package Control. Set up a control log for WAPS and USAFSE accounts at the beginning of each calendar year or when a new test facility is established. Use separate control logs for each TCO account. Number packages sequentially beginning each year with 001. If you have test answer sheets from the previous year not mailed until January, number them from the previous year's log book. If a member is tested in December for a cycle beginning in January of the next year, the package should be logged to the new year's log book. Indicate the last package of the year: ***EXAMPLE***: TCO 1325-096-300 LAST PACKAGE CY 01. 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 MSS/MSPPP (TCO 1560-012-050) McChord AFB WA 98438-5016

The numbers illustrate: 1560 - TCO account number, 012 - 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/DPPPWT notifies the TCO to begin tracer action.

A9.17. Score Notices. After promotion lists are announced for a particular grade, AFPC sends each member considered for promotion a score notice RIP. It will indicate the promotion score cutoff, the member's test scores, and points for all other factors.

A9.18. Score Verification. If a member has evidence indicating a scoring error occurred, he or she forwards this evidence with a request for verification to the MPF 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 MPF 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 a member'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 MPF forwards requests with substantial evidence of an error through the MAJCOM TCO to HQ AFPC/DPPPW for action.

A9.19. Release of Promotion and Testing Results. Any member not specifically authorized by HQ AFPC/DPP 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 a member's specialty and 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 individual's 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 TESTS (DLPT) AND DEFENSE LANGUAGE READING PROFICIENCY TESTS (DLRPT)

A10.1. Purpose. DLPTs evaluate the ability to understand written and spoken material presented in a foreign language. DLRPTs evaluate the ability to understand written foreign language material.

A10.2. Description. DLIFLC develops, revises, and conducts research for DLPTs and DLRPTs. There are four series of DLPTs--DLPTs I, II, III, and IV. DLPTs I and II assess both reading and listening skills in one testing session that lasts approximately 1 1/2 hours. The DLPTs III and IV have three tests to assess listening, reading, and speaking skills. The reading test requires about 3 hours to administer. The listening test requires about 2 hours to administer. The speaking assessment needs the use of two cassette recorders and takes about 45 minutes to administer. The DLRPTs take approximately 2 1/2 hours to administer. Refer to *AFPT Catalog* for a list of current DLPTs and DLRPTs.

A10.3. Personnel Tested. Test all officers and airmen in the regular Air Force, ANG, or AFRC who claim proficiency or native language ability in one or more foreign languages. You must also test:

A10.3.1. Those military or civilian trying to qualify for FLPP.

A10.3.2. Personnel assigned in the Ground or Airborne Crypto-Linguist career field in grades E-1 through E-7.

A10.3.3. Dependents of military members if required for a special duty assignment.

A10.3.4. Civilians who need to meet special duty assignment criteria.

A10.3.5. Personnel assigned in the Air Traffic Control (1C1XX) career field (Spanish only).

A10.3.6. Personnel identified by HQ AFPC/DPPPWT.

A10.4. Administering DLPTs and DLRPTs:

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.

A10.4.3. If an individual claims proficiency in a language approved for FLPP for which a DLPT or DLRPT is not listed in *AFPT Catalog*, DLIFLC conducts telephone interviews to assess an individual's foreign language speaking and listening skills. Even though reading skills are not directly assessed in a telephonic interview, they are assumed to be equivalent to the speaking and listening skills for FLPP qualification. These will only be conducted for FLPP 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.

A10.4.5. Do not administer the speaking test unless there is an official requirement to do so. ***EXCEPTION:*** Administer the speaking test to Spanish-speaking Air Traffic Controllers.

A10.5. Telephone Interviews. To request a telephone interview, send a memorandum to DLIFLC, Attn: ATFL-EST-T, Presidio of Monterey CA 93944-5006, with the following information:

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

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

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

A10.5.4. Requirement for testing (e.g., FLPP recertification) and language to be evaluated.

A10.5.5. Commercial phone number that interview will be conducted on. (***NOTE***: Number must not be in member'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.

A10.5.8. Send information copy to HQ AFPC/DPPPWT.

NOTE: First-time requests for telephone interviews must include a completed self-appraisal form (see AFPAM 36-2620 for an example).

A10.6. Retesting:

A10.6.1. Mandatory Retesting. Retest all Ground and Airborne Crypto-Linguist personnel within 12 months of previous administration or when selected to attend intermediate or advanced language training at DLI. Units with assigned linguists are responsible for ensuring this requirement is met. Also, retest Air Traffic Control (AFSC 1C1XX-Spanish only) personnel within 12 months of previous administration to include administration of reading, listening, and speaking assessments. Units with assigned Spanish-speaking Air Traffic Controllers are responsible for ensuring this requirement is met.

A10.6.2. FLPP Retesting. Retest personnel receiving FLPP within 12 months of previous administration as specified in **Attachment 11**. Unless otherwise required, personnel testing to qualify or requalify for FLPP are responsible for meeting this requirement. Failure to meet the annual requirement will result in the loss of FLPP.

A10.6.3. Other Retesting. Retest personnel within 1 year of previous DLPT or DLRPT administration or personnel have completed formal foreign language training (formal foreign language training may be defined as 60 hours of training or equivalent) or possess greater language proficiency than shown in personnel records due to self-study, duty assignment, or assignment in a foreign country where the language is commonly used. 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/DPPPWT.

A10.7. Scoring DLPTs and DLRPTs. DLRPTs and DLPTs I, II, III, and IV use independent scoring systems. Score locally using the scoring instructions in the respective DLI administration and scoring manual listed in *AFPT Catalog*.

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. Give a copy to the individual. Refer to Air Force Joint Instruction (AFJI) 14-107, *Management of the Defense Foreign Language Program*, for a complete description of the proficiency levels. Update results in PDS using the codes in **Table A10.1.**

A10.8.2. Do not remove test results from a member's record unless they are superseded. Individuals denying language proficiency but whose records reflect previous training or testing in the language can request deletion of DLPT scores from their record. Advise them to forward a memorandum through their unit commander or designated representative to the MPF explaining their lack of current proficiency. If the commander or designated representative agrees, update PDS with proficiency level code "N" (no longer proficient) for the language and the date of the commander's indorsement. If the member is receiving FLPP, it will stop effective the date of the memorandum.

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 FLPP. Scores may be used in the compilation of an Air Force linguistic file and foreign language statistical reports. They may also provide a basis for language training requirements.

A10.10. Disposing 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.
N		No longer proficient.

Attachment 11

FOREIGN LANGUAGE PROFICIENCY PAY

A11.1. What is FLPP:

A11.1.1. FLPP is a monthly monetary incentive paid to eligible and qualified military and civilian personnel possessing foreign language proficiency. The objective of FLPP 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.

A11.1.2. FLPP is an incentive for Air Force military and civilian personnel to pursue self-study of comprehensive language fluency to enhance and maintain language skills at or beyond the limited proficiency required for job and mission performance. Individual participation is voluntary. A member's application, qualification, and receipt of FLPP constitute acknowledgment that he or she may be called upon to respond to global contingency requirements.

A11.2. Who Authorizes FLPP:

A11.2.1. FLPP is authorized under provisions of Title 37, U.S.C., Section 316, and Public Law (PL) 99-661, National Defense Authorization Act for Fiscal Year 1987, and PL 106-65, National Defense Authorization Act for Fiscal Year 2000, and is administered according to DoD Military Pay and Allowances Entitlements Manual.

A11.2.2. The Secretary of the Air Force (SAF) determines which foreign languages, specialties, and duties fall under the Air Force FLPP program. SAF may initiate, terminate, increase, or decrease FLPP within the scope of PL 99-661.

A11.2.3. The Associate Director Intelligence, Surveillance, and Reconnaissance, HQ USAF/XOIIFM is the service program manager (SPM) for the Air Force Foreign Language Program (AFFLP) and FLPP. HQ USAF/XOIIFM represents the Air Force in the Defense Foreign Language Program (DFLP). The SPM provides management policy for the development, coordination, and conduct of the FLPP Program as well as for the AFFLP. At the direction of HQ USAF/XOIIFM, **Attachment 11** assigns responsibilities required to administer FLPP under uniform policy within existing directives. HQ USAF/XOIIFM also approves language-designated positions (LDP) in agencies employing Air Force personnel and determines which languages are authorized FLPP within the Air Force.

A11.3. Requirements for FLPP Eligibility:

A11.3.1. Active-duty members must:

A11.3.1.1. Be entitled to basic pay under Title 37, U.S.C, Section 204.

A11.3.1.2. Be certified as proficient on a DLPT or DLRPT or by telephone interview in an authorized foreign language. Title 37, U.S.C., Section 316, and PL 99-661, National Defense Authorization Act for Fiscal Year 1987, requires language recertification within the past 12 months to be eligible for FLPP. For example, if a member certifies the first year on 15 Aug and does not certify until 17 Oct of the following year, he or she will not be eligible for FLPP from 16 Aug -16 Oct. The responsibility to retest in a timely manner is the responsibility of the member. ***EXCEPTION:***

A member who is unable to recertify within 12 months because of a contingency operation that prevents retesting will be granted a waiver up to 180 days and remains entitled to FLPP. The member is responsible for testing within 45 days of completion of contingency. If the member fails to retest, FLPP will terminate effective the last day of the contingency deployment. When possible, the member must test prior to departure on the contingency, but at least 6 months must elapse between test administrations.

A11.3.1.3. Be recommended to receive the pay by their commander (see AFPAM 36-2620 for example of commander's memorandum).

A11.3.1.4. Possess a minimum SECRET security clearance.

A11.3.2. Reserve component members must:

A11.3.2.1. Be entitled to compensation under Title 37, U.S.C., Section 206.

A11.3.2.2. Meet the same requirements as active-duty members. These members receive 1/30th of the authorized monthly amount for each paid period of inactive duty training and for each day of active duty performed.

A11.3.3. DOD civilian personnel.

A11.3.3.1. Current civilian employees as outlined in **Attachment 13**.

A11.4. FLPP Qualification:

A11.4.1. Personnel will qualify annually for FLPP by taking the DLPT/DLRPT or telephone interview 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 whenever possible. All personnel selected for intermediate or advanced language training conducted at DLI must test prior to departing their losing unit as part of outprocessing. Waivers of up to 180 days for contingency deployments may be granted.

A11.4.2. The TCO or TE schedules and conducts annual DLPT/DLRPT testing in a manner that ensures members receiving FLPP test within 12 months but not sooner than 6 months since their previous administration.

A11.4.3. Individuals will contact the MPF to arrange for initial and annual testing, understanding that failure to test as scheduled may result in loss of FLPP. The individual's request for initial testing must include acknowledgement that once qualified for FLPP, failure to retest annually will result in a loss of FLPP. AFPAM 36-2620 contains the recommended format for testing requests and commander's certification.

A11.4.4. Members must qualify in listening and reading. The listening section of the DLPT will be administered first. Members will not be administered the speaking test for FLPP qualification unless HQ USAF/XOIIFM establishes the additional requirement or unless the member is a Spanish-speaking 1C1XX. Refer to paragraph **A10.5.** to arrange a telephone interview for FLPP qualification if a DLPT or DLRPT is not available in a particular language for which FLPP is authorized. Even though reading is not directly assessed in a telephonic interview, the reading skill is assumed to be equivalent to the listening and speaking and updated accordingly in MILPDS. If an individual's language proficiency cannot be evaluated through testing or interview, he or she cannot be certified for FLPP.

A11.4.5. 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/DPPPWT. 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 langauge training at DLI. HQ AFPC/DPPPWT and HQ USAF/XOIIFM will determine if training meets this criteria. TCOs may administer a DLPT to a member in a different language prior to 6 months when the member is reassigned to another LDP that requires a different language. The member's commander must recommend member to test in this second language.

A11.4.6. FLPP is effective the date of testing. Individuals must be indorsed by the commander prior to testing. The commander's indorsement indicates the member is available for global contingencies. The commander's indorsement also indicates the member is of character and quality suitable for worldwide deployment. A commander can only deny a member from applying for FLPP for quality force reasons. A commander cannot deny a member from applying for FLPP due to local manning conditions.

A11.4.7. Pipeline students undergoing basic language training are not eligible for FLPP until successful completion of 3-skill level training. Students will receive FLPP authorization upon PCS to gaining unit. DLPT scores from DLIFLC are valid for FLPP (refer to Table A11.3.).

A11.4.8. Members TDY for at least 30 consecutive days in an LDP are eligible for FLPP with their commander's certification. Test these members upon return from TDY unless certification of proficiency is required prior to departure. In either case, use test scores obtained to determine FLPP qualification.

A11.5. FLPP Recertification:

A11.5.1. Individuals receiving FLPP must recertify within 12 months (or 18 months when called or recalled to duty in support of a contingency operation) *(**NOTE**: This verbiage taken directly from DODFMR Vol 7A--the intent is to continue pay through the contingency. Pay should stop if member isn't tested within 45 days of return)* of previous test. Recertified FLPP pay is effective from testing recertification date until anniversary date of following year. Pay rate changes for members recertifying are effective date of recertification test. Members qualified in more than one dialect of a language will only receive pay for one dialect.

A11.5.2. If an individual is unavailable to retest within 12 months because of contingency, the commander must certify that the member was unavailable for testing and will retest within 45 days of becoming available. In these cases, FLPP payments will be continued through the 180-day waiver, but will be terminated if the member fails to requalify within 45 days of availability. Under no circumstance can a member begin to receive another 12 months of FLPP without recertification. This will not be waived.

A11.5.3. Individuals may be eligible for FLPP for more than one language (Spanish and Tagalog are excluded from second-language qualification unless the individual qualifies for FLPP 1). Members assigned to LDPs and Crypto-Linguist personnel must attempt to qualify first in the language of the assigned LDP or Crypto-Linguist equivalent. However, failure to qualify in the assigned language does not preclude the member from attempting to qualify in another language and receiving the FLPP 2 pay.

A11.5.4. Individuals must inform their commander of any changes in proficiency that may affect continued eligibility for FLPP.

A11.6. Quarterly Reconciliation:

TCOs must perform quarterly reconciliations between pay data in Defense Joint Military Pay System (DJMS), personnel data in PDS, and testing results. The quarterly reconciliations will be forward to each MAJCOM TCO for verification.

A11.7. FLPP Payment:

A11.7.1. An individual may receive pay for more than one language although total payment will not exceed $300 per month for Career Linguists and $150 per month for all others. Members qualified in more than one dialect of a language will only receive pay for one dialect.

A11.7.2. Both the Listening and Reading Proficiency levels will be used to determine the amount of pay. There is neither payment for proficiency below level 2 nor an increase in payment for proficiency higher than level 3. All language difficulty categories receive the same pay. Use the matrix below to determine the amount of monthly payment.

FLPP I: Career Linguists. Include AFSCs that require language capability to perform their duties (Ground and Airborne Crypto-Linguist, HUMINT, FAO.) Individuals must be serving in a DAFSC (1A8XXX, 1N3XXX, 1N200 with 1N3XXX career path, 9L000, 8D000, 1C1XX - Spanish Only, and 16FX) that requires language capability or a Language Designated Position (LDP.)

PROFICIENCY LEVELS	PDS CODE	PAYMENT*
L2/R2	E	$100
L2/R2+ OR L2+/R2	E/F OR F/E	$125
L2+/R2+ OR L2/R3 OR L3/R2	F	$150
L2+/R3 OR L3/R2+	F/G OR G/F	$175
L3/R3	G	$200

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

FLPP II: All Others

PROFICIENCY LEVELS	PDS CODE	PAYMENT*
L2/R2	E	$50
L2/R2+ OR L2+/R2	E/F OR F/E	$62.50
L2+/R2+ OR L2/R3 OR L3/R2	F	$75
L2+/R3 OR L3/R2+	F/G OR G/F	$87.50
L3/R3	G	$100

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

NOTE: Spanish, Tagalog, and Ilocano speakers must be serving in an LDP or language-inherent career field (1A8XXX, 1N3XXX or 1N200 with 1N3XXX career path), reporting identifier (9L000), Air Traffic Control (AFSC 1C1XX), special-duty identifier (8D000), or 16FX to qualify for FLPP.

A11.7.3. The Defense Finance and Accounting Service Military Pay Directorate (DFAS-DE) is the focal point for automated military pay transactions for payment of FLPP to qualified individuals. DFAS-DE must submit documentation on FLPP expenditures to the SPM upon request.

A11.8. LDP Validation:

A11.8.1. 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 on an AF Form 1780, **Request to Establish/Change Foreign Language Designated Position (LDP) or Language Capability Position (LCP),** as described in **Table A11.2.**

A11.8.2. Do not submit an AF Form 1780 to validate duty positions in the Crypto-Linguist career field or any special duty identifier (SDI) requiring foreign language proficiency in the duty description.

A11.8.3. 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.

A11.9. Program Management:

A11.9.1. The using agency's appointed FLPM will:

A11.9.1.1. Establish and maintain a continuing program of identification, certification, and utilization of foreign language proficient personnel.

A11.9.1.2. Publicize and send to subordinate units all policy and procedural guidance received from HQ USAF/XOIIFM and HQ AFPC/DPPPWT on FLPP.

A11.9.1.3. Request authorization or deletion of LDPs in their command.

A11.9.1.4. Establish a command-level foreign language program in coordination with DLIFLC, Distance Education Division and USAF/XOIIFM. This includes assisting subordinate units in establishing, obtaining materials, and maintaining appropriate language maintenance facilities and programs.

A11.9.2. The Air Reserve Personnel Center (ARPC) monitors individual mobilization augmentee (IMA) personnel eligible for FLPP and requests the IMA closely coordinate test scheduling with the appropriate MPF. IMA personnel are to be tested at their assigned or attached MPF, whichever is most convenient for the member and least costly to the Air Force.

A11.9.3. MPFs will:

A11.9.3.1. Assist unit commanders by publicizing program requirements and identifying personnel requiring testing.

A11.9.3.2. Notify unit commanders and members of test results.

A11.9.3.3. Prepare appropriate source documents to update records, reports, and PDS to start, change, or stop FLPP.

A11.9.4. Unit commanders will:

A11.9.4.1. Identify and certify personnel eligible for FLPP.

A11.9.4.2. Certify memoranda or computer products to start, change, and stop FLPP.

A11.9.4.3. Validate and identify positions requiring language proficiency on manpower documents.

A11.9.4.4. In extenuating circumstances, authorize testing to be rescheduled upon a member's availability for testing after assignment to a location in which testing could not be conducted and FLPP was terminated.

A11.9.5. Individuals receiving FLPP will:

A11.9.5.1. Schedule initial and annual recertification testing.

A11.9.5.2. Understand that failure to recertify within 12 months of testing will result in a loss of FLPP.

A11.9.5.3. Contact their MPF promptly to resolve any payment problems or discrepancies.

Table A11.1. Air Force Foreign Languages Approved for FLPP.

DIFFICULTY CATEGORY I					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
Afrikaans	AA*	Norwegian	NR	Portuguese	PT
Basque	BQ*	Icelandic	JC	(Brazilian)	PQ
Danish	DA	Italian	JT	Spanish	QB**
Dutch	DU	(Sardinian)	JK*	Swedish	SY
(Flemish)	FL*	(Neapolitan)	JM*		
French	FR	(Sicilian)	JS*		
(Creole)	HC				

DIFFICULTY CATEGORY II					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
German	GM	Indonesian	JN	Romanian	RQ
(Swiss)	GS*	Kashmiri	KB*	(Moldavian)	
(Bavarian)	GT*	Malay	ML*	Urdu	UR*
Hausa	HS				

DIFFICULTY CATEGORY III					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
Albanian	AB	Hungarian	HU	Russian	RU
Amharic	AC	Kazakh	KE*	(Belorussian)	BL*
Armenian	AR*	Kurdish	KU*	Serbo-Croatian	SC
Azerbaijani	AX*	Lao	LC	Slovenian	SL
Baluchi	BT*	Latvian	LE*	Somali	SM*
Bengali	BN*	Lithuanian	LT	Swahili	SW
Bulgarian	BU	Macedonian	MA*	Tadzhik	TB
Burmese	BY	Mongolian	MV*	Tagalog	TA**

DIFFICULTY CATEGORY III					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
Cambodian	CA	Nepalese	NE*	Thai	TH
Czech	CX	Persian		Turkish	TU
(Slovak)	SK*	(Farsi)	PF	Ukrainian	UK
Estonian	ES*	(Dari)	PG*	Uzbek	UX
Finnish	FJ*	Polish	PL	Vietnamese	VN
Georgian	GG*	Pushtu		(Hanoi)	VN
Greek	GR	(Afghan)	PV*	(Central)	VC
Hebrew	HE	(Peshawari)	PW*	(Saigon)	VS*
Hindi	HJ	Turkmen	UB*		
Berber	BR*	Ilocano	JL**	Tausug	MH*
Chechen	CK*	Punjabi	PJ*	Tigrinya	TL*

DIFFICULTY CATEGORY IV					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
Arabic		(Yemeni)	AU*	(Fuchow)	CQ*
(Modern)	AD	(Syrian)	AP*	(Wu)	CS*
(Egyptian)	AE*	(Jordanian)	AK*	(Toishan)	CT*
(Sudanese)	AV*	(Lebanese)	AQ*	(T'ung)	CW*
(Classical)	AJ*	Chinese		(Yao)	YC*
(Maghrebi)	AM*	(Cantonese)	CC	(Amoy)	CD*
(Libyan)	AL*	(Fukienese)	CF*	(Swatow)	YE*
(Moroccan)	BS*	(Hakka)	CH*	Japanese	JA
(Tunisian)	BW*	(Mandarin)	CM	Korean	KP
(Saudi)	AN*	(Anhwei)	CN*		

* Languages which do not have a current DLPT/DLRPT listed in *AFPT Catalog*. Refer to paragraph **A11.4.4.**

** Spanish, Tagalog, and Ilocano speakers must be serving in an LDP or language-inherent AFSC.

Table A11.2. Instructions for Completing AF Form 1780, Request to Establish/Change Foreign Language Designated Position (LDP) or Language Capable Position (LCP).

1. Billet Type. Language Designated Positions (LDP) are those where use of foreign language is necessary in order to accomplish the mission. Language Capable Positions (LCP) are those where use of foreign language would be useful in accomplishing the mission.
2. Major Command. Self-explanatory.
3. Unit. Enter unit nomenclature including detachment number and unit location. Include full address. Do not use APO number.
4. PAS Code. Obtain from Unit Manpower Document (UMD) or Extended UMD (EUMD).
5. Organizational Identification. Obtain from UMD or EUMD.
6. Functional Account Code. Obtain from UMD or EUMD.
7. Air Force Specialty Code (AFSC). Enter authorized AFSC from UMD including prefix and suffix. When applicable, use only one AFSC.
8. Grade. Enter authorized grade from UMD.
9. Position Number. Enter position number from UMD. Only one position number can be affected by this request. A separate request must be completed for each position number.

10. Organizational Level. Enter the level of assignment.
11. Duty Title. Enter a descriptive duty title which thoroughly explains what the individual does. UMD duty titles such as Personnel Staff Officer do not suffice. Be specific. For example, Chief, Far East Branch, Intelligence Analysis Division.
12. Languages Required. Enter code for foreign language required. See **Table A11.1.**
13. Change Requested. For new requirement -- check "Addition" only; to delete existing requirement -- check "Deletion" only; for change to existing requirement -- enter "From": the original requirement; enter in "To": the new requirement. ***NOTE***: Item 17 should state whether the foreign language is added to an existing position or whether the position itself is added to the organization manpower data file.
14. Defense Language Proficiency Test Levels. Enter the proficiency skill level required for each - listening, reading, and speaking - as described in AFJI 14-107. Also, identify the percentages of duties in this billet which require listening, reading, and/or speaking a foreign language. This required proficiency level must be carefully determined and is critical to the establishment of firm training quotas.
14a. Mandatory Academic Training. Enter kind and level of academic training required. If an advanced academic degree is required, state the specialty and level (e.g., Latin American Studies -- Masters Degree). An advanced academic degree should not be required unless absolutely necessary for mission accomplishment. Refer to AFI 36-2302, *Professional Development,* for information on establishing a GEMS position. Other examples of academic training would be specific courses of study such as the German Political System or Soviet Military Tactics.
14b. Desired Academic Training. Enter kind and level of academic training desired.
15. Effective Date. Enter the date by quarter the LDP or LCP is to be effective (e.g., 1/98 [first quarter of FY 98]).

16. Number of Authorizations. Enter the total number of authorizations affected by this request. For officers, only one authorized billet can be affected. For enlisted personnel, up to nine people can be assigned against one position number; however, the number affected cannot be more than the number authorized for that position number on the UMD.

17. Job Description--Duties and Responsibilities. Describe what the individual does. Detail specific foreign language related requirements, including types of communication. Enter sufficient detail to enable reviewing officials to determine the propriety and need for an LDP or LCP.

18. Billet-Specific Foreign Language Justification. Explain why duties require foreign language proficiency and the impact if request is disapproved.

19. Originating Official. Position supervisor. (See note 1.)

20. Approving Official. Unit Commander. (See notes 1 and 2.) Forward the AF Form 1780 to the servicing Management Engineering Team representative, or for Joint and Defense agencies, to the servicing Joint Manpower Personnel Office (JMPO).

21. Reviewing Official. Servicing Management Engineering Team Representative. (See notes 1, 2, and 6.) For Joint or Defense Agencies, this block should be reviewed by the JMPO.

22. Command Foreign Language Program Manager (FLPM) Recommendation. Individual at MAJCOM level designated as the foreign language focal point. FLPM will forward it to MAJCOM AFSC Functional Manager. (See notes 1, 2, 5, and 6.)

23. Command AFSC Functional Manager Recommendation. Individual at MAJCOM level who has AFSC group or functional control over the position assesses for impact on AFSC within the MAJCOM. In those locations where the FLPM is also the AFSC functional manager, FLPM will also sign block 23. MAJCOM AFSC functional manager will forward to Air Force Career Field Manager. (See notes 1, 2, and 6.)

24. Air Force Career Field Manager Recommendation. Individual at HQ USAF level who has AFSC group or functional control over the position also assesses for impact on AFSC Air Force-wide. Consideration of manpower availability should not overshadow the validity of the requirement. If a valid requirement exists, LDP/LCP coding will generate a training requirement to provide a manpower pool. Air Force Career Field Manager will forward to HQ USAF/XOIIFM. (See notes 1, 2, and 6.)

25. Foreign Language Service Program Manager. HQ USAF/XOIIFM will make final approval/disapproval coordination and return original with signatures to command FLPM for the command's disposition. (See notes 1, 2, and 3.)

26. Date UMD Updated. Command Manpower and Organization individual completes the UMD update transaction, dates, and signs AF Form 1780. For Joint and Defense agencies, upon entry and completion, send the completed AF Form 1780 to the JMPO listed in block 21. (See note 4.)

NOTES:

1. Each signing official must forward the request to the next reviewing agency within 3 weeks of receipt.
2. Once this request has been approved by the unit commander, it must be forwarded through appropriate approval chain to the Command FLPM with final approval authority at HQ USAF/XOIIFM.
3. Completed requests are returned to the command FLPM for appropriate disposition to command agencies and Command Manpower and Organization offices for UMD entry, if applicable.
4. The Command Manpower and Organization office, JMPO, returns the form to the originating official with a copy to the command FLPM.
5. Incomplete forms, or those with unauthorized or missing signatures, will be returned to the command FLPM for corrective action.
6. Coordinating offices are to evaluate the positions in terms of the language requirement being necessary to accomplish the mission (peacetime and wartime) vice manning or manpower concerns. Designation of the LDP or LCP will generate a long-term training requirement which will eventually provide the required manpower pool.

Attachment 12

FOREIGN LANGUAGE SELF-ASSESSMENT (FLSA)

A12.1. Purpose. The FLSA is used to collect and track self-reported language capability of all military personnel (active duty, Guard, Reserve, and accessions) to meet the Air Force's ever-expanding global mission. This assessment is used to rapidly identify members with language capability and allow for more effective screening to validate their skills utilizing the DLPT, DLRPT, or telephone interview.

A12.2. Description. The FLSA is available at all MPF (active duty, Guard, Reserve) offices, at all officer and enlisted accession points (AFROTC, USAFA, OTS for officer and BMTS for enlisted) in a two-page RIP format or available on-line through the Virtual MPF. The FLSA asks members if they have any background/experience in a foreign language(s) other than English. Members who have skills in a foreign language complete part II of the assessment listing the language(s) and the dialect, if any, in which they have background/experience. Members are asked a series of questions to determine their language ability.

A12.3. Personnel Assessed. AFROTC, USAFA, OTS, and BMTS administer the FLSA to all accessions. MPFs administer the FLSA to any Air Force member (active duty, Guard, or Reserve) who wishes to complete the FLSA.

A12.4. Updating FLSA data. Using MilPDS, update FLSA on all members who identify a foreign language capability in part I and II of their RIP. Members may also update FLSA on-line through the Virtual MPF.

A12.5. Disposition of FLSA RIPs. Each RIP that declares a foreign language capability in Part I and II will be filed in the UPRG in accordance with AFI 36-2608, *Military Personnel Records System*.

Attachment 13

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

A13.1. What is DCIPS FLPP.

A13.1.1. Discretionary monetary incentive paid to eligible and qualified civilian DCIPS employees.

A13.1.2. Definitions.

A13.1.2.1. 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 not subject to the language proficiency test, but FLPP may be paid to the employee as an incentive to maintain proficiency.

A13.1.2.2. Language Capable Position (LCP). A foreign language is not required, but proficiency enhances the performance of the officially assigned duties. FLPP may be paid to employees as an incentive to maintain proficiency in the designated language.

A13.1.2.3. Subject to Assignment. An employee authorized FLPP based on proficiency in a designated foreign language that is subject to assignment to an LCP or an LDP.

A13.2. Who Authorizes DCIPS FLPP.

A13.2.1. DCIPS FLPP is authorized under provisions of 10 U.S.C. 1596 and OSD/P&R Memo dtd 20 Jul 93.

A13.2.2. Major Command (MAJCOM), Field Operating Activity (FOA), Unified and Specified (U&S) Commands, or Comparable Organizations Commanders or designees have discretionary authority to approve the payment of FLPP.

A13.2.3. The Assistant Chief of Staff, Intelligence (ACS/I), HQ USAF/XOIIFM is the service program manager (SPM) for the Air Force Foreign Language Program (AFFLP) and FLPP. HQ USAF/XOIIFM represents the Air Force in the Defense Foreign Language Program (DFLP). The SPM provides management policy for the development, coordination, and conduct of the FLPP Program as well as for the AFFLP.

A13.2.4. HQ USAF/DPPC is responsible for civilian policy development and coordination.

A13.3. Requirements for FLPP Eligibility.

A13.3.1. Current AF civilian employees, covered by Title 10, Section 1601, DCIPS who:

A13.3.1.1. Are assigned to a command that has determined civilian FLPP is authorized and have provided funding for payment for LDPs/LCPs, and

A13.3.1.2. Have been certified as proficient in a foreign language designated in **Table A11.1.** Proficiency is determined by the Defense Language Proficiency Tests (DLPT) or Defense Language Reading Proficiency Tests (DLRPT) and must be recertified annually. If tests are not available, an oral interview will be conducted, and

A13.3.1.3. 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 **A13.2.2.** (To include support of arms control treaties or special operations-related duties), or

A13.3.1.4. 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. FLPP payment to employees not in LDPs or LCPs must be approved by the appropriate funding authority described in section **A13.2.2.**

A13.4. Responsibilities:

A13.4.1. Commanders of Major Commands (MAJCOMs), Field Operating Activities (FOA), Unified and Specified (U&S) Commands, or Comparable Organizations Commanders, or designees determine if their command will pay DCIPS FLPP. Commanders who authorize payment will:

A13.4.1.1. Develop procedures to ensure effective funding and use of linguist assets to include initiating and terminating actions for FLPP.

A13.4.1.2. Certify funding is available to meet FLPP program requirements.

A13.4.1.3. 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.

A13.4.1.4. Approve, as deemed necessary, FLPP 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**).

A13.4.2. Supervisors:

A13.4.2.1. 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.

A13.4.2.2. Upon request of an employee to receive FLPP, verify that all eligibility criteria in Section **A13.3.** are met.

A13.4.2.3. Provide the employee with "Request For FLPP Testing" memorandum to take to the testing control officer (TCO) to schedule testing. (See **Figure A13.1.**)

A13.4.2.4. 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 A13.1.**).

A13.4.2.5. Requested effective date will be the beginning of the next pay period. If employee does not provide test results to recertify FLPP within 50 weeks of the effective date, submit request to CPF to terminate FLPP to be effective on the previous certification date plus 1 year.

A13.4.2.6. If an employee receiving FLPP is reassigned, promoted, or downgraded to a position not requiring language proficiency; or, language is no longer listed in **Table A11.1.**, request the CPF initiate action to terminate FLPP. Reason for termination should be documented.

A13.4.2.7. Contact the CPF for other rate changes as required. (Example: Member qualifies for additional FLPP due to additional language certification, FLPP rate reduction due to one of multiple languages expiring, etc.)

A13.4.3. Employees:

A13.4.3.1. Participation in FLPP is voluntary. Employees who would like to receive FLPP must meet eligibility requirements defined in **A13.3.** and initiate testing request through their supervisor.

A13.4.3.2. Initiate request for FLPP payment (initial and/or annual recertification) by requesting supervisor prepare documentation for the TCO to schedule testing. (See **Figure A13.1.**) Maintain a copy to forward to CPF.

A13.4.3.3. Present documentation to the TCO to schedule date of initial and/or recertification test.

A13.4.3.4. Upon successful passing of the DLPT or DLRPT, provide test results to supervisor.

A13.4.3.5. Sign a statement that they understand that once qualified for FLPP, failure to retest annually will result in a loss of FLPP for a minimum of 6 months.

A13.4.3.6. If currently occupying a position requiring language proficiency, may be required to sign a mobility agreement at servicing CPF.

A13.4.3.7. If not assigned to a position requiring language proficiency (as reflected in paragraph **A13.3.1.3.**), will be required to sign a mobility agreement at servicing CPF.

A13.4.4. CPF**:**

A13.4.4.1. Upon receipt of request to initiate, change rates, or terminate FLPP, 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.

A13.4.4.2. Record DLPT scores in the personnel data system and document employee's official personnel file accordingly.

A13.4.4.3. Provide advance notice of employee's annual recertification requirement to supervisors and employees.

A13.4.4.4. When employee test request/agreement memorandum reflects that a mobility agreement is required (see section **A13.4.3.4.** or **A13.4.3.5.**), the employee and servicing CPF representative will sign a written statement of conditions as part of the application process or before the FLPP is initiated. (Sample mobility agreement at AFMAN 36-606, attachment 2).

A13.4.5. HQ USAF/DP-PCRC (Civilian Functional Systems Requirements Branch).

A13.4.5.1. Provide annual reports of FLPP payments to FLPP funds certification official and AF/XOIIF-M.

A13.4.6. TCO:

A13.4.6.1. Upon presentation of documentation from employee's supervisor, schedule and administer appropriate test.

A13.4.6.2. Establish requirement and maintain DLPTs for FLPP testing and recertification purposes.

A13.4.6.3. Provide test results directly to employee with a copy to the supervisor.

A13.4.6.4. Maintain a log of all civilians tested and copy of the letters for 2 years.

A13.4.6.5. Arrangements for oral interviews can be made only by the TCO. For specific arrangements, the TCO must contact the Defense Language Institute Foreign Language Center (DLIFLC) TCO. When a DLIFLC-approved interviewer is not available, the TCO will contact the DLIFLC TCO for self-rating guidance and forms. The DLIFLC TCO will report results of an oral interview to the requesting TCO.

A13.5. Guidelines . The following will be used by supervisors, managers, and commanders when identifying FLPP linguist requirements.

A13.5.1. As determined by the supervisor and approved by the commander or designee identified in section **A13.4.1.**, 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.

A13.5.2. If the position an employee occupies is not a LDP, LCP, or identified by an AFSC in which language is inherent, the employee may be paid FLPP if the Commander or designee identified in section **A13.4.1.** approves their request and they successfully pass a DLPT or DLPRT for the languages listed in **A11.1.** Employee must sign a Mobility Agreement stating agreement to be "subject to immediate assignment to a position" that meets the requirements in **A13.3.1.2.**

A13.5.3. Commanders, supervisors, and employees all share responsibility to ensure that language documentation is accurate and reviewed annually.

A13.6. Procedures:

A13.6.1. Determination of FLPP Level:

A13.6.1.1. Supervisors determine appropriate FLPP payment level based on proficiency ratings from the DLPT. (See **Table A11.1.** for approved languages.)

Proficiency Ratings	Pay Code	Per Pay Period
FLPP is not paid for a language if listening or reading score is below 2	FLPP-1	Not Used
L2/R2, L2/R2+, L2+/R2	FLPP-2	$ 50
L2+/R2+, L2/R3, L3/R2	FLPP-3	$ 75
L2+/R3, L3/R2+, L3/R3	FLPP-4	$100
Pay code "FLPP-5" is used to identify multiple language proficiency. Total (per pay period) FLPP payment is determined by adding up each appropriate qualifying language. ***Total payment amount may not exceed $150 per pay period.*** Example 1: First Language scores qualify as FLPP-2 $ 50 Second Language scores qualify as FLPP-3 $ 75 Total FLPP Pay per pay period $125 Eample 2: First Language scores qualify as FLPP-4 $100 Second Language scores qualify as FLPP-4 $100 Total FLPP Pay per pay period $150	FLPP-5	$50- $150

** L=Listening, R=Reading*

A13.6.2. Payment:

A13.6.2.1. Payment is paid in conjunction with established pay periods.

A13.6.2.2. FLPP may be awarded for multiple languages.

A13.6.2.3. FLPP may be terminated or reduced at any time by the head of the organization responsible for approving or certifying funding/payment of FLPP.

A13.6.2.4. If the employee fails to recertify, FLPP will be terminated.

A13.6.2.5. Is not considered part of an employee's basic pay for any purpose (e.g. retirement, insurance or other benefits related to basic pay).

A13.6.2.6. FLPP is taxable and such taxes will be withheld.

A13.6.2.7. The erroneous payment/overpayment of FLPP is considered a debt owed to the Government and is repayable by any means provided by statute or excused by a waiver.

A13.6.3. Recertification:

A13.6.3.1. Retesting is required annually, within 12 months of previous test, to continue receiving FLPP.

A13.6.3.2. Failure to retest within 12 months will result in supervisory action to terminate payment of FLPP.

A13.6.3.3. FLPP recipients who fail to meet the annual recertification requirement may not receive retroactive FLPP upon recertification.

A13.7. Civilian FLPP Entitlements:

A13.7.1. The Office of the Secretary of Defense reviews and updates civilian FLPP 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 Tagolog Language Designated Position (LDP) to qualify for FLPP.

A13.7.2. The decision of a commander or designee to pay or not pay FLPP is completely discretionary in nature.

A13.7.3. 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/XOIIFM.

Figure A13.1. Sample Request for FLPP Testing.

REQUEST FOR FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) TESTING

MEMORANDUM FOR (Member's Supervisor) (date)

FROM: (Member's Unit and Address)

SUBJECT: Request for Foreign Language Proficiency Pay (FLPP) 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 FLPP. I also understand that I (will/will not) be required to sign a mobility agreement to receive FLPP and that once qualified for FLPP, failure to retest annually (with minimum required scores) will result in a loss of FLPP for a minimum of 6 months.

_____

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

1st Indorser, Supervisor

To: Servicing MPF

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

_____ Disapproved for the following reasons:

_____

(Supervisor's Name, Grade, and Signature)

Attachment 14

AIR FORCE READING ABILITIES TEST (AFRAT)

A14.1. 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 Air Force members 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.

A14.2. 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.

A14.3. Personnel Tested. Any Air Force member may take the AFRAT.

A14.4. Administering the AFRAT. HQ AFPC/DPPPWT 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.

A14.5. Retesting. Wait at least 6 months from the date of the last AFRAT before retesting unless the member has participated in a remedial reading program. Use the alternate form.

A14.6. Recording AFRAT Scores. Score locally, document scores and date of test. File a copy in the member's personnel record and provide a copy to the individual.

A14.7. Disposing of Completed Answer Sheets. Refer to **Table 3.1.**