



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

DAFMAN36-2664_DAFGM2024-01

30 January 2024

MEMORANDUM FOR DISTRIBUTION
MAJCOMs/FLDCOMs/FOAs/DRUs

FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1040

SUBJECT: Department of the Air Force Guidance Memorandum to DAFMAN 36-2664, *Personnel Assessment Program*

By Order of the Secretary of the Air Force, this Department of the Air Force Guidance Memorandum (DAFGM) immediately changes Department of the Air Force Manual (DAFMAN) 36-2664, *Personnel Assessment Program*. Compliance with this guidance memorandum is mandatory. To the extent the guidance memorandum's directions are inconsistent with other Department of the Air Force publications, the information herein prevails, in accordance with DAFMAN 90-161, *Publishing Processes and Procedures*. Unless otherwise stated, this guidance memorandum is applicable to the Regular Air Force (RegAF), United States Space Force (USSF), Air Force Reserve (AFR), and Air National Guard (ANG).

This policy guidance memorandum updates procedures for Weighted Airmen Promotion Tests (WAPS) e-testing to include a "No Show" policy for the WAPS automated computer administration. This memorandum also re-issues policy from prior guidance memorandum DAFMAN36-2664_DAFGM2023-01 which provides guidance for WAPS transition from paper-and-pencil administration to automated computer administration.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System.

This memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of DAFMAN 36-2664, whichever is earlier. The point of contact for this publication is AF/A1PT, af.a1pt.workflow@us.af.mil.

ALEX WAGNER
Assistant Secretary
(Manpower and Reserve Affairs)

Attachment:

1. "Weighted Airmen Promotion Tests (WAPS) e-testing"

DAFMAN36-2664_AFGM2024-01
Attachment 1
Weighted Airmen Promotion Tests (WAPS) e-testing

DAFMAN 36-2664, *Personnel Assessment Program*, is amended as follows:

*(REPLACE) 4.2.15.4. Examinees must wear an authorized uniform or the uniform of the day when testing. This requirement is waived for those examinees who have been authorized to test off-base at Commercial Testing Centers for force protection and security. Airmen testing off-base may schedule at any available time at the commercial testing center and should attempt to minimize negative impact to their mission responsibilities. Airmen testing off-base will follow local procedures for official travel in their local area. The maximum allowable travel distance to a commercial testing center will be determined by local policy. Also, OSI agents must be tested in civilian clothes. **(T-1)**

*(ADD) 4.2.15.5.11. Know their log-in information and password when they report for testing to access the automated testing system.

*(REPLACE) 4.3.3.1.6. Arrange the testing room so the Test Examiner can see and hear all examinees continually during testing sessions. **(T-1)** The Test Examiner must not be separated from examinees by a partition or window. **(T-1)** For computerized testing, desks or tables with partitions such as study carrels may be used to prevent other examinees from seeing the screen of another examinee as long as the test control officer (TCO) and proctors are still able to observe the examinees. **(T-1)**

*(REPLACE) 4.3.3.1.8. Provide a working surface for each examinee that provides adequate space for their testing materials. **(T-1)** Give additional table space to examinees whose tests require use of inserts, maps, or charts. **(T-1)**

*(REPLACE) 4.3.5. Appointing and relieving TCOs. All units authorized to use tests listed in this manual and the *Air Force Personnel Test Catalog, Index of Personnel Tests*, will appoint a TCO. **(T-1)** Only one TCO is allowed per account. The number of Test Examiners should be limited as much as possible while maintaining test security. **(T-1)**

*(REPLACE) 4.4.2.5. For non-computerized tests, verify that enough test booklets, answer sheets, special testing equipment, pencils, erasers, and scratch paper are current and available. **(T-1)**

*(REPLACE) 4.4.2.9. For paper-and-pencil enlisted promotions testing sessions have a copy of the deleted questions list available during testing in the event an examinee wishes to query an item. **(T-1)**

*(REPLACE) 4.4.3.6. For computerized tests the time limits will be explained in the automated instructions. For paper-and-pencil tests, explain time limits to the examinees as specified in the Personnel Test administration manual. **(T-1)** Explain that these time limits are exact, either for a complete test or for separate parts of a test. Explain to the examinees how the test administration will be timed, either by an electric timer, stopwatch, electric wall clock, digital clock, or sweep-second-hand watch. **(T-1)** When possible, use a timer with an auditory signal to eliminate the need for constantly watching the clock. When proctors are used, instruct them to check the

timing independently and consult the TCO if they suspect an error in timing. Refer to the TCO or Test Examiner Training Guide for an example of how to keep accurate testing time. **Note:** Once established, DO NOT change the posted return time for the second Weighted Airmen Promotion System test. Personnel who finish the first test early must leave the testing room so those still testing are not distracted. **(T-1)** All subsequent time intervals are established based on the START time of the first test. No deviations are allowed. For example, when giving a Weighted Airmen Promotion System test the start time is 0805 so the stop time will be 0950. Adding 15 minutes for a break makes a return time of 1005 hours. Do not change the return time after the first testing session starts.

*(REPLACE) 4.4.3.7. For paper-and-pencil tests 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. **(T-1)** If examinees finish testing before time expires, check all their materials before allowing them to leave the testing room. When checking the materials, ensure there are no marks in the test booklet and all of the sections of the answer sheet have been correctly bubbled in. **(T-1)**

*(REPLACE) 4.4.3.8. Reference AFPT 230, *Air Force Personnel Test Query*, in **Attachment 1**. Once the examinee has turned in the test material, do not permit the examinee to complete AFPT 230. Never allow examinees access to test materials after they have been turned into TCO or Test Examiner. Refer to **Table 4.1** for disposition of AFPT 230. Test development agencies review test queries for consideration in future test development. **Note:** For e-testing at commercial testing sites, query will be submitted electronically after examinee completes the test as part of the electronic test administration. TCOs will submit AFPT 230 in accordance with local administrative instructions.

*(REPLACE) 4.4.3.12. With e-WAPS administration for examinees completing both a PFE and SKT, the second test administration begins exactly 15 minutes after completing the first exam, due to system automation. Examinees can leave the testing room and must return within 15 minutes. For paper-and-pencil testing, post the return time for personnel returning for a second test prominently in the testing room. Inform all personnel who are returning to take a second test, whether electronic or paper-and-pencil, that they must return on or before the posted time. **(T-1)** For other personnel tests, examinees must return to the testing room following an authorized break during a test administration, e.g., for AFOQT, Armed Forces Classification Test, by the announced and posted time. **(T-1)** Terminate the test administration for examinees who fail to return on time.

*(REPLACE) 4.4.4. Specific test compromise prohibitions during test administration. Members are specifically prohibited from the actions prescribed by **paragraphs 4.4.4.1** and **4.4.4.2** and may be held accountable through the Uniform Code of Military Justice articles or any other applicable punitive article. Failure by uniformed members of the RegAF, USSF, and AFR members on active duty or inactive duty for training, and ANG members in Title 10 status to obey the mandatory provisions in this paragraph and subparagraphs constitutes a **failure to obey a lawful general regulation in violation** of Article 92, Uniform Code of Military Justice. ANG members in Title 32 status performing full-time National Guard duty or inactive duty for training, who violate the mandatory provisions of this manual, may be held accountable through similar provisions of their respective state military codes. Any civilian employee of the Air Force or any contracted employee who takes any action defined as a test compromise, to include

that listed in the following subparagraphs, is subject to adverse administrative action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

*(REPLACE) 4.4.8.1. For paper-and-pencil tests, inspect test booklets for missing pages and stray marks of any kind after every testing session. **(T-1)** Completely erase answers or marks if possible. If a page or pages have been torn out, secure the test booklet (possible compromise evidence) and notify the TCO. If the Test Examiner cannot completely erase marks or if a booklet is worn or torn, destroy it according to procedures in **Chapter 4 Section 4C**. Do not reuse single-use booklets and destroy immediately after testing ends. Do not give examinees any test booklets that have any marks that could influence responses.

*(REPLACE) 4.4.9.4. In certain unique instances, such as the non-availability of Department of the Air Force (DAF) personnel who meet Special TCO Requirements, the DAF may appoint an individual from another branch of service as Special TCO. These Special TCOs must meet the same requirements as Special TCOs. **(T-1)** The servicing TCO must reach an appropriate agreement with the Special TCO's unit and branch of service and get final approval from the geographically separated unit commander. **(T-1)** The geographically separated unit commander will appoint the non-DAF, Special TCO by memorandum following procedures outlined in **paragraph 4.4.9.3**. **(T-1)** Because other services are usually not familiar with DAF testing programs, the servicing TCO must be sure to thoroughly train the non-DAF Special TCO on the Personnel Testing System. **(T-1)**

*(REPLACE) 4.4.9.5. The servicing TCO must train the Special TCO on the Personnel Testing System, all testing procedures, security, and the importance of testing to an individual's career opportunities. **(T-1)** The servicing TCO must provide the Special TCO all instructions and information required to properly handle and administer both electronic and paper-and-pencil tests. **(T-1)** The servicing TCO must verify testing facilities comply with requirements in this manual. **(T-1)** A statement from the geographically separated unit commander describing the facilities fulfills this requirement.

*(REPLACE) 4.4.9.7. For paper-and-pencil tests the servicing TCO or Test Examiner packages and mails all test materials to the Special TCO according to procedures in **Chapter 4, Section 4C**. The TCO or Test Examiner 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.

*(REPLACE) Table 4.2 Rule 1:

1	completed answer sheets for scoring for paper-and-pencil tests	<p>Group in packages of not more than 250 sheets so that all sheets remain flat. Place answer sheets in the same sequence as the examinees' names on the test roster (AFPT 237 or computer list). Include original test roster in the package.</p> <p>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.</p> <p>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 TCO ONLY." Place stamping over tape seal so that any attempt to compromise contents will be exposed.</p> <p>Place package in corrugated cardboard carton or other suitable container to protect sheets from damage. Gross weight must not exceed 10 pounds.</p> <p>Seal with heavy-duty tape. Affix mailing labels to outside and inside envelopes.</p>
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*(REPLACE) A9.3. **Description of Promotion Tests.** SKTs are 100-item, multiple-choice tests and PFEs 80-item tests with a combination of multiple-choice and Situational Judgment Test items with each test taking approximately 2 hours to administer, including instructions.

*(ADD) A9.14.3.3. Airmen testing on base who do not remember the password they created or are unable to reset their password to access their test on the Pearson VUE system are treated as a "no show" because they cannot access their computer in the testing room to provide confirmation to change their password.

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
MANUAL 36-2664**

18 JANUARY 2023

Personnel

PERSONNEL ASSESSMENT PROGRAM



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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*. In addition, this issuance is consistent with Air Force Policy Directive (AFPD) 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*; AFPD 36-21, *Utilization and Classification of Military Personnel*; and AFPD 36-25, *Military Promotion and Demotion*. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) and the Deputy Chief of Space Operations for Human Capital (SF/S1) develop personnel policy for the Personnel Assessment Program. This publication provides guidance for administering the Personnel Assessment Program, assigns responsibilities for the operations and administration of Air Force Personnel Testing, and develops Total Force personnel rules and regulations as outlined in this publication. Furthermore, it provides guidance on approving and conducting attitudinal, occupational, and assessment surveys within the Department of the Air Force (DAF), and describes the program description, purpose, and uses of Air Force occupational analysis products and services. This publication applies to DAF civilian employees and uniformed members of the United States Space Force (USSF), Regular Air Force (RegAF), the Air Force Reserve (AFR), and the Air National Guard (ANG). Failure by uniformed members of the RegAF, USSF, AFR members on active duty or inactive duty for training, and ANG members in Title 10 status to obey the mandatory provisions in **Chapter 4**, paragraphs **4.4.4.1**, **4.4.4.2**, and **4.12.2** through **4.12.8** and their subparagraphs constitutes a failure to obey a lawful general regulation in violation of Article 92, Uniform Code of Military Justice. ANG members in Title 32 status or inactive duty training, who violate the mandatory provisions of this manual, may be held accountable through similar provisions of their respective State Military

Codes. DAF civilian employees or any contract employee who takes action to violate the mandatory provisions in **Chapter 4**, paragraphs **4.4.4.1**, **4.4.4.2**, and **4.12.2** through **4.12.8** and their subparagraphs, are subject to disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable SORNs F036 AF PC H, *Air Force Enlistment/Commissioning Records System*; F036 AF PC C, *Military Personnel Records Systems*; F036 AF PC Q, *Personnel Data System (PDS)*; F036 AETC R, *Air Force Recruiting Information Support System (AFRISS) Records*; F033 AF B, *Privacy Act Request File*; F036 AETC I, *Cadet Records*; F036 USAFA B, *Master Cadet Personnel Record (Active/Historical)*; F036 USAFA J, *Preparatory School Records*; and F036 USAFA K, *Admissions Records*, are available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing/delta/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requester’s commander for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF. Compliance with the attachments in this publication is mandatory. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force Form (DAF Form) 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This manual may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include inclusion of the USSF, new guidance supporting the Pilot Candidate Selection Method (PCSM) and Air Force Officer Qualifying Test (AFOQT) to support greater diversity and inclusion; changes to the Occupational Analysis Program to better support DAF priorities; and changes to Personnel Assessment Program and Survey Program roles to better align roles and operational program responsibilities.

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Chapter 1

OVERVIEW

1.1. Mission. The Personnel Assessment Program supports effective force management by ensuring individuals having the desired aptitudes, characteristics, skills, and abilities are accessed into the Air Force. Once accessed, the program supports proper training and use of member in support of the Air Force mission. Responsibilities include, but are not limited to, selection and classification, promotion, and proficiency assessment; and survey capability for assessing attitudes and opinions, job performance, and Air Force specialty (AFS) and Space Force specialty (SFS) requirements and characteristics.

1.2. Personnel Assessment Program.

1.2.1. The program applies scientific analysis and technology, based on recognized best practices, to support optimal force management.

1.2.2. Applies strategic research and assessment to develop tools and processes that utilize state-of-the-art technology consistent with scientific best practices to optimize human capital management and person-job match in selection, classification, training, utilization, promotion, and other personnel processes.

1.2.3. Develops personnel tests to support selection, classification, promotion, proficiency assessment, and screening for key billets.

1.2.4. Develops attitudinal and assessment surveys to assess attitudes, opinions, and job-related information to evaluate personnel and training policies and programs, and job performance; and to identify areas for improvement.

1.2.5. Develops occupational studies to evaluate AFSs SFSs to assess DAF structure requirements and characteristics; to support training, testing, and classification decisions.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Provides guidance, direction, and oversight for all matters pertaining to formulation, review, and execution of the Personnel Assessment Program plans, policies, programs, and budgets supporting Air Force Assessments.

2.2. AF/A1 and SF/S1.

2.2.1. Develops the Personnel Assessment Program to support civilian, enlisted, and officer accession programs using assessment tools to identify and measure general DAF and occupational entry requirements which are then used to assess applicants.

2.2.2. Compiles, acquires resources for, and executes an integrated strategic personnel research agenda for the Air Force.

2.2.3. Executes authorities related to Department of Defense (DoD) testing programs as delegated to the Secretary of the Air Force (SecAF) pursuant to DoDI 1304.12E, *DoD Military Personnel Accession Testing Programs*. (T-0)

2.3. The Military Force Management Policy Directorate (AF/A1P) and the Military Policy and Management Directorate (SF/S1P).

2.3.1. Establishes policy for the Personnel Assessment Program to include the Personnel Testing Program, the Survey Program, and the Occupational Analysis Program.

2.3.2. Obtains needed funding and other required resources to support the Personnel Assessment Program.

2.3.3. Guides AF/A1P and SF/S1P organizations whose processes include assessment instruments coordinate with the Chief, Personnel Assessment Program for standards setting and guidance impacts.

2.4. The Accession and Training Division (AF/A1PT) and the Accession and Recruiting Division (SF/S1PT).

2.4.1. Develop plans and policies for the Personnel Testing Program that promote and enhance the use of personnel tests in making selection, classification, enlisted promotion, and other personnel utilization decisions.

2.4.2. Facilitate strategic planning and identification of required research, assessment development, revision, and validation.

2.4.3. Analyze and approves or disapproves all changes to use of all new and existing personnel tests.

2.4.4. Chiefs of Strategic Personnel Assessment Program.

2.4.4.1. Is responsible for DAF guidance for the Personnel Assessment, Military Personnel Testing, Survey, and Occupational Analysis programs.

2.4.4.2. Reviews and approves all personnel tests used in the Personnel Testing System for selection, classification, promotion, proficiency, and utilization; and validates the Strength Aptitude Test to establish proper physical strength standards and requirements.

2.4.4.2.1. Establishes policy to properly validate that all personnel tests implemented for operational use meet all legal and professional standards.

2.4.4.2.2. Transitions new or revised assessments to operational status with a clearly defined purpose and use established in the *Air Force Personnel Test Catalog* and the *Space Force Personnel Test Catalog*.

2.4.4.2.3. Analyzes and approves all proposed changes to existing or new tests affecting personnel selection, classification, and utilization.

2.4.4.3. Co-chairs, coordinates, and manages the Strategic Research Planning Council.

2.4.4.4. Develops and maintains the DAF Strategic Personnel Research Plan.

2.4.4.5. Manages the Examining Activities budget for:

2.4.4.5.1. DAF manpower billets for Military Entrance Processing Station (MEPS) support.

2.4.4.5.2. Strategic Policy Analysis Resource & Knowledgebase for Personnel and Testing (SPARK).

2.4.4.5.3. Funding to support SPARK strategic personnel research, analysis, classification analysis, and test development contracts.

2.4.4.6. Utilizes the MEPS and Military Entrance Test Sites (METS) together with the other Services to support the administration of the Armed Services Vocational Aptitude Battery (ASVAB) and other DoD and DAF selection and classification tests. The Program Objective Memorandum Examining Activities line item covers the DAF portion of the MEPS operating expenses.

2.4.4.7. Air Force and Space Force policy representatives on the DoD Manpower Accession Policy Working Group (MAPWG) and the DoD Defense Advisory Committee on Manpower, Personnel, and Testing (DAC-MPT).

2.4.4.7.1. Air Force and Space Force points of contact to DoD Accession Policy, Defense Testing and Assessment Center, MEPS, and other Services on testing guidance issues.

2.4.4.7.2. Responsible for working all ASVAB waiver requests from Air Force Recruiting Services Command (AFRS) with MEPS Command.

2.4.4.7.3. Communicates MAPWG testing policies and initiatives and DAC-MPT recommendations to A1 leadership, AFRS, and Personnel Assessment program staff.

2.4.4.7.4. Appoints Air Force technical representative for the MAPWG and DAC-MPT

2.4.4.8. Represents the DAF on technical working groups, committees supporting selection and classification processes, and committees with the DoD, Government, Allied Services, and other professional organizations.

2.4.4.9. Advises DAF leadership on professional standards affecting proposed and operational enlisted and officer selection and classification processes, e.g., ASVAB, Tailored Adaptive Personality Assessment System (TAPAS), Air Force Work Interest Navigator (AF-WIN), classification models, AFOQT, PCSM.

2.4.4.10. Ensures maintenance of the SPARK to include test, training, performance, personnel, and occupational analysis data to support personnel research, analysis, and test validation.

2.4.4.11. Reviews and approves all requests for assessment surveys.

2.4.4.12. Ensures ongoing review, evaluation, modification, and validation of the Air Force Military Classification System to place best-qualified candidates in AFSs and SFSS in support of the evolving DAF mission.

2.4.4.12.1. Provides technical analysis, recommendations, and approval for all changes to assessment processes and tests used to support the DAF enlisted and officer classification processes and standards.

2.4.4.12.2. Provides consultation services to career field managers, training managers, functional managers, and DAF leadership on selection, classification, and utilization issues.

2.5. Rated Force Management (AF/A1PPR).

2.5.1. Responsible for establishing all DAF rated guidance and procedures.

2.5.2. Personnel Assessment Program consults with rated policy on all analyses, assessment development, and recommendations for assessment minimum standards for rated requirements.

2.6. AF/RE.

2.6.1. Oversees the Reserve force and identifies an office of primary responsibility to liaise with AF/A1.

2.6.2. Office of Air Force Reserve Director of Personnel (AF/REP) is responsible for coordinating with AF/A1PT and AF/A1PPR on Reserve force management guidance and accession requirements.

2.6.3. Air Force Reserve Command (AFRC) Directorate of Manpower, Personnel, and Services Personnel Division (AFR/A1K) manages Reserve accessions (to include AFOQT score requirements), classification, testing, and utilization.

2.6.4. Commander, Air Force Reserve Command Recruiting Service (AFRS/CC) manages Reserve recruiting.

2.7. NGB/CF.

2.7.1. Oversees the Air National Guard (ANG) force and identifies an office of primary responsibility to liaise with AF/A1.

2.7.2. The Director of Manpower, Personnel and Services (NGB/A1) manages ANG force management policy.

2.7.3. Recruiting and Retention Division (NGB/A1Y) manages ANG recruiting and accession requirements.

2.7.4. Force Development Division (NGB/A1D) manages ANG classification, testing, and utilization.

2.7.5. Force Management Programs (NGB/A1PP) manages ANG accessions.

2.7.6. Officer Programs and Policy Branch (NGB/A1PO) manages ANG AFOQT score requirements.

2.8. Air Education and Training Command (AETC).

2.8.1. Directorate of Analysis and Innovation (AETC/A9).

2.8.1.1. Develops, revises, and publishes all enlisted promotion tests i.e., Specialty Knowledge Tests (SKTs) and Promotion Fitness Examinations (PFEs).

2.8.1.2. Schedules, monitors, and coordinates all promotion test development projects with Air Force career field managers.

2.8.2. AETC/A9:

2.8.2.1. Manages the program within the scope of this manual.

2.8.2.2. Surveys career fields and occupational specialties to inform:

2.8.2.2.1. Technical training.

2.8.2.2.2. Personnel utilization.

2.8.2.2.3. Promotion testing.

2.8.2.2.4. Occupational competencies.

2.8.2.2.5. Force Development.

2.8.2.2.6. Support of strategic personnel research.

2.8.3. The AETC Force Development Competencies Division (AETC/A3J).

2.8.3.1. Conducts enterprise-wide competency studies to evaluate potential changes to the USAF Foundational Competency model and develop and/or validate Foundational Competency assessments.

2.8.3.2. Conducts competency studies with DAF career fields and occupational specialties to develop occupational competency models and behavioral assessments (e.g., rubrics defining competency proficiency levels). See Air Force Handbook (AFH) 36-2647, *Competency Modeling*.

2.8.3.3. Provides consultation services to career field managers, training managers, and functional managers on competency-based training, development, and assessment.

2.8.3.4. Develops and maintains foundation and occupational competency-based assessments in an AF level system easily accessible to all DAF personnel. Foundational competency assessments are currently located in My Vector at <https://myvector.us.af.mil/myvector>.

2.9. Air Force Personnel Center (AFPC).

2.9.1. The Strategic Research and Assessment Branch (AFPC/DSYX) provides technical analysis, research, and consultation in support of the Personnel Assessment Program and technical consultation to the operational personnel testing program.

2.9.1.1. Ensures all personnel tests implemented for operational use are properly validated and meet all legal and professional standards.

2.9.1.2. Transitions new or revised assessments to operational status with a clearly defined purpose and use established in the *Air Force Personnel Test Catalog*.

2.9.2. Accession, Equal Opportunity, Testing, and Workforce Development Branch (AFPC/DP3DA) manages Military Personnel Testing Program and the world-wide Test Control Officer (TCO) network.

2.9.3. The DAF Survey Office (AFPC/DSYS) manages the Survey Program for the DAF.

2.9.3.1. Reviews and issues Survey Control Numbers (SCNs) approving all DAF attitude and opinion surveys.

2.9.3.2. Assesses the attitudes, opinions, and intentions of DAF military and civilian members using a variety of techniques.

2.9.3.3. Provides marketing, validation of data, distribution of final results, and related survey support.

2.10. AFRS Operations Division's Analysis Branch (AFRS/RSOA).

2.10.1. Supports Personnel Assessment Program through participation in the regular working group conference calls with AF/A1PT and SF/S1PT and the Strategic Research and Assessment Branch (AFPC/DSYX), pre-accession process advisories, data collection facilitation, collaborative ad hoc analyses, and unrestricted access to relevant operational data.

2.10.2. Assists in implementation of new selection and classification assessment measures and processes. These activities are consistent with an operational mandate to support improving selection and classification systems (tests and processes) to optimize recruiting efficiency for RegAF and USSF officer and enlisted accessions while continuously adapting to changing population characteristics, training dynamics, training criteria, and needs of the DAF.

2.11. Federal Degree Granting Institutions. Air University (AU) and the United States Air Force Academy (USAFA).

2.11.1. Establish policies and practices to identify, develop, and approve research processes and protocols. These institutions support the scholarship of research and continuous improvement of institutional programming and courses, as well as the quality of administrative, student, and academic support. Student performance and learning measurements are determined through program and course level assessments. Active engagement of stakeholder requirements and feedback are valued measurements of ongoing and integrated institutional programs. Continual data collection and analysis enhance the evaluation of scholarship and research activities of faculty, staff, and students. Data collected through these institutions' various processes facilitate reporting requirements for the various regional and specialized accreditation bodies. These bodies are federal agencies including the DoD, Joint Staff, DAF, Department of Education, and Congress.

2.11.2. The Air University Commander and President (AU/CC) oversees the identification, development, design, approval, and execution of the assessment, data collection, surveys, testing, analysis, evaluation, planning, and research processes ensuring they are executed in accordance with [paragraph 2.11.1](#) and guidance established by Congress, Federal, DoD, and DAF through laws, regulations, and instructions.

2.11.3. The Superintendent of the United States Air Force Academy (USAFA/CC) oversees the identification, development, design, approval and execution of the assessment, data collection, surveys, testing, analysis, evaluation, planning, and research processes ensuring they are executed in accordance with [paragraph 2.11.1](#) and guidance established by Congress, Federal, DoD, and DAF through laws, regulations, and instructions.

Chapter 3

STRATEGIC RESEARCH AND ASSESSMENT PROGRAM

Section 3A—Implementing the Personnel Assessment Program.

3.1. Program Overview. Personnel Assessment Program reviews, evaluates, develops, validates, and manages personnel programs to improve recruiting, selection, classification, and utilization of military personnel. The responsibilities include DAF and DoD-related testing programs, research and analysis, and development and validation of new assessment processes and measures. Personnel Assessment Program develops person-job match screening processes to support optimal diversity and personnel utilization for the entire personnel life cycle including pre-recruiter job counseling (e.g., interest inventories, realistic job previews); applicant assessment, screening, and classification of recruits (e.g., cognitive, personality, psychomotor, occupation-specific assessment of skills), retraining, and specialized assignments. Personnel Assessment Program helps maintain a mission-ready force by managing Air Force Specialty Code (AFSC) and Space Force Specialty Code (SFSC) structures using scientific standards to establish desirable and mandatory occupational entry requirements and adjust occupational structures to optimize training investment, career progression, utilization, and retention for total force integration.

3.2. Program Elements. The purpose of Personnel Assessment Program is to provide:

- 3.2.1. Consultation to program managers and DAF leadership on selection and classification issues.
- 3.2.2. Development, revision, and validation of personnel tests.
- 3.2.3. Technical oversight of the operational testing program.
- 3.2.4. Management of contracts in support of related personnel research.
- 3.2.5. AFPC/DP3DA manages the operational personnel testing program procedures specified in [Chapter 4](#).

3.3. Personnel Assessment Tests. Personnel Assessment Program has oversight for the following DoD and Air Force Personnel Tests:

- 3.3.1. ASVAB.
- 3.3.2. AFOQT.
- 3.3.3. Test of Basic Aviation Skills (TBAS) and PCSM.
- 3.3.4. Weighted Airmen Promotion System (WAPS) which includes PFEs and SKTs.
- 3.3.5. Defense Language Proficiency Tests.
- 3.3.6. Special tests and assessments (e.g., Defense Language Aptitude Battery, Electronic Data Processing Test, Air Force Reading Abilities Test, Enlisted Pilot Qualifying Test (EPQT), and the Air Force Compatibility Assessment).
- 3.3.7. Tests and assessments that measure more comprehensive taxonomies of human abilities and dispositions (e.g., TAPAS, Self-Description Inventory, and Situational Judgment Test).
- 3.3.8. Tests that assess interest – AF-WIN.

3.4. Personnel Research . The Accession and Training Division (AF/A1PT) Chief of Air Force Strategic Personnel Assessment Program with the support of the Air Force Personnel Center Strategic Research and Assessment Branch (AFPC/DSY) manages the Air Force Personnel Research Program.

3.4.1. Identify and develop personnel research studies and analysis plans in support of optimized personnel selection, classification, utilization, and person-job match using assigned Air Force or Space Force technical resources, developing collaborative efforts with other organizations, and employing professionals with the appropriate educational background and professional expertise given the nature and scope of the project.

3.4.2. Develop documentation, justification, and advocacy for personnel research and analysis funding to support strategic personnel research and analysis.

3.4.3. Advocate for funding and oversee development and use of operational personnel tests (e.g., MEPS support of ASVAB and other selection and classification testing, AFOQT revision, TBAS revision).

3.4.4. Oversee and manage ongoing research initiatives.

3.4.4.1. Ensure all research conforms to Institutional Review Board (IRB) requirements when IRB human subjects research rules apply.

3.4.4.2. Identify, develop, and recommend operational implementation of validated research findings that improve DAF selection and classification processes.

3.4.4.3. Manage and oversee publication of studies, analysis, and research for increased availability and benefit to the DAF and other organizations.

3.5. Air Force Personnel Center (AFPC).

3.5.1. AFPC/DSYX provides:

3.5.1.1. Technical guidance and consultation to AF/A1PT or SF/S1PT in identifying and overseeing strategic initiatives to improve DAF human capital utilization. AFPC/DSYX plans, coordinates, and executes DAF human capital studies and research to support DAF strategic human capital decision-making involving recruiting, selection, classification, promotion, utilization, and retention. AFPC/DSYX conducts development, validation, and revision of tests and assessments; evaluates enlistment and commissioning standards and classification standards for rated and nonrated officer and enlisted AFSs and SFSs; develops and evaluates other management procedures and tools to support and enhance DAF personnel management.

3.5.1.2. Consultation and program support to DAF functional communities and program managers to support applications of selection and classification assessments and methodologies to improve human capital management.

3.5.1.3. Consultation and technical oversight of the Air Force Personnel Testing System and all DAF personnel tests.

3.5.1.4. Support for revision and validation of the AFOQT, PCSM, and TBAS. The Strategic Research and Assessment branch revises the AFOQT at least every 10 years (or more often when required due to mission changes, test compromise, or other factors affecting test validity). AFOQT and PCSM composites are analyzed, validated, revised,

or recalibrated at least every 5 years. They evaluate new measures that could supplement or refine AFOQT, PCSM, or TBAS scoring to support continuing process improvement.

3.5.1.5. Recommendations to AF/A1PT and SF/S1PT to support improved human capital management including development of the Air Force Personnel Strategic Research Plan to identify and prioritize needed strategic personnel studies and analysis.

3.5.1.6. Development and evaluation of new DAF personnel tests, assessments, and processes for selection and classification as needed to support emerging needs and mission requirements.

3.5.1.7. Consultation on force management concerns and then identifies a combination of internal resources; collaboration with other Services, the DoD, Allied military, other Governmental agencies, and private sector; and contract resources to facilitate identification, development, and application of assessment and classification technology to provide solutions to identified concerns.

3.5.1.8. Recommendations concerning all proposals to develop, revise, administer, validate, or use any assessment instrument affecting personnel selection, classification, or utilization.

3.5.1.9. Management and support of the SPARK resources to support ongoing analysis and validation of operational DAF selection, accession, classification, promotion, and proficiency processes to ensure program effectiveness and compliance with all selection, classification, and testing standards.

3.5.1.10. Management of Applied Performance & Assessment Testing Center.

3.5.2. AFPC/DP3DA manages operational testing program as detailed in [Chapter 4](#).

Section 3B—Selection and Classification Standards.

3.6. Establishing Classification Standards.

3.6.1. AFPC/DSY is tasked with consulting and conducting research and analysis to assist policymakers in establishing classification standards for rated and nonrated officer and enlisted AFSCs and SFSCs that support optimal person-job match, minimize training attrition, improve retention, increase diversity, and increase mission readiness.

3.6.2. All requested changes to *Air Force Officer Classification Directory* (AFOCD) and *Air Force Enlisted Classification Directory* (AFECD) are coordinated through AF/A1PT, SF/S1PT, and AFPC/DSYX for analysis and recommendation.

3.6.3. Personnel Assessment Program develops and identifies processes and tools to assess important aptitudes and abilities required for success.

3.7. Air Force Officer Selection and Classification Standards.

3.7.1. AFOQT.

3.7.1.1. Personnel Assessment Program establishes AFOQT officer accession standards based on consistent long-term research showing those candidates with higher composite scores of important measures that indicate a greater likelihood of success in university coursework, basic officer training, and technical training; and a greater likelihood of officer

promotion throughout their career. The DAF reports AFOQT composite scores as percentile scores relative to all AFOQT first-time test-takers. A minimum AFOQT Quantitative score at the 10th percentile or higher and AFOQT Verbal score at the 15th percentile or higher are required for commissioning of all line officers by all accession sources in their governing directives. **(T-1)** Total Force Officer Training selection boards consider AFOQT scores as one of several factors in their selection decisions; Air Force Reserve Officers' Training Corps (AFROTC) scholarship and Professional Officer Course selection are also based in part on AFOQT, Scholastic Aptitude Test, or American College Testing scores.

3.7.1.2. The Personnel Assessment Program has developed separate AFOQT composite scores for pilot, combat systems officer, and air battle manager to optimize prediction of training completion and success in each rated career field, based on a combination of AFOQT subtests assessing spatial, quantitative, verbal abilities, perceptual speed, and aviation knowledge. A score at the 25th percentile or higher on the relevant composite is required for entry into these career fields. **(T-1)** Rated selection boards consider these composite scores as one of several factors in their decisions.

3.7.2. TBAS and PCSM. Pilot (to include remotely piloted aircraft (RPA)) candidates are required to take the TBAS, a test of psychomotor, spatial, and multi-tasking skills.

3.7.2.1. TBAS scores are combined with the AFOQT-pilot composite and logged civilian flying hours to create a PCSM percentile score relative to all officer pilot candidates. Only a candidate's initial 60 flight hours are used to calculate the PCSM score. Like the AFOQT-pilot composite, the Personnel Assessment Program has developed the PCSM scoring algorithm to optimize prediction of outcomes in initial flight screening and Undergraduate Pilot Training. The Personnel Assessment Program has shown the AFOQT to be a highly cost-effective tool to reduce manned and RPA pilot training attrition. Pilot (to include RPA) selection boards consider PCSM scores as one of several factors in their decisions. AFROTC uses a standardized formula that assigns PCSM scores 40% of the weight in their Pilot Order of Merit.

3.7.2.2. AFPC/DSYX has technical responsibility for development and revision of the TBAS subtests, selection and classification algorithms, and ongoing TBAS/PCSM development and validation.

3.7.3. AFOCD. Proposed changes in the Air Force Officer Classification Directorate (AFOCD) entry requirements are coordinated through AF/A1PT.

3.8. Air Force Enlisted Selection and Classification Standards.

3.8.1. Proposed changes in AFECDD entry requirements are coordinated through AFPC/DSYX AF/A1PT, and SF/S1PT for technical analysis and recommendation.

3.8.2. The Strength Aptitude Test provides an assessment of a recruit's physical strength to perform the physical demands of a particular AFSC or SFSC. All proposed changes to those standards are coordinated through AF/A1PT for consultation and recommendation.

3.8.3. AFPC/DSYX will validate the use of ASVAB and other assessment measures (e.g., TAPAS) for enlisted classification to include evaluation/analysis of ASVAB composites and

Predictive Success Models (PSMs) for AFSC entry standards. **(T-1)** Route requests from career field managers to evaluate career field standards through AF/A1PT or SF/S1PT.

3.8.4. AFPC/DSYX will validate the use of special tests for classification (i.e., as supplements to the ASVAB) and oversee development and evaluation of new tests and assessments when needed to support emerging requirements. **(T-1)** Career field managers should route requests to evaluate the potential need for special tests through AF/A1PT or SF/S1PT.

3.9. AFSC and SFSC Restructuring.

3.9.1. Personnel Assessment Program is responsible for the collection and maintenance of occupational analysis data provided by AETC/A9 to support AFSC and SFSC restructuring analysis.

3.9.2. All proposed specialty code restructuring is coordinated through AF/A1PT or SF/S1PT for recommendation.

Section 3C—Enterprise Strategic Personnel Research Program

3.10. Strategic Personnel Research Program: The Strategic Personnel Research Program is directed by a Strategic Personnel Research Planning Council comprised of representatives from enterprise-wide research and analysis functions responsible for supporting human capital management processes. The Program maintains a Strategic Personnel Research Plan to identify DAF research and analysis priorities to help guide, prioritize, integrate, and coordinate research and analysis work across the enterprise. The Strategic Research and Assessment Program manages the development of the Strategic Personnel Research Plan under the direction of the Strategic Personnel Research Planning Council.

3.11. Strategic Personnel Research Planning Council. The purpose of the Council is to develop and maintain a Strategic Personnel Research Plan to address senior human resource leader concerns to help integrate and align DAF human capital management research and analysis processes. The Council will identify and address job analysis, selection, classification, assignment, retention, compensation, evaluation, development, and other personnel policy concerns for all officer and enlisted AFSs and SFSs across the DAF. The Council will maintain a 5-year research plan that is updated annually through consultations, surveys, and working groups to obtain input from operational users, career field managers training managers, and force support leaders. **(T-1)**

3.11.1. Strategic Personnel Research Planning Council Charter. To ensure DAF-wide scope and input, the Strategic Personnel Assessment Program will utilize the Strategic Personnel Research Planning Council chaired by AF/A1P and SF/S1P and managed by Chiefs of Strategic Personnel Assessment Programs (AF/A1P and SF/S1P) with representatives from DAF organizations with responsibilities for selection, classification, utilization, and related human capital management processes. **(T-1)** The Council is established and governed by a charter approved by SAF/MR.

3.11.2. The Strategic Personnel Research Planning Council Membership. The Council is comprised of members from SAF/MR, AF/A1, SF/S1, AETC, Chief Master Sergeant of the Air Force, Chief Master Sergeant of the Space Force, Air Force Manpower Analysis Agency, Office of Labor and Economic Analysis, and others as needed. **(T-1)** The representatives will solicit Requests for Personnel Research from their staff and organizations for review by the Strategic Personnel Research Planning Council. **(T-1)** The Strategic Personnel Research

Planning Council will identify prioritized areas of concern and will provide recommendations to the Chief of the Strategic Personnel Assessment Program for inclusion in the Strategic Personnel Research Plan research priorities. **(T-1)**

3.11.3. Organizations can submit a request for personnel research to the AFPC/DSYX. AFPC/DSYX will work with the action officer to prepare a formal Request for Personnel Research for submission to the Strategic Personnel Research Planning Council. **(T-1)**

3.11.4. The Council will deliver the plan to the HSB or HSC annually for approval.

Chapter 4

PERSONNEL TESTING SYSTEM

Section 4A—Implementing the DAF Military Personnel Testing System

4.1. Overview. The DAF Military Personnel Testing System helps identify individuals qualified for specific duties and responsibilities. DAF uses the system to select and classify individuals and assess their skills and knowledge in various areas. In general, tests support and enhance human resource management. The DAF Military Personnel Testing System provides instruments to measure aptitudes, knowledge, and other abilities. DAF combines this information with other factors such as duty performance, experience, training, supervisor ratings, and personal interviews to make selection, classification, and utilization decisions.

4.1.1. The Air Force Military Personnel Testing System is divided into three programs to cover different phases of the personnel life cycle implementing operational applications of the Air Force Personnel Assessment Program described in **Chapter 3**:

4.1.1.1. Accession and aptitude testing. Includes all tests for selecting Airmen and Guardians for service in the DAF and its components. It provides a basis for selecting, classifying, training, and assigning personnel by predicting how well an individual will do in a DAF training program.

4.1.1.2. Promotion testing. Includes all tests used to determine the specialty and military knowledge of Airmen for use in promotion decisions. Airmen must take the promotion tests when published and valid to be considered for promotion under WAPS. **(T-1)**

4.1.1.3. Proficiency testing. Includes all tests used to identify individuals who have reached a level of proficiency required in some special area such as a career specialty or a foreign language. Tests not included in this program are proficiency tests used for certification within a single career field or career development course review tests.

4.1.2. Use of tests. The *Air Force Personnel Test Catalog* lists all the tests except promotion tests approved for use in the Air Force Military Personnel Testing System. The *Enlisted Promotions References and Requirements Catalog* lists the promotion tests.

4.1.3. Organizational use. Organizations are prohibited from using any test not listed in the *Air Force Personnel Test Catalog* for any personnel action. AF/A1PT or SF/S1PT must approve use of any new test or any changes in the manner in which an approved test is used. **(T-1) Exception:** Tests used to assess progress or mastery within a formal course, psychological tests used in a clinical setting, and medical tests do not fall within this requirement.

4.1.4. Securing test materials. The Personnel Assessment Program staff must ensure the security of all testing materials receives the highest priority. **(T-1)** To ensure all individuals have an equal opportunity to accurately demonstrate their aptitude, knowledge, and skills, the Air Force Personnel Testing System mandates standardized testing procedures and conditions. See **Chapter 4, Section 4D** of this manual which describes test compromise policies necessary for securing and safeguarding test materials.

4.2. Military Personnel Testing Operations.

4.2.1. Air Force Departmental Publishing Office, Publishing Program Logistics (AFDPO/PPL).

4.2.1.1. Grants TCOs access to the Warehouse Management System to order CONTROLLED TEST MATERIAL.

4.2.1.2. Provides a monthly inventory stock level report to AFPC/DP3DA.

4.2.1.3. Reviews and approves production requirements, printing, and packaging specifications for scannable Personnel Test answer sheets.

4.2.1.4. Funds and prints scannable answer sheets for AFPC/DP3DA.

4.2.2. AFPC.

4.2.2.1. Strategic Research and Assessment Branch (AFPC/DSYX).

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

4.2.2.1.2. Forwards proposals for operational use of any new or revised Personnel Tests or requested changes in the way current Personnel Tests are used to AF/A1PT or SF/S1PT.

4.2.2.2. AFPC/DP3DA, Accession, Equal Opportunity, Testing, and Workforce Branch.

4.2.2.2.1. Checks all promotion test scores for validity. Offers retesting solution when score cannot be validated. **(T-1)**

4.2.2.2.2. Operates a promotion testing and reporting system to support WAPS.

4.2.2.2.3. Operates a testing and reporting system to support the AFOQT. Receives and scores all answer sheets for the AFOQT.

4.2.2.2.4. Reviews and coordinates all personnel tests for use and inclusion in *the Air Force Personnel Test Catalog* with AF/A1PT.

4.2.2.2.5. Develops procedures to implement and monitor all programs in the Air Force Military Personnel Testing System. Establishes procedures to secure and safeguard test materials.

4.2.2.2.6. Approves waiver actions for SKTs for AFSs, Special Duty Indicators, Reporting Identifiers, and subpopulations of AFSs. **(T-1)**

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

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

4.2.2.2.9. Maintains a master directory of all Air Force TCO accounts and manages the worldwide network of TCOs. Provides TCOs with training and instructions for

administering tests and other information on testing programs through electronic media, correspondence, messages, and other methods.

4.2.2.2.10. Maintains an inventory system to control and account for all tests issued by AFDPO/PPL to each TCO.

4.2.2.2.11. Prepares and distributes Test Materials Inventory listing of all accountable Personnel Tests to each TCO. **(T-1) Note:** AFPC/DP3DA is responsible for all non-promotion tests. AETC/A9 is responsible for promotion tests.

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

4.2.2.3. Assignments and Classification Branch (AFPC/DP1TA) furnishes proposed changes of AFECD, to AFPC/DP3DA for evaluation of impact on testing programs and to AETC/A9 for informational purposes.

4.2.3. All Major Command (MAJCOM) and Field Command (FLDCOM) Directors of Personnel (MAJCOM A1 and FLDCOM S1). Ensure subordinate units comply with instructions issued by AFPC/DP3DA, AETC/A9 Test Development Section, and the PCSM Program Management Office for TBAS administration.

4.2.4. AETC/A9:

4.2.4.1. Develops, revises, publishes, and ships Air Force grade-specific enlisted promotion tests (Staff Sergeant and Technical Sergeant SKTs, Staff Sergeant and Technical Sergeant PFEs, and related materials for the Air Force as specified by AFPC/DP3DA). **(T-1)** Takes measures to enhance compatibility among Career Field Education and Training Plans, references used for promotion tests, and occupational survey data by providing feedback to internal and external customers.

4.2.4.2. Develops SKTs for new specialties as soon as feasible and in coordination with the applicable career field manager. **(T-1)**

4.2.4.3. Funds printing and shipping of all enlisted promotion tests.

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

4.2.4.5. 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 the needs of the Air Force.

4.2.4.6. Provides recommendations to AFPC/DP3DA on required promotion test waiver actions.

4.2.4.7. Keeps record copies of all tests until no longer needed for test development research. Maintains an inventory of all promotion test materials until destroyed in accordance with this manual.

4.2.4.8. Revises all promotion tests at least once a year unless waived by AFPC/DP3DA.

4.2.4.9. Creates and announces test development schedules and requirements for subject matter expert support in the test planning document.

4.2.4.10. Provides the *Enlisted Promotions References and Requirements Catalog* to AFPC and Air Force Career Development Academy for review prior to official release and posts the *Enlisted Promotions References and Requirements Catalog* on the AETC/A9 webpage. As a minimum, the catalog includes a list of all available enlisted promotion tests for the upcoming promotion cycles, the study references required for each test, and any special instructions or equipment required. Coordinates with AFPC/DP3DA and then notifies military testing facilities of changes after initial posting.

4.2.4.11. Coordinates all test development issues with AFPC/DP3DA.

4.2.4.12. Coordinates with AFPC/DP3DA on study references recommended by an Air Force career field manager that are not listed on the Career Field Education and Training Plan. Obtains all publications required to support test development projects. Schedules test development to accommodate availability of study references. In coordination with the Defense Logistics Agency, prints and distributes enlisted promotion test booklets to TCOs. Maintains an inventory system to control and account for all promotion tests issued to TCOs.

4.2.4.13. Only uses references for test development that will be available upon publication of the *Enlisted Promotions References and Requirements Catalog*.

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

4.2.4.15. Gives AFPC/DP3DA all information for scoring of promotion tests, including item deletions.

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

4.2.4.17. Air Force Career Development Academy establishes and implements all procedures necessary to ensure the availability of and access to career development courses to support SKT development and Weighted Airmen Promotion System testing.

4.2.5. USAFA. The Academy administers the AFOQT to all cadets and the TBAS to all cadets entering pilot training.

4.2.6. Installation commanders, Force Support Squadron (FSS) commanders, Garrison commanders, and Delta commanders. All references to installation commanders, FSS commanders, Garrison commanders, or Delta commanders also apply to ANG base detachment commanders or station commanders; appropriate AFRS directors or AFRS group and squadron commanders; and AFROTC detachment commanders.

4.2.6.1. 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.

4.2.6.2. Support requests for subject-matter experts and comply with SKT and PFE subject matter expert selection procedures.

4.2.6.3. Ensure unit commanders interview all subject matter experts chosen for test development duties at AETC/A9 before departure. Provide unit commanders with information necessary to ensure each subject matter expert is qualified to develop tests.

4.2.7. Unit Commanders.

4.2.7.1. Appoint a unit Weighted Airmen Promotion System monitor by memorandum, forward an information copy to the base Weighted Airmen Promotion System monitor, and ensure the Unit Weighted Airmen Promotion System monitor is trained properly.

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

4.2.8. Unit Weighted Airmen Promotion System Monitor.

4.2.8.1. Publicizes availability of *Enlisted Promotions References and Requirements Catalog*.

4.2.8.2. Assists unit Airmen in identifying reference requirements and obtaining non-electronic references.

4.2.8.3. Publicizes examinee responsibilities listed in [paragraph 4.2.15](#).

4.2.8.4. Ensures availability of non-electronic study reference materials on a 2:7 ratio (2 copies of a study reference for every 7 eligible examinees).

4.2.9. FSS Commanders or designated representatives.

4.2.9.1. Brief TCO and Test Examiner on procedures and responsibilities to ensure they understand their responsibilities. This includes Special TCOs who administer tests at tenant units and geographically separated units they service.

4.2.9.2. Manage the promotion testing program to include logistical and administrative responsibility for testing Airmen they service.

4.2.9.3. Oversee administration of the Defense Language Proficiency Test program.

4.2.9.4. Appoint one or more base Weighted Airmen Promotion System monitors to coordinate and manage the Weighted Airmen Promotion System program.

4.2.10. Base Weighted Airmen Promotion System monitor.

4.2.10.1. Provides and documents training to unit Weighted Airmen Promotion System monitors upon appointment.

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

4.2.11. Base-level TCOs and Test Examiners.

4.2.11.1. Follow all procedures in this manual; the *Air Force Personnel Test Catalog*; Air Force Instruction (AFI) 33-322; and all other procedural guidance issued by AETC/A9 and the PCSM Program Management Office.

4.2.11.2. Maintain testing facilities that meet the requirements of [Chapter 4, Section 4B](#).

- 4.2.11.3. Submit and track test material requirements and requisitions to support all testing programs.
 - 4.2.11.4. Receive and account for all test materials from AFDPO/PPL and other authorized activities by signing the document receipt and returning within 15 days of receipt. Enlisted promotion test materials are accounted for using the online inventory program.
 - 4.2.11.5. Control and safeguard all test materials.
 - 4.2.11.6. Schedule examinees and conduct testing.
 - 4.2.11.7. Track non-weighables and ensure all promotion eligible personnel are tested in a timely manner.
 - 4.2.11.8. Process queries from examinees on current SKTs and PFEs (for applicable cycles), and all other Personnel Tests listed in the *Air Force Personnel Test Catalog* in accordance with established guidelines.
 - 4.2.11.9. Test Office of Special Investigations (OSI) special agents separately from other examinees.
 - 4.2.11.10. Track test material sent to other agencies through the United States Postal Service or civilian contract carrier to ensure the materials are received by the appropriate authority in a timely manner. **(T-1)**
- 4.2.12. Base-Level TCOs. TCOs have certain responsibilities that are separate and unique from those of the Test Examiner. The TCO will at a minimum:
- 4.2.12.1. Conduct and document an annual test material inventory by copy number every year between 1 July and 15 August with an impartial witness. **(T-1)** AFPC/DP3DA must approve any annual inventories outside this time period. **(T-1)**
 - 4.2.12.2. Inventory test materials by copy number and sign over to the new TCO within 7 calendar days of appointment of a new TCO. **(T-1)** The new TCO must take part in this inventory to verify the presence of all tests and sign the inventory document. **(T-1)** The TCO will conduct similar audits when the Test Examiner is replaced. **(T-1)** Maintain copies of all test material inventory listings per records management guidelines. **(T-1)**
 - 4.2.12.3. Select Test Examiners that possess unquestionable integrity, maturity, and the ability to maintain test security. **(T-1)**
 - 4.2.12.4. Establish training programs on testing procedures. **(T-1)**
 - 4.2.12.5. Report instances of test material loss or suspected compromise according to [paragraph 4.12](#). **(T-1)**
 - 4.2.12.6. Prior to each promotion testing cycle attend Test Examiner-lead training to ensure quality and consistent test administration. **(T-3)** Document the visit with a memorandum. **(T-1)**
 - 4.2.12.7. Oversee administration of the Defense Language Proficiency Test program. **(T-1)**

- 4.2.12.8. Ensure Test Examiners track CONTROLLED TEST MATERIAL sent to AFPC or other agencies through United States Postal Service or civilian contract carrier to verify materials are received by the appropriate authority in a timely manner. **(T-1)**
- 4.2.13. Base-Level Test Examiners. Test Examiners have certain responsibilities that are separate and unique from those of the TCO. Test Examiners will as a minimum:
- 4.2.13.1. Supervise all testing sessions. **(T-1)**
 - 4.2.13.2. 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. **(T-1)**
 - 4.2.13.3. Prepare and mail answer sheets according to **Table 4.1**. **(T-1)**
 - 4.2.13.4. Follow proper procedures to hand score tests. **(T-1)**
 - 4.2.13.5. Brief test proctors on their duties in the testing room and on requirements for safeguarding CONTROLLED TEST MATERIAL. **(T-1)**
 - 4.2.13.6. Track CONTROLLED TEST MATERIAL sent to AFPC or other agencies through the United States Postal Service or civilian contract carrier to verify materials are received by the appropriate authority in a timely manner. **(T-1)**
- 4.2.14. ANG and AFR Personnel Testing Program. ANG and AFR Education & Training Offices administer their own testing programs. However, in certain cases, they may obtain support from a collocated RegAF military testing facility. TCOs must maintain only tests for which they have a recurring need. **(T-1)** RegAF and USSF Test Examiners may schedule ANG or AFR personnel to test with RegAF Airmen and USSF Guardians during normal duty hours if requested.
- 4.2.14.1. Installations gaining ANG units may name Air Force advisors to ANG units as TCOs to administer and control the testing of ANG personnel.
 - 4.2.14.2. These TCOs may use ANG personnel to give and score tests in the ANG program if the ANG unit commander concurs.
 - 4.2.14.3. The gaining installation must designate a qualified ANG technician to serve as TCO if an Air Force advisor is not appointed as TCO. **(T-1)**
- 4.2.15. Examinee Responsibilities:
- 4.2.15.1. Examinees must understand and comply with all provisions of test compromise in **Chapter 4 Section E**. **(T-1)**
 - 4.2.15.2. Before, during, and immediately following testing, examinees must follow all instructions. **(T-1)** Examinees must inform the Test Examiner of any mental or physical condition that may prevent them from doing their best or finishing testing. **(T-1)**
 - 4.2.15.3. Individuals receiving Foreign Language Proficiency Bonus must re-certify (retest) annually. **(T-1)**
 - 4.2.15.4. Examinees must wear an authorized uniform or the uniform of the day when testing. However, OSI agents may be tested in civilian clothes. **(T-1)**.
 - 4.2.15.5. For promotion testing, Airmen must:

- 4.2.15.5.1. Know their promotion eligibility status. **(T-1)**
- 4.2.15.5.2. Maintain their specialty and military qualifications to retain their eligibility. **(T-1)**
- 4.2.15.5.3. Use self-initiated programs of individual study and effort. **(T-1)**
- 4.2.15.5.4. Review the annual *Enlisted Promotions References and Requirements Catalog* to identify the applicable study references. **(T-1)**
- 4.2.15.5.5. Obtain and study the applicable study references specified for a particular promotion cycle. **(T-1)**
- 4.2.15.5.6. Be prepared to test the first day of the testing window. **(T-1)**
- 4.2.15.5.7. Ensure they receive at least 60 days' access to study materials prior to testing or initiate follow-up actions to obtain access at least 60 days before the start of the testing cycle. **(T-1)** **Note:** When an Airman signs the promotion testing Report on Individual Person, they are acknowledging access to study material.
- 4.2.15.5.8. Know their promotion testing requirements prior to testing date. **(T-1)**
- 4.2.15.5.9. Bring a valid military identification card to any testing session. **(T-1)**
- 4.2.15.5.10. Bring the minimum number of personal items necessary into the testing room. **(T-1)** In addition to items prohibited in the testing room, examinees are discouraged from bringing purses, backpacks, gym bags, briefcases, or any other container type items into the room. Ideally, an examinee has the correct military uniform and their military identification card only.

Note: Test administration begins when the TCO or Test Examiner closes the door to the testing room at the appointed start time.

Section 4B—Testing Operations Procedures

4.3. Managing Test Facilities and Personnel.

4.3.1. Introduction. Standardize each area of the testing system operation 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 examinee, and the Air Force.

4.3.2. Establishing a test facility. Forward requests through local channels to AFPC/DP3DA. If AFPC/DP3DA approves the request an account number will be assigned by AFPC/DP3DA and will notify AFDPO/PPL. This action places the facility on the master TCO list and allows the TCO and Test Examiner to order required test materials.

4.3.3. Test facility conditions.

4.3.3.1. TCOs and Test Examiners must use testing facilities that meet acceptable conditions for testing. **(T-1)** At a minimum they will:

- 4.3.3.1.1. Ensure the testing room meets minimum noise level requirements. **(T-1)**
- Contact the local bioenvironmental engineer to measure testing room noise levels. **(T-1)**
- Recommended noise level range for testing facilities is 40 to 45 decibels and must

- not exceed 60 decibels for a significant period of time. **(T-1)** Use necessary acoustic treatments to bring noise levels within the recommended range. Never administer personnel tests in locations where other business is being conducted. **(T-1)**
- 4.3.3.1.2. Provide adequate, comfortable lighting for the room and working surfaces (minimum 75 foot candles of illumination at the desktop). **(T-1)** Avoid shadows and glare on working surfaces. **(T-1)**
- 4.3.3.1.3. Control the ventilation, temperature (between 68-78 degrees Fahrenheit), and humidity to provide for the examinees' comfort. **(T-1)** Do not conduct testing when environmental conditions interfere with concentration. **(T-1)**
- 4.3.3.1.4. Prohibit eating, drinking, or any other activity which may disrupt testing (this includes TCOs or Test Examiners). **(T-1)**
- 4.3.3.1.5. Prohibit the possession of any personal electronic devices (to include, but not limited to, smart watches, pagers, cell phones, camera phones, calculating devices, fitness devices, or any other item which could be used to gather, store, copy, reproduce, transmit, or receive data). **(T-1)**
- 4.3.3.1.6. Arrange the testing room so the Test Examiner can see and hear all examinees continually during testing sessions. **(T-1)** The Test Examiner must not be separated from examinees by a partition or window. **(T-1)** Do not use desks or tables with partitions such as study carrels. **Exception:** Carrels are authorized for the TBAS. Large tables may be used with non-glass partitions of adequate height to separate examinees as long as they do not obstruct the Test Examiner's view. Place examinees far enough apart to prevent cheating. **(T-1)**
- 4.3.3.1.7. Allow an overall minimum space of 15 square feet per examinee including space for the control aisle and aisles for proctoring. **(T-1)** Refer to TCO or Test Examiner Training Guide for an illustration of how a testing room may be arranged. **(T-1)**
- 4.3.3.1.8. Provide a working surface for each examinee that is flat, smooth, free from cracks, and provides enough space so that materials do not overlap. **(T-1)** Give additional table space to examinees whose tests require use of inserts, maps, or charts. **(T-1)**
- 4.3.3.2. Do not conduct testing in facilities that fail to meet the minimum standards unless there is an approved waiver. Any waiver granted for inadequate testing facilities is temporary, not to exceed 1 year. Take steps to permanently meet the minimum standards listed above. Include justification and a complete summary of actions being taken to correct deficiencies with all requests for waivers of any minimum standard. Forward the request to AFPC/DP3DA. **(T-1)**
- 4.3.4. Closing a test facility.
- 4.3.4.1. When a testing facility is closing, the TCO must notify AFDPO/PPL and/or AETC/A9 and AFPC/DP3DA. **(T-1)** AFPC/DP3DA then deletes the test facility from the master directory and AFDPO/PPL and/or the AETC/A9 deletes the account from their lists and cancels requisitions.

4.3.4.2. Before a TCO account closes, the TCO must destroy or return all test materials. **(T-1)** The TCO will complete AF Form 310, *Document Receipt and Destruction Certificate*, and send to AFPC/DP3DA after destruction of CONTROLLED TEST MATERIAL and annotate promotion test booklet destructions in the online inventory. **(T-1)**

4.3.5. Appointing and relieving TCOs. All units authorized to use tests listed in this manual and the *Air Force Personnel Test Catalog, Index of Personnel Tests*, will appoint a TCO. **(T-1)** To limit the exposure of personnel tests, only one TCO and a maximum of two Test Examiners are authorized per account. Preferably, the TCO is also one of the two Test Examiners. Units must request a waiver by AFPC/DP3DA for more than three personnel. **(T-1)**

4.3.5.1. The Force Support Squadron Commander (FSS/CC) or AFROTC Detachment Commander appoints and relieves the TCO by memorandum (**Attachment 17**).

4.3.5.1.1. Forward a copy of the memorandum by e-mail or to: AFPC/DP3DA, 550 C Street W., Suite 9, JBSA-Randolph TX 78150-4712.

4.3.5.1.2. Forward a copy of Weighted Airmen Promotion System TCO appointment letters to AETC/A9. **(T-1)**

4.3.5.1.3. If the TCO will be absent for a long enough period of time to impact TCO duties, the TCO should be relieved of duties and a new TCO appointed. The FSS/CC may reappoint the TCO after return from the absence.

4.3.5.1.4. The TCO should normally be the most experienced Test Examiner and have responsibility for both TCO and Test Examiner duties. Under this configuration, appoint a second Test Examiner for each account. If the TCO and Test Examiner are not the same person, a second Test Examiner is not required.

4.3.5.1.5. FSS/CCs must ensure TCOs have the right qualifications (integrity, maturity, good written and oral communication skills, basic computer skills, knowledge of military testing, attention to detail, and the ability to understand and comply with procedures in this manual). **(T-1)**

4.3.5.1.6. TCOs monitor appointments of TCOs and Test Examiners under their command to ensure qualifications are met. **Note:** Due to the daily exposure to CONTROLLED TEST MATERIAL, take extreme care to discern the trustworthiness of the TCO or Test Examiner.

4.3.5.2. Appoint only one TCO. Do not appoint an alternate, temporary, or emergency TCO. **(T-1)**

4.3.5.3. TCOs who conduct WAPS testing must be an officer or DoD civilian with the grade of GS-5 or higher. **(T-1)**

4.3.5.4. Unless AFPC/DP3DA approves in advance, TCOs must not take a test within 6 months of the date they last had access to that particular Personnel Test. **(T-1)** Requests for waivers to this requirement must contain the date the TCO last had access to the Personnel Test, the length of time served as TCO, and the testing requirement. **(T-1)** Forward the request to AFPC/DP3DA.

4.3.5.5. Conduct a test material inventory in accordance with [paragraph 4.6](#) when a new TCO is appointed. **(T-1)**

4.3.6. Appointing and relieving Test Examiners.

4.3.6.1. The FSS/CC or AFROTC Detachment Commander appoints and relieves Test Examiners by memorandum (See [Attachment 17](#)). **(T-1)**

4.3.6.1.1. Officers or fully qualified civilians (GS-4 or higher) may serve as Test Examiners. **Note:** For AFROTC Detachments, waivers shall be granted for NCOs to serve as test examiners. **(T-1)**

4.3.6.1.2. Individuals on an Air Force contract may be Test Examiners. The contract must contain a clause requiring safeguarding of CONTROLLED TEST MATERIAL. **(T-1)**

4.3.6.2. Forward a copy of the memorandum to AFPC/DP3DA as outlined in [Attachment 17](#).

4.3.6.3. Unless AFPC/DP3DA approves in advance, Test Examiners must not test within 6 months of the date they last had access to that particular Personnel Test. **(T-1)** Requests for waivers must contain the date the Test Examiner last had access to the Personnel Test, the length of time served as Test Examiner, and the testing requirement. **(T-1)** Forward the request to AFPC/DP3DA.

4.3.6.4. Conduct a test material inventory in accordance with [paragraph 4.6](#) when a new Test Examiner is appointed. **(T-1)**

4.3.7. Appointing and relieving test proctors. Test proctors assist the TCO or Test Examiner by helping observe examinees during test administration. The TCO or Test Examiner 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. **(T-1)**

4.3.7.1. Units must appoint military test proctors for promotion testing who are at least one grade higher than the highest ranking examinee, regardless of AFSs. **(T-1)**

4.3.7.2. Military test proctors (for all testing other than promotion testing) must be Staff Sergeant selectees or higher. **(T-1)** DAF civilians may be appointed to proctor any type of test administration.

4.3.7.3. Determine the minimum number of proctors based on the number of examinees and layout of the testing room. Test proctors are not required when testing less than 31 examinees. As a minimum, in addition to the Test Examiner, units must 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. **(T-1)** Test Examiners may appoint additional proctors to maintain control and security during testing in unique situations.

4.3.8. Training test administration personnel. TCOs are responsible for training personnel appointed to administer their testing programs and maintain test security. Test administration personnel use this manual and the applicable test administration manuals as guides for training. The TCO or Test Examiner Training Guide, checklists, and local guidance are also appropriate for use in training programs. Test administration personnel must sign a statement within 60

days of appointment proclaiming their familiarization with testing procedures. **(T-1)** The FSS/CC or equivalent acknowledges the competence of the TCO or Test Examiner by endorsing the statement. This statement must be on file in the Personnel Test security container. **(T-1)**

4.3.9. Recommending enhancements or changes to the Air Force Personnel Testing System. Identify any issues or improvements to the Personnel Testing System to AFPC Strategic Research and Assessment Branch (AFPC/DSYX) or AF/A1PT. Include details of the proposed or revised Personnel Test and explain why the change is in the best interest of the Air Force as outlined in [paragraph 3.11](#).

4.4. Administering Tests.

4.4.1. Standardizing Test Administration. Test administration personnel must administer all Personnel Tests in the Personnel Testing System under uniform conditions using standardized procedures. **(T-1)** Use the procedures in this chapter plus the additional instructions in each administration manual.

4.4.2. Preparing to Administer Tests. Before administering a Personnel Test, the Test Examiner must:

4.4.2.1. Check each test booklet page-by-page for printing errors, missing or blank pages, or any other defect. **(T-1)** Do not give any examinee a test booklet containing marks made by previous examinees. If errors are detected, the TCO must notify AFPC/DP3DA. **(T-1)** For Weighted Airmen Promotion System printing errors, the TCO must also contact AETC/A9. **(T-1)** The TCO must immediately order new booklets and destroy the faulty ones unless otherwise directed. **(T-1)**

4.4.2.2. Review the specific instruction manual for administering the Personnel Test to understand the purpose of the test, its directions, and the materials needed. **(T-1)** The TCO should rehearse the directions so the instructions can be read aloud without error.

4.4.2.3. Review procedures to follow during emergency situations that could arise during testing (see paragraphs [4.4.5](#) and [4.4.6](#)). **(T-1)**

4.4.2.4. Reference Air Force Personnel Test (AFPT) 250, *Instructions for Administering Air Force Promotion Tests*, in [Attachment 1](#). **(T-1)**

4.4.2.5. Verify that enough test booklets, answer sheets, special testing equipment, pencils, erasers, and scratch paper are current and available. **(T-1)**

4.4.2.6. Provide number 2 pencils (minimum two) with serviceable erasers (minimum one inch) and blank scratch paper, unless specifically directed otherwise by the administration manual. **(T-1)** Do not use obsolete forms or form letters as scratch paper. **(T-1)** Never keep scoring keys in the testing room during testing unless locked in a safe. **(T-1)**

4.4.2.7. Determine which tests require additional equipment or have illustrations or inserts that need more tabletop space. **(T-1)** Provide proper space and privacy for the examinees to prevent the use of special equipment from distracting other examinees. **(T-1)**

4.4.2.8. Appoint the proper number of test proctors and brief them on their duties. **(T-1)**

4.4.2.9. For enlisted promotions testing sessions have a copy of the deleted questions list available during testing in the event an examinee wishes to query an item. **(T-1)**

4.4.3. Administering the Test. Test administration begins when the TCO or Test Examiner closes the door to the testing room at the appointed start time. The TCO or Test Examiner will:

4.4.3.1. Check each examinee's identification card to verify each examinee is the person scheduled for testing. **(T-1)** Distribute the booklets, answer sheets, and special equipment after the examinees are seated. **(T-1)** Prohibit examinees from bringing their own equipment such as calculators (including those on watches), cassette recorders, pencils, cell phones, personal electronic devices, or any instrument that can transmit, receive, or preserve, in any fashion, audio or video data into the testing room. **(T-1)** Do not allow examinees to bring in or take out any notes or other study materials. **(T-1)**

4.4.3.2. Eliminate distracting influences in the surrounding environment. To the extent possible, confirm all examinees are comfortable and not fatigued, ill, or distressed. **(T-1)** Excuse examinees affected by any of these things and schedule for another time. It is ultimately the examinees' responsibility to ensure they are fit to test, both mentally and physically.

4.4.3.3. 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.

4.4.3.4. Maintain test security and control of the testing session at all times. Never leave the testing room after a testing session begins unless relieved by the TCO or another Test Examiner. **(T-1)** **Exception:** For TBAS and other tests on the TBAS automated test platform, the Test Examiner does not have to stay in the testing room; however, the Test Examiner must be immediately available to answer examinee questions. **(T-1)**

4.4.3.5. Once all test materials are distributed, read the standardized directions aloud verbatim from the administration manual. **(T-1)** Do not paraphrase instructions, read instructions from notes or memory, or adapt instructions for local conditions. **(T-1)** Read local instructions before those in the Personnel Test administration manual. **(T-1)**

4.4.3.6. Explain time limits to the examinees as specified in the Personnel Test administration manual. **(T-1)** Explain that these time limits are exact, either for a complete test or for separate parts of a test. Explain to the examinees how the test administration will be timed, either by an electric timer, stopwatch, electric wall clock, digital clock, or sweep-second-hand watch. **(T-1)** When possible, use a timer with an auditory signal to eliminate the need for constantly watching the clock. When proctors are used, instruct them to check the timing independently and consult the TCO if they suspect an error in timing. Refer to the TCO or Test Examiner Training Guide for an example of how to keep accurate testing time. **Note:** Once established, DO NOT change the posted return time for the second Weighted Airmen Promotion System test. Personnel who finish the first test early must leave the testing room so those still testing are not distracted. **(T-1)** All subsequent time intervals are established based on the START time of the first test. No deviations are allowed. For example, when giving a Weighted Airmen Promotion System test the start time is 0805 so the stop time will be 0950. Adding 15 minutes for a break makes a return time of 1005 hours. Do not change the return time after the first testing session starts.

4.4.3.7. Instruct examinees to stop testing and put their pencils down at the instant they are told time has expired. Collect and account for all test materials before dismissing the group. **(T-1)** If examinees finish testing before time expires, check all their materials before allowing them to leave the testing room. When checking the materials, ensure there are no marks in the test booklet and all of the sections of the answer sheet have been correctly bubbled in. **(T-1)**

4.4.3.8. Reference AFPT 230, *Air Force Personnel Test Query*, in **Attachment 1**. Once the examinee has turned in the test material, do not permit the examinee to complete AFPT 230. Never allow examinees access to test materials after they have been turned into TCO or Test Examiner. Refer to **Table 4.1** for disposition of AFPT 230. Test development agencies review test queries for consideration in future test development.

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

4.4.3.10. Test one examinee alone only when absolutely necessary. Follow all procedures in **paragraph 4.4** as carefully and completely as when testing a group. Remain professional and objective. Do not give more assistance to a single examinee than to a group.

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

4.4.3.12. Post the return time for personnel returning for a second test prominently in the testing room. Inform personnel who are returning to take a second test that they must return on or before the posted time. **(T-1)** Examinees must return to the testing room following an authorized break during a test administration (e.g., for AFOQT, Weighted Airmen Promotion System Test, Armed Forces Classification Test) by the announced and posted time. **(T-1)** Terminate the test administration for examinees who fail to return on time.

4.4.4. Specific test compromise prohibitions during test administration. Members are specifically prohibited from the actions prescribed by paragraphs **4.4.4.1** and **4.4.4.2** and may be held accountable through the Uniform Code of Military Justice articles or any other applicable punitive article. Failure by uniformed members of the RegAF, USSF, AFR members on active duty or inactive duty for training, and ANG members in Title 10 status to obey the mandatory provisions in this paragraph and subparagraphs constitutes a **failure to obey a lawful general regulation in violation** of Article 92, Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training, who violate the mandatory provisions of this manual, may be held accountable through similar provisions of their respective State Military Codes. Any civilian employee of the Air Force or any contracted employee who takes any action defined as a test compromise, to include that listed in the following subparagraphs, is subject to adverse administrative action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

4.4.4.1. Removing test material from the testing room. When an examinee attempts to remove actual test material from the testing room (including test booklets, portions of test booklets, marked answer sheets, and used or unused scratch paper (see **paragraph 4.12.7.2**)), the Test Examiner must immediately notify the examinee's chain of command.

(T-1) The Test Examiner will take the appropriate actions specified in this manual for test compromise situations. (T-1)

4.4.4.2. Cheating or failure to follow instructions. The Test Examiner must notify the TCO if an examinee attempts to copy answers from another examinee's answer sheet, does not follow test administration directions (begins marking answers on the answer sheet prior to start time, turns to previous subtest, marks additional answers after time has expired), or uses notes or other means of gaining an unfair advantage during test administration. (T-1) If the Test Examiner discovers cheating or failure to follow instructions, the Test Examiner must terminate the examinee's test and collect all test materials. (T-1) The Test Examiner and TCO must notify their chain of command and the examinee's commander. (T-1) Forward the examinee's answer sheet to the appropriate agency (see [Table 4.1](#)) with a note explaining testing was terminated due to cheating or failure to follow instructions. (T-1) In most cases, AFPC will invalidate the examinee'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 AFPC/DP3DA. (T-1)

4.4.5. Handling test interruptions:

4.4.5.1. Promotion testing. Follow procedures in AFPT 250 if an interruption occurs during promotion testing.

4.4.5.2. AFOQT. Follow procedures in AFPT 990, *Air Force Officer Qualifying Test Manual for Administration* in [Attachment 1](#) if an interruption occurs during AFOQT testing.

4.4.5.3. Tests Supported by the Automated Testing Platform. Follow established testing procedures in the TBAS Operator's Manual and guidance for the other tests supported by the automated testing platform if an interruption occurs during the test administration.

4.4.5.4. All other testing. Note the time elapsed, collect all test materials, and resume or reschedule testing as soon as the situation is resolved. When resuming testing, allow the examinees the remaining time to complete testing. Maintain control of all examinees until a decision is made to resume or reschedule the testing session.

4.4.5.5. Additional Guidance. In any test interruption situation, the Test Examiner must consult with the TCO first and then contact AFPC/DP3DA if he or she is unsure of proper procedures. (T-1) If the TCO has any doubts at all about what actions to take, contact AFPC/DP3DA prior to taking any action.

4.4.5.6. Follow up action. The TCO must immediately notify AFPC/DP3DA by message or e-mail with the reason testing was terminated, the Personnel Test being administered, number of examinees involved, specific procedures followed, and the projected date testing is to be resumed or rescheduled. (T-1)

4.4.6. Individual examinee emergencies.

4.4.6.1. If an examinee must be released from testing due to an emergency (for example, family member involved in an accident), the Test Examiner must note time elapsed, collect all of the examinee's test materials, and remind the examinee not to discuss test material. (T-1) Reschedule the examinee to complete testing as soon as possible and allow only the time remaining from the original testing session.

4.4.6.2. For all testing, do not allow examinees to leave the testing room for a non-emergency or individual break (such as going to the restroom) unless the examinee has a medical statement to substantiate the need to take an individual break during the testing session. In such cases, provide an escort who meets Test Examiner grade requirements and keep track of testing time. Time allotted for break does not count as part of examinee's testing time. Terminate testing if an examinee without a medical statement leaves the testing session after testing has begun. Before the examinee leaves, explain 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 4.1](#)) 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 examinee, note the time elapsed during the testing session. See [paragraph 4.4.3.6](#).

4.4.7. 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.

4.4.8. Post-test administration. After test administration, the Test Examiner will:

4.4.8.1. Inspect test booklets for missing pages and stray marks of any kind after every testing session. **(T-1)** Completely erase answers or marks if possible. If a page or pages have been torn out, secure the test booklet (possible compromise evidence) and notify the TCO. If the Test Examiner cannot completely erase marks or if a booklet is worn or torn, destroy it according to procedures in [Chapter 4 Section 4C](#). Do not reuse single-use booklets and destroy immediately after testing ends. Do not give examinees any test booklets that have any marks that could influence responses.

4.4.8.2. Handle scratch paper as CONTROLLED TEST MATERIAL and destroy it according to procedures in [paragraph 4.7.1](#). **(T-1)**

4.4.8.3. Prepare answer sheets for mailing (if required) according to [Table 4.2](#). **(T-1)** Use [Table 4.1](#) to determine when and where to mail answer sheets and associated materials.

4.4.8.4. Before destroying any test materials following a test session, the Test Examiner must ensure all answer sheets have been accounted for to ensure none are inadvertently destroyed. **(T-1)**

4.4.8.5. Suspend a partially completed AFPT 230 for 7 calendar days from the date the examinee takes the test. **(T-1)** Do not allow examinees who return to complete PART III access to the test booklet. **(T-1)** Destroy as CONTROLLED TEST MATERIAL AFPT 230 which do not contain a source reference and justification. **(T-1)** Examinees may only return to complete PART III of an AFPT 230 that was initiated during the testing session. They may not return to initiate a new AFPT 230 after leaving the testing room.

4.4.9. Supporting Geographically Separated Units. Normally, the military testing facility provides testing support to those geographically separated units it services. Military testing facility will:

4.4.9.1. Send an authorized Test Examiner to the geographically separated unit to administer required tests or go to the geographically separated unit to administer the tests. The TCO may make arrangements to have geographically separated unit personnel tested

at the military testing facility closest to their location. If the servicing military testing facility uses an alternate location, it must schedule testing and forward the required Personnel Test materials to the testing location. **(T-1)** See **Chapter 4, Section 4C** for specific instructions for transporting CONTROLLED TEST MATERIAL.

4.4.9.2. If the options in **paragraph 4.4.9.1** are not feasible or practical, appoint a Special TCO at the geographically separated unit if the geographically separated unit commander concurs. **(T-1)** Special TCOs must not delegate any of their duties to other individuals. **(T-1)** Special TCOs must conform to the same restrictions and qualifications as regular TCOs. **(T-1)** Before a Special TCO may be appointed, the servicing TCO must verify the Special TCO can secure test materials in a security container to which only authorized personnel have access. **(T-1)**

4.4.9.3. FSS/CC will appoint the Special TCO by memorandum. **(T-1)** Send two copies to the Special TCO. Special TCOs will acknowledge by return endorsement that they have been trained and thoroughly understand their duties, the contents of this manual, and applicable test administration instructions. **(T-1)** The Special TCO will return one copy to the TCO for file and keep one copy. FSS/CC will send an approved copy of the Special TCO letter to AFPC/DP3DA. **(T-1)**

4.4.9.4. In certain unique instances, such as the non-availability of DAF personnel who meet Special TCO Requirements, the DAF may appoint an individual from another branch of service as Special TCO. These Special TCOs must meet the same requirements as DAF Special TCOs. **(T-1)** The servicing TCO must reach an appropriate agreement with the Special TCO's unit and branch of service and get final approval from the geographically separated unit commander. **(T-1)** The geographically separated unit commander will appoint the non-DAF Special TCO by memorandum following procedures outlined in **paragraph 4.4.9.3**. **(T-1)** Because other services are usually not familiar with DAF testing programs, the servicing TCO must be sure to thoroughly train the non-DAF Special TCO on the Personnel Testing System. **(T-1)**

4.4.9.5. The servicing TCO must train the Special TCO on the Personnel Testing System, all testing procedures, security, and the importance of testing to an individual's career opportunities. **(T-1)** The servicing TCO must provide the Special TCO all instructions and information required to properly handle and administer tests. **(T-1)** The servicing TCO must verify testing facilities comply with requirements in this manual. **(T-1)** A statement from the geographically separated unit commander describing the facilities fulfills this requirement.

4.4.9.6. Special TCOs do not requisition Personnel Tests. Servicing TCOs provide all necessary test materials; however, Special TCOs may maintain non-Weighted Airmen Promotion System tests if there is a frequent requirement for their administration at the site (e.g., a foreign language test) and they can be properly secured.

4.4.9.7. The servicing TCO or Test Examiner packages and mails all test materials to the Special TCO according to procedures in **Chapter 4, Section 4C**. The TCO or Test Examiner 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.

4.4.9.8. After receiving the package from the TCO, the Special TCO accounts for all materials in the package, signs, and returns the receipt copy of the AF Form 310 to the TCO. The Special TCO administers the tests at the earliest practical time and return all test materials to the TCO within 7 calendar days after use. Use the mailing procedures in [Chapter 4, Section 4C](#).

4.4.10. General Test Scoring Procedures.

4.4.10.1. Test Scoring. The Test Examiner or TCO scores tests when there is no centralized scoring facility. Study this manual and the appropriate instructions for scoring tests. To ensure 100% accuracy, work in conditions free of distractions. Always have scoring double-checked. If the Test Examiner performs the initial scoring, the TCO or another Test Examiner must double-check it. **(T-1)** Do not deviate from scoring instructions for specific Personnel Tests.

4.4.10.2. Scoring Keys. Do not reproduce answer keys. **(T-1)**

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

4.4.10.4. Using Air Force Personnel Test Answer Sheets. Only use answer sheets listed in *Air Force Personnel Test Catalog*. Do not reproduce blank or filled-in AFPT 851, *Answer Sheets*, or AFPT 987, *Air Force Officer Qualifying Test Answer Sheets*, answer sheets. Forward any unusual requests for using answer sheets to AFPC/DP3DA.

Table 4.1. Disposition of Answer Sheets and Test Queries.

R U L E	A	B	C
	AFPT Number	Category	Disposition
1	851	Weighted Airmen Promotion System Answer Sheets	Mail certified or commercially available express-mail service daily or within 7 calendar days of test administration to: AFPC Test Management Office AFPC/DP1SSPT-1 550 C Street West, Suite 9 JBSA-Randolph TX 78150-4711

2	230	Weighted Airmen Promotion System Queries Refer to Chapter 4 for packaging procedures	For queries containing classified information mail registered or FEDEX express mail (FEDEX applies to stateside only). For all other queries ship using certified with return receipt or commercially available express-mail service. Mail queries as soon as it is feasible to: AETC/A9 73 Main Circle, B661 JBSA-Randolph, TX 78150
3	230 (see Note)	Misc. Queries: AFOQT, Electronic Data Processing Test, Armed Forces Classification Test	Mail registered or commercially available express-mail service within 3 calendar days to: AFPC Test Management Office AFPC/DP1SSPT-1 550 C Street West, Suite 9 JBSA-Randolph TX 78150-4711
4	987	Air Force Officer Qualifying Test Answer Sheets	Mail certified or commercially available express-mail service within 3 calendar days to: AFPC Test Management Office AFPC/DP1SSPT-1 550 C Street West, Suite 9 JBSA-Randolph TX 78150-4711
5	705	Air Force Reading Abilities Test Answer Sheets	Retain for 1 year and then destroy locally.
6	81	Electronic Data Processing Test Answer Sheets	Retain for 1 year and then destroy locally.

Note: Before mailing miscellaneous queries (for tests other than promotion tests), change the address in section II of AFPT 230 to AFPC Test Management Office, AFPC/DP1SSPT-1 550 C Street West, JBSA-Randolph TX 78150.

Section 4C—Handling Administrative Tasks

4.5. Submitting a Requisition.

4.5.1. Only appointed TCOs and Test Examiners may requisition Test materials indexed in the *Air Force Personnel Test Catalog* or *Enlisted Promotion References and Requirements Catalog*. If an unusual request for Personnel Test material should arise from an individual or agency outside the DAF, contact or refer the requester to AFPC/DP3DA. **(T-1)**

4.5.2. Submit requisitions according to procedures in the *Air Force Personnel Center Catalog* or *Enlisted Promotion References and Requirements Catalog*. **(T-1)** Pay particular attention to the number of tests ordered. Only order enough booklets to support known requirements.

4.5.3. The Air Force distributes some Personnel Tests to the using activities as they are published. TCOs must order all other Personnel Test materials upon announcement or as needed. **(T-1)** Check the *Air Force Personnel Test Catalog*, letters, and messages for announcements of new or revised Personnel Test materials. The Test Control Office must submit requisitions for test materials only when there is a recurring requirement. **(T-1)** For example, do not order every language test listed in the *Air Force Personnel Test Catalog*.

4.5.4. Upon receipt of tests, the TCO and Test Examiner must jointly verify receipt of materials listed on the document receipt, sign the receipt form, and return the receipt to AFPC/DP3DA for non-promotion tests. **(T-1)** For enlisted promotion tests they will add the booklets to the AETC/A9 online inventory. Refer to the “TCO Guidebook for Enlisted Promotion Tests” document for procedures. AFPC/DP3DA will not fill requisitions for accounts whose document receipts are delinquent by more than 30 days until the delinquency is resolved. **(T-1)**

4.6. Conducting Test Material Inventories.

4.6.1. Test Material Inventories ensure accountability and security of all test materials. Because they are vital to the integrity of the testing system, those conducting the inventories must conduct them in a manner that is above reproach. **(T-1)** Account for all test materials with the test material inventory listing during each inventory. The TCO or Test Examiner Training Guide contains guidance for conducting Test Material Inventories.

4.6.2. AFPC/DP3DA produces the test material inventory for each TCO account on 1 July each year. All Test Material Inventories will be sent electronically to each TCO. **(T-1)** Test Material Inventories must be completed by 15 August unless the AFPC/DP3DA approves an exception to policy. **(T-1)** AFPC/DP3DA may waive this requirement only under extreme circumstances. In addition, conduct test material Inventories when a new TCO or primary Test Examiner is appointed. Complete AETC/A9 enlisted promotion Test Material Inventories using the online inventory program. Refer to the TCO Guidebook for Enlisted Promotion Tests document on the AETC/A9 website for procedures.

4.6.3. The TCO conducts the July test material inventory with an impartial official (see [paragraph 4.6.5](#)). **(T-1)** Choose a person who does not have duties associated with the testing organization (not in the FSS chain of command) to ensure objectivity and strict control. **Exception:** AFROTC units are exempt from the requirement that the impartial official not have duties associated with the organization; however, the impartial official must not have duties associated with the unit's testing program. **(T-1)**

4.6.4. When a new TCO is appointed the current TCO and previous TCO conduct a test material inventory within 7 calendar days of appointment. **(T-1)** When a new Test Examiner is appointed the TCO and the new Test Examiner conduct a test material inventory within 7 calendar days of appointment. **(T-1)**

4.6.5. The Impartial Official. This is a commissioned officer or a DAF civilian with a minimum grade of GS-07 from outside of the FSS. The impartial official conducts only front cover reviews to verify Personnel Test and copy numbers and must not see the test material. **(T-1)** 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 4.11.7](#). **(T-1)**

4.6.6. Test material inventory listings. AFPC/DP3DA listing shows all Personnel Tests (except promotion tests) charged to the TCO account. AFPC/DP3DA only removes Personnel Tests from the lists after receiving an AF Form 310 from the TCO account or the official documents show a discrepancy on the test material inventory listing. All AETC/A9 enlisted promotion tests are listed in the online inventory. These tests are removed from the inventory when a TCO uses a scanner to annotate a destruction.

4.6.7. Obsolete Personnel Tests. Handle them as CONTROLLED TEST MATERIAL and destroy according to [paragraph 4.7](#).

4.6.8. How to Conduct Test Material Inventories. Inventories must reflect disposition (present or destroyed) of all Personnel Tests. **(T-1)** The inventorying officials must verify destruction of test materials and annotate the test material inventory listing to reflect discrepancies and status of efforts to resolve them. **(T-1)** Use the online inventory program to document the AETC/A9enlisted promotion test inventories or destructions.

4.6.9. Disposition of test material inventory listings. AFPC/DP3DA (for non-promotion Personnel Tests) transmits the test material inventory listing electronically. After completing the test material inventory, the TCO keeps one annotated copy. For AETC/A9, enlisted promotion tests use the online inventory program to print a listing after the inventory is completed.

4.6.9.1. If the AETC/A9 enlisted promotion test material inventory is not documented in the online inventory by 15 August the AFPC Military Testing Office will restrict the account, preventing TCOs from ordering test material. **(T-1)**

4.6.9.2. For the non-promotion test material inventory AFPC/DP3DA will send a copy of the completed test material inventory out to the TCOs for verification for test material inventory. All TCOs will verify their test material inventory and provide accurate account of their inventory. **(T-1)**

4.6.9.3. Each TCO account will provide which test booklet numbers are in their possession. **(T-1)**

4.6.9.4. TCOs annotate all changes on a completed AF Form 310 signed by their Squadron Commander. **(T-1)** The FSS/CC must authenticate the test material inventory listing by co-signing. **(T-1)** By signing the Weighted Airmen Promotion System test material inventory, the FSS/CC is also verifying compliance of the testing program with all

established testing policies (e.g., test security, storage, scheduling, administration, destruction).

4.6.10. Test material inventory discrepancies. If officials discover or suspect any discrepancies during a test material inventory, the TCO or Test Examiner must advise AFPC/DP3DA. **(T-1)** The TCO or Test Examiner must also notify AETC/A9 if the discrepancies concern promotion tests. **(T-1)** If the TCO cannot resolve the differences after contacting AFPC/DP3DA or AETC/A9, the TCO must initiate a test compromise investigation within 7 calendar days from the date of initial discovery following the procedures in [paragraph 4.12.8.2](#) of this publication. **(T-1)**

4.7. Destroying Personnel Test Materials.

4.7.1. TCOs will burn or shred Personnel Tests when authorized by the *Air Force Personnel Test Catalog* or directed by AFPC/DP3DA. **(T-1)** TCOs will destroy superseded editions of Personnel Tests within 30 days of receiving revised editions or other instructions, except if otherwise directed by AFPC/DP3DA. **(T-1)** Destroy AETC/A9 enlisted promotion tests within 30 days of the expiration date listed on the booklet. Destroy Personnel Test materials that are no longer useable due to normal wear and tear. Destroy used scratch paper as CONTROLLED TEST MATERIAL.

4.7.2. For shredding use only General Services Administration approved crosscut shredders. Completed Weighted Airmen Promotion System answer sheets for expired promotion tests are no longer CONTROLLED TEST MATERIAL. Therefore, handle and dispose of as “Controlled Unclassified Information” materials.

4.7.3. A witnessing official must be present when the TCO or Test Examiner destroys CONTROLLED TEST MATERIAL. **(T-1)** The witness must meet at least civilian Test Examiner grade requirements or be a commissioned officer. **(T-1)** The TCO and Test Examiner must not serve together as the destroying and witnessing officials. **(T-1)** The witnessing official must be from outside the agency (not in the FSS chain of command). **(T-1)** The witnessing official must verify destruction based on front cover inspection only. **(T-1)** **Exception:** In AFROTC units, the witnessing official may be assigned to the detachment but must not have duties associated with the unit's testing program. **(T-1)**

4.7.4. Prepare AF Form 310, an official memorandum, or another approved form or list for use as a destruction certificate for all tests other than AETC/A9 enlisted promotion tests. The TCO must include the TCO Number, Personnel Test numbers and edition dates, booklet copy numbers, and destruction date on the destruction certificate. **(T-1)** Print a destruction document for AETC/A9 enlisted promotion tests from the online inventory program and use an AF Form 310 for other tests. The destroying and witnessing officials sign the destruction document after the materials have been destroyed. Forward a copy of the completed destruction certificate to AFPC/DP3DA for non-promotion tests. The TCO, Test Examiner, or the responsible custodian must maintain the original destruction certificate or document until the materials are removed from the test material inventory. **(T-1)**

4.8. Mailing Personnel Test Materials.

4.8.1. Package CONTROLLED TEST MATERIAL according to **Table 4.2** Do not indicate on any outer label or outside wrapping that the package contains Personnel Test materials. If the package needs identification, use a local control number. For tracking and accountability purposes, TCOs must not include CONTROLLED TEST MATERIAL packages as part of a larger consolidated package. **(T-1)** Mail CONTROLLED TEST MATERIAL packages separately.

4.8.2. Completed Test Answer Sheets. Mail completed answer sheets containing test answers by certified mail or commercially available express-mail service. **(T-1)** Do not use a shipping receipt. Include a transmittal memorandum, AFPT 237, *Testing Roster*, or machine list that gives the names, social security numbers, and grades of the individuals tested with other required information in the same order as the AFPT 237. **(T-1)** Refer to the attachments of this manual on specific testing programs for additional procedures regarding mailing of answer sheets. Refer to **Table 4.1** for specific addresses.

4.8.3. AFPT 230. For queries containing classified information mail registered or FEDEX express-mail service (stateside only). **(T-1)** For all other queries mail using certified or commercially available express-mail service. Do not use a shipping receipt. Refer to AFPT 250 for additional guidance. Refer to **Table 4.1** for specific addresses.

4.8.4. All Other CONTROLLED TEST MATERIAL. Mail all actual or suspected unclassified test material by certified mail or commercially available express-mail service. Include an AF Form 310 or shipping receipt. **(T-1)**

4.8.5. 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 any Personnel Test, suspected test material, or any materials identified as CONTROLLED TEST MATERIAL. **(T-1)**

Table 4.2. How to Package CONTROLLED TEST MATERIAL for Shipment.

R U L E	If package to be mailed contains...	Then...
1	completed answer sheets for scoring	<p>Group in packages of not more than 250 sheets so that all sheets remain flat. Place answer sheets in the same sequence as the examinees' names on the test roster (AFPT 237 or computer list). Include original test roster in the package.</p> <p>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.</p> <p>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 TCO ONLY." Place stamping over tape seal so that any attempt to compromise contents will be exposed.</p> <p>Place package in corrugated cardboard carton or other suitable container to protect sheets from damage. Gross weight must not exceed 10 pounds.</p> <p>Seal with heavy-duty tape. Affix mailing labels to outside and inside envelopes.</p>

2	a carton of test material (actual and suspected)	<p>Include a shipping receipt (normally AF Form 310) in two copies.</p> <p>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.</p> <p>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 TCO ONLY."</p> <p>Place stamping over tape seal so that any attempt to compromise contents will be exposed.</p> <p>Affix to the package a label reading: FOR TCO ONLY. THIS PACKAGE CONTAINS AFPT NR. _____ COPIES NUMBERED _____ THROUGH _____</p> <p>Tape seal so that any attempt to compromise contents will be exposed.</p> <p>Affix one copy of completed shipping receipt (normally AF Form 310) to cover of the inner wrapper.</p> <p>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.</p> <p>Seal with heavy-duty tape. Band with nylon tape when available. Affix mailing labels.</p>
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3	an envelope of test material (actual or suspected)	<p>Include a shipping receipt (normally AF Form 310) in two copies</p> <p>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.</p> <p>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 TCO ONLY."</p> <p>Place stamping over tape seal so that any attempt to compromise contents will be exposed</p> <p>Affix to the package a label reading: FOR TCO ONLY. THIS PACKAGE CONTAINS AFPT NR. _____ COPIES NUMBERED _____ THROUGH _____</p> <p>Tape seal so that any attempt to compromise contents will be exposed</p> <p>Affix one copy of completed shipping receipt (normally AF Form 310) to cover of the inner wrapper</p> <p>Place in envelope and seal appropriately.</p>
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Section 4D—Safeguarding CONTROLLED TEST MATERIAL

4.9. CONTROLLED TESTING MATERIAL Classification.

4.9.1. Introduction. This section 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 members under the Uniform Code of Military Justice and DAF civilians under Department of the Air Force Instruction (DAFI) 36-148, *Discipline and Adverse Actions of Civilian Employees*, for violating these prohibitions.

4.9.2. Authority. 5 USC § 301, *Departmental Regulations*, permits a department head to issue instructions, consistent with law, governing the custody, preservation, and use of the department records. Accordingly, the DAF established an identification or notation to protect material vital to the Air Force Military Personnel Testing System. This identification, CONTROLLED TEST MATERIAL, applies to Personnel Test materials described in this manual and those listed in the *Air Force Personnel Test Catalog* and the *Enlisted Promotion References and Requirements Catalog*. Such materials are exempt from disclosure under the Freedom of Information Act (5 USC § 552, *Public information; agency rules, opinions, orders, records, and proceedings*), as implemented by Department of Defense Manual (DoDM) AFMAN 33-302, *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*.

Label as “CONTROLLED TEST MATERIAL,” in all capital letters, all testing materials and shipping labels for packages containing CONTROLLED TEST MATERIAL. (T-0)

4.9.3. Safeguarding Personnel Tests. Anyone involved in any fashion with testing or test materials must protect Personnel Tests from unauthorized access and disclosure AT ALL TIMES. (T-1) To help provide this protection, the majority of Personnel Tests and most other actual test materials are marked accordingly. Safeguard all Personnel Tests and related materials at their maximum classification level. Only AF/AIPT Testing Policy or AFPC/DP3DA may authorize release of CONTROLLED TEST MATERIAL to persons, agencies, or foreign governments otherwise not entitled to it. (T-1) Treat the following as CONTROLLED TEST MATERIAL:

4.9.3.1. All test booklets, test media, and scoring keys listed in the *Air Force Personnel Test Catalog*, unless specifically listed as “Controlled Unclassified Information.”

4.9.3.2. Test answer sheets listed in the Personnel Test Catalog *when any portion of the answer sheet is marked*. (See [paragraph 4.9.3.4](#) for exception.)

4.9.3.3. Scratch paper used by examinees during testing.

4.9.3.4. All materials that are used in the development of Personnel Tests listed in the *Air Force Personnel Test 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.

4.9.3.5. DoD tests and related materials unless otherwise specified by AFPC/DP3DA.

4.9.3.6. Obsolete test materials pending destruction.

4.9.3.7. Information that is known, believed, or suspected to contain actual test material.

4.9.3.8. Any agency that sends CONTROLLED TEST MATERIAL by United States Postal Service or civilian contract carrier must ensure the materials are received by the appropriate agency in a timely manner. (T-1) The sender is also obligated to notify AFPC/DP3DA and initiate tracking action by the carrier when packages are late, missing, or undelivered.

4.10. Access to CONTROLLED TEST MATERIAL.

4.10.1. Authorized Access. No individual shall access, obtain, possess, transmit, copy, distribute; or allow any unauthorized individual to access, obtain, possess, transmit, copy, or distribute actual or suspected test materials except as specified in this manual. (T-1) Only the following individuals are authorized access to CONTROLLED TEST MATERIAL (exception to this guidance requires written approval from AFPC/DP3DA):

4.10.1.1. TCOs, Test Examiners, and Special TCOs when appointed by a letter signed by the appropriate authority.

4.10.1.2. Personnel employed in test development, scoring, printing, and distribution. Agencies included are AETC/A9 test development personnel (and attached Defense Logistics Agency representatives) (for promotion tests), AFPC/DP3DA, AFPC/DSYX, and AF/AIPT.

4.10.1.3. Examinees during an authorized testing session. **Note:** Authorization extends only to the specific tests necessary to meet eligibility requirements as identified in the master promotion file for a specific promotion cycle. Knowingly taking the wrong promotion test constitutes a compromise and renders the examinee punishable under the Uniform Code of Military Justice in accordance with [paragraph 4.12.2](#).

4.10.1.4. Senior noncommissioned officers, civilians, and officers specifically named by test development agencies to review Personnel Tests when authorized in writing by AFPC/DP3DA. In addition, AETC/A9 may grant access to previous subject matter experts and other individuals to evaluate test materials.

4.10.1.5. Inspectors (master sergeant or above, or civilian GS-5 or above) who may only make front cover checks in the presence of the TCO or Test Examiner. In extraordinary cases, inspectors may review test material if authorized by AFPC/DP3DA. Send complete justification for the review to AFPC/DP3DA. Include the names, social security numbers, grades, AFSs, and units of assignment of the reviewing individuals in the justification memorandum.

4.10.1.6. Only OSI special agents who are commissioned officers or DoD civilians may access test materials in the performance of official duties. Non-OSI investigators must obtain written approval from AFPC/DP3DA before gaining access to CONTROLLED TEST MATERIAL when investigating test compromise cases. **(T-1)**

4.10.1.7. During or following a test compromise investigation, it may be necessary for the office of the staff judge advocate, commander, defense counsel, and others involved in the military justice process to review CONTROLLED TEST MATERIAL. AFPC/DP3DA will authorize or deny access in writing. Military judges, staff judge advocates, commanders at all levels and defense counsel must ensure that the material is safeguarded in accordance with this publication. **(T-1)** When disclosure is requested by the accused or if justice otherwise demands it, follow the processes and limit disclosures as outlined under *Military Rule of Evidence 506*. Ensure access to court documents incorporating CONTROLLED TEST MATERIAL is not granted to anyone unless authorized by AFPC/DP3DA or otherwise granted pursuant to *Military Rule of Evidence 506*. **(T-1)**

4.10.1.8. Avoid public disclosure of CONTROLLED TEST MATERIAL during a court-martial whenever possible. **(T-1)** Prior to a trial by court-martial, trial counsel must submit a written request to AFPC/DP3DA to seek authorization for court participants, including the accused, defense counsel, bailiff, witnesses, and court members to have limited access to CONTROLLED TEST MATERIAL before, during, and in some cases, after a trial by court-martial. Trial counsel shall also take other steps as appropriate under *Military Rule of Evidence 506* to safeguard CONTROLLED TEST MATERIAL from unnecessary public disclosure. **(T-1)**

4.10.2. Unauthorized Access. Individuals not listed in [paragraph 4.10.1](#), regardless of their relationship to or command over individuals authorized access, must not access test material unless they have written authorization from AFPC/DP3DA. **(T-1)** This includes any individual above, below, or lateral to the TCO. Investigate unauthorized access that constitutes a test compromise. In the case of a court-martial, report to AFPC/DP3DA CONTROLLED TEST MATERIAL disclosure to unauthorized parties or CONTROLLED TEST MATERIAL inclusion in a disclosable record.

4.11. Storage of CONTROLLED TEST MATERIAL.

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

4.11.2. Lock CONTROLLED TEST MATERIAL in a General Services Administration-approved security container of the type approved to store Secret data when not under the personal control or observation of an authorized person. **(T-1)** (Future reference to security containers includes steel cabinets or vaults. AFPC/DP3DA must authorize in writing use of other containers). **(T-1)**

4.11.3. Protect and identify all CONTROLLED TEST MATERIAL with a cover sheet.

4.11.4. In the work area, always hand-carry CONTROLLED TEST MATERIAL from one point to another and always have an appropriate CONTROLLED TEST MATERIAL cover sheet attached when not in a security container. Make all transfers of CONTROLLED TEST MATERIAL person-to-person. The receiver of the CONTROLLED TEST MATERIAL must verbally acknowledge the classification level of the material before custody is transferred. **(T-1)** Do *not* use IN or OUT baskets for disposition of CONTROLLED TEST MATERIAL documents. **(T-1)**

4.11.5. Do not leave CONTROLLED TEST MATERIAL unattended or unsecured for any length of time. If persons working with CONTROLLED TEST MATERIAL leave the work area, they must either secure the material in a security container or physically transfer possession of the material to another authorized person who meets the established criteria to handle CONTROLLED TEST MATERIAL. **(T-1)**

4.11.6. Only TCOs and Test Examiners may have access to security container combinations. Normally, only two individuals (the TCO and the Test Examiner) have the combinations. Limit access to the absolute minimum personnel required to support the testing mission.

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

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

4.11.7.2. A new security container is procured.

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

4.11.7.4. The CONTROLLED TEST MATERIAL normally stored in a security container cannot be accounted for.

4.11.7.5. The security container is found unlocked or unsecured.

4.11.8. Those who have access to security containers must prepare and maintain Standard Form (SF) 700, *Security Container Information Form*. **(T-1)**

4.11.9. 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 DoDM 5200.01V3, *DoD Information Security Program: Protection of Classified Information*. **(T-1)** Before leaving the area at the end of

each day, individuals must have another person complete SF 702 to verify the security container is locked and the area is secure. **(T-1)** 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.

4.12. CONTROLLED TEST MATERIAL Prohibitions.

4.12.1. Failure by uniformed members of the RegAF, USSF, AFR members on active duty or inactive duty for training, and ANG members in Title 10 status to obey the mandatory provisions in **Chapter 4**, paragraphs **4.12.2** through **4.12.8** and their subparagraphs constitutes a failure to obey a lawful general regulation in violation of Article 92, Uniform Code of Military Justice. ANG members in Title 32 status or inactive duty training, who violate the mandatory provisions of this manual, may be held accountable through similar provisions of their respective State Military Codes. DAF civilian employees or any contract employee who takes action to violate the mandatory provisions in **Chapter 4**, paragraphs **4.12.2** through **4.12.8** and their subparagraphs, are subject to disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

4.12.2. Specific Prohibitions that Constitute a Test Compromise. Unless otherwise authorized in this manual, members are specifically prohibited from knowingly possessing, reproducing, distributing, or communicating in any way, the contents of CONTROLLED TEST MATERIAL, or otherwise engaging in the actions listed in the subparagraphs to this **paragraph 4.12.2**. **(T-1)** Specifically, members are prohibited from:

4.12.2.1. Possessing, distributing, reviewing, copying, transmitting, having access to actual test material, or allowing or causing access to unauthorized individuals. **(T-1)**

4.12.2.2. Possessing, distributing, reviewing, copying, transmitting, or having access to illegal study materials that reveal the specific content of actual or suspected test material. **(T-1)**

4.12.2.3. Discussing or sharing, in any form, information about actual test material or suspected test material with anyone (see **paragraph 4.12.5.3**). **(T-1)**

4.12.2.4. Questioning examinees for the purpose of determining test content. **(T-1)**
Exception: AFPC/DP3DA 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.

4.12.2.5. Reproducing or copying any test material, including suspected test material, in whole or part, for any purpose. **(T-1)** **Exception 1:** Test development agencies authorized access to test material may reproduce or copy actual test material without authorization from AFPC/DP3DA; however, they must have authorization from their unit, division, or flight security manager. **(T-1)** **Exception 2:** OSI detachments may reproduce or copy suspected test material without authorization from AFPC/DP3DA when necessary for investigative analysis; however, the material must be safeguarded in accordance with the rules stated herein and access or distribution kept to the absolute minimum. **(T-1)** **Exception 3:** Trial counsel may reproduce or copy actual test material with authorization from the AFPC Testing Office only if AETC/A9 cannot provide copies in a reasonable time and when necessary for administrative or judicial action during the conduct of proceedings. **(T-1)** This exception does not include copying materials for use in case

preparation by either trial counsels or defense counsels. For case preparation, AETC/A9 will make materials available for review by all counsels and appropriate witnesses at the OSI office or AETC/A9 under controlled conditions. **(T-1)** Any copies made by trial counsel must be on a copier not connected to a network; all copies must be recorded to include the type of material, name, and number of copies; and every attempt must be made to clear the memory of the copier used for reproduction of test material. **(T-1)** Destroy all copies created by trial counsel in accordance with this manual. **(T-1)** Return all copies provided by AETC/A9 for accountability and destruction. **(T-1)**

4.12.2.5.1. During court proceedings, the lead trial counsel will limit access to CONTROLLED TEST MATERIAL to only those personnel who have been granted access by AFPC/DP3DA. **(T-1)** Personnel requiring access to CONTROLLED TEST MATERIAL (for example, military judge, trial counsel, military defense counsel, civilian defense counsel, court members, bailiff, administrative personnel, witnesses) must be submitted through the lead trial counsel and authorized in writing AFPC/DP3DA. **(T-1)** Access to CONTROLLED TEST MATERIAL by witnesses must be limited to those materials absolutely necessary. **(T-1)** For example, access to copies of evidence such as notes would be granted; however, access to copies of test booklets would not be granted. **Exception:** AETC/A9 witnesses are granted access to copies of test booklets.

4.12.2.5.2. Properly safeguard all CONTROLLED TEST MATERIAL at all times before, during, and following court proceedings and store in an authorized security container when unattended. **(T-1)**

4.12.2.6. Conducting training that concentrates on "teaching the test" or that emphasizes information known or believed to be on a specific test. **(T-1)**

4.12.2.7. Reviewing contents of Personnel Tests by inspection team members or any other reviewing officials at any level of command without written approval from AFPC/DP3DA. **(T-1)** **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 Test Examiner. **(T-1)**

4.12.2.8. Taking a Personnel Test and claiming to be another examinee. **(T-1)**

4.12.2.9. Taking the same promotion Personnel Test revision a second time without written approval from AFPC/DP3DA. **(T-1)**

4.12.2.10. Knowingly taking the wrong promotion test. **(T-1)**

4.12.2.11. Possessing CONTROLLED TEST MATERIAL or any other materials containing actual or suspected test material without authority. **(T-1)**

4.12.2.12. Opening or tampering with any package containing CONTROLLED TEST MATERIAL unless specifically designated to receive CONTROLLED TEST MATERIAL. **(T-1)**

4.12.2.13. Requisitioning any CONTROLLED TEST MATERIAL or other test materials listed in the *Air Force Personnel Test Catalog* except by a duly appointed and authorized TCO or Test Examiner. **(T-1)**

- 4.12.2.14. Improperly storing test materials. **(T-1)** Refer to [paragraph 4.11](#) for proper storage procedures.
- 4.12.2.15. Gaining access to any security container containing CONTROLLED TEST MATERIAL unless specifically authorized. **(T-1)**
- 4.12.2.16. Purchasing, selling, distributing, accessing without authority, or possessing actual test materials or the specific contents of testable material. **(T-1)**
- 4.12.3. TCOs, Test Examiners, and Test Development Personnel are prohibited from:
- 4.12.3.1. Using or possessing an actual test or testable materials for the purpose of assisting an examinee or potential examinee. **(T-1)**
- 4.12.3.2. Leaving an examinee unsupervised for any length of time during a test administration session for any reason. **(T-1)** **Exception:** Personnel administering the TBAS or other tests on the TBAS automated testing platform do not have to be in the same room but must be immediately available to the examinee and control access to those examinees. **(T-1)**
- 4.12.3.3. Inability to account for test materials at any time. **(T-1)**
- 4.12.3.4. Possessing CONTROLLED TEST MATERIAL (except completed answer sheets) not listed on the TCO account inventory or other accountability document. **(T-1)** **Exception:** Possessing test materials received after the last inventory that have not yet appeared on the current inventory.
- 4.12.3.5. 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. **(T-1)** The receiving agency determines if a compromise occurred due to improper packaging and mailing procedures. **(T-1)**
- 4.12.3.6. Transferring any CONTROLLED TEST MATERIAL without a properly executed AF Form 310 or other approved documentation except as noted in this manual. **(T-1)**
- 4.12.3.7. Improperly destroying test materials. **(T-1)**
- 4.12.3.8. Any person involved in developing or reviewing a test who discusses or shares with anyone, under any circumstances, actual test material (highlighted or otherwise), marked testable material, or written comments relating to test questions or areas of study that would imply to the recipient that such items or areas may be on the test. **(T-1)**
- 4.12.4. Examinees and potential examinees are prohibited from:
- 4.12.4.1. Discussing or divulging actual test material or the specific contents of testable material. **(T-1)** Some examples of this type of compromise are: actual test material in Air Force suggestions, Congressional inquiries, or Inspector General complaints. **Exception:** When an individual wants to submit such correspondence and include test material, the individual must first obtain written approval through TCO channels from AFPC/DP3DA. **(T-1)** If approved, the rules governing protection of CONTROLLED TEST MATERIAL apply.

4.12.4.2. Removing actual test material from the testing room. (T-1) This includes but is not limited to all test booklets or portions of test booklets, marked answer sheets, any documents marked CONTROLLED TEST MATERIAL. It also includes all materials listed in *Air Force Personnel Test Catalog* that are not marked CONTROLLED TEST MATERIAL, such as test rosters, administration manuals, unused answer sheets; scratch paper used during test administration and calculators or associated equipment provided by the TCO or Test Examiner; and notes or media of any type containing information from a test. (T-1)

4.12.4.3. 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. (T-1)

4.12.4.4. Using marked pretests that are shared between, used by, or observed by more than one examinee or potential examinee or any unauthorized individual. (T-1)

4.12.4.5. Using another individual's personal study notes. (T-1)

4.12.4.6. Copying answers from another examinee's answer sheet or asking another examinee for help during the test administration session. (T-1)

4.12.4.7. Distributing or sharing of an examinee's personal study notes after the Airman has taken or had access to a promotion test. (T-1)

4.12.5. Examinees are prohibited from:

4.12.5.1. Using government computers to create, store, or transfer their personal study notes, regardless of whether or not they contain actual test content. (T-1) Potential examinees may use government computers to review electronic versions of official study references (e.g., AFH 1, *Airman*, Air Force instructions, Air Force manuals, Air Force pamphlets, Air Force Policy Directives, and Technical Orders). (T-1)

4.12.5.2. Using government computers to study commercial study guides is also prohibited (see [paragraph 4.12.6](#) below). (T-1)

4.12.5.3. Engaging in group study, which is defined as (1) studying for a Personnel Test with any other person or discussing or sharing in any form with **any other person**: (a) information about actual test material or (b) marked or highlighted testable material; (2) placing testable material on a group drive, Internet web page, bulletin board, etc. (T-1) **Any other person** includes, but is not limited to, commanders, supervisors, coworkers, roommates, friends, and military or civilian spouses. Group study does **not** include the following individual actions:

4.12.5.3.1. An examinee discussing actual test material or test questions with the TCO, Test Examiner, or special TCO **in private** when submitting a query.

4.12.5.3.2. Participating in or conducting training to improve general study or test-taking skills. The training should be applicable in both the military and civilian environment. Examples of this training could include general information on outlining, note-taking, developing reading skills, etc. This training may not focus on preparing for specific selection or promotion tests. **Note 1:** AFPC/DSYX has approved AFOQT study prep materials that are available on the PCSM website for review by examinees at <https://access.afpc.af.mil/pcsm/mz/Form%20T.HTML>. Only study prep

materials approved by AFPC/DSYX are authorized for official distribution or posting online and the materials can only be used for self-study. **(T-1)** Group study using these materials is not authorized. **(T-1) Note 2:** AFOQT examinees may complete training such as a college class or flying training that focuses on improving abilities assessed by the AFOQT to help prepare for the test. This type of training that focuses on developing broad abilities not tailored to “teaching the test” does not fall under the prohibition against group study and is authorized. **(T-1) Note 3:** AFOQT examinees who have not taken the AFOQT before may group study with other examinees who have not taken the AFOQT before as outlined in paragraph [4.12.3.8](#) and [A2.6.4](#).

4.12.5.3.3. Participating in or conducting upgrade training, on-the-job training, qualification training, or training to improve general military knowledge. **(T-1)** Airmen may use study reference materials for these types of training when the intent of the training is not to study for promotion tests. Examples of this type of training include upgrade training; increasing job proficiency in particular tasks (qualification training); and study preparation for below-the-zone promotion and noncommissioned-officer-of-the-quarter type boards. These types of training must not focus on preparing for promotion tests. **(T-1)**

4.12.5.3.4. Exchanging unaltered study materials such as AFH 1, *Airman (AFHI)*, Airman career development courses, or other testable material developed by an authorized source if no discussion takes place at any time regarding content of the materials. **(T-1)**

4.12.5.3.5. Exchanging information and marked materials for job-related reasons that are not directly related to testing. **(T-1)** This is limited to professional military education information and course manuals, training information, or any other documentary material that is distributed at a training course. **(T-1)**

4.12.5.3.6. 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 Personnel Test. **(T-1)**

4.12.5.3.7. Using personal study techniques to review study materials while preparing for a specific Personnel Test as long as those personal study materials are not reviewed, used, observed by, or shared with anyone. **(T-1)**

4.12.5.3.8. Examinees who have never taken the AFOQT may only participate in study sessions with other individuals who have not taken the AFOQT. Examinees participating in group study in preparation for an AFOQT administration may use DAF approved study preparation materials at <https://access.afpc.af.mil/psmdmz/Form%20T.HTML>. Additionally, they may use any other materials related to the areas assessed by the AFOQT that are selected based on the general AFOQT taxonomy of content without knowledge of actual AFOQT content. All other prohibitions outlined in paragraphs [4.12.2](#) through [4.12.8](#) still apply. At the beginning of each study session those conducting the training (e.g., AFROTC staff) should verify that no participant has taken the AFOQT. They should emphasize examinees may not share any of their notes or study materials with those who have already taken the AFOQT.

4.12.6. Members who have access to Personnel Tests are prohibited from:

4.12.6.1. Participating in any way in the development of a commercial study guide or pretest for the category of Personnel Test (such as, but not limited to promotion tests) to which he or she has had access, whether or not the guide captures actual test materials. **(T-1)** For example, an examinee who has taken the AFOQT is prohibited from developing a study guide for the AFOQT. **(T-1)**

4.12.6.2. Sharing a marked or unmarked commercial study guide in whole or in part with anyone. **(T-1)** This prohibition includes placing commercial study guide software on government computers, since this would imply Air Force sanctioning of the guide and provide an unfair advantage to those individuals with government computer access. **(T-1)** Similarly, no member may use government funds to purchase commercial study guides. **(T-1)** Use of legally developed commercial study guides, alone, though not recommended, endorsed, or supported by the DAF, does not constitute a compromise as defined in this manual.

4.12.6.3. Using locally developed test-question generating software by using testable material or placing such software on government computers. **(T-1)** This includes, but is not limited to, locally developed career development course practice tests.

4.12.7. Although not a compromise of test materials as defined in this manual, Examinees and DAF personnel also are prohibited from:

4.12.7.1. Changing correct test scores or entering or reporting incorrect test scores on official records. **(T-1)**

4.12.7.2. Not following the specific instructions read by the TCO or Test Examiner during test administration. **(T-1)** 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. **(T-1)**

4.12.7.3. Using equipment not authorized during test administration, such as an unapproved calculator. **(T-1)**

4.12.7.4. Being unable to account for tests listed in *Air Force Personnel Test Catalog* that are not designated CONTROLLED TEST MATERIAL but are Controlled Unclassified Information. **(T-1)** Some examples of these are the Air Force Reading Abilities Test and the Enlistment Screening Test. **(T-1)**

4.12.8. All military or civilian personnel and contract employees will take the following actions concerning potential test compromise:

4.12.8.1. Anyone who knows of or suspects a compromise of CONTROLLED TEST MATERIAL must immediately report this information to his or her supervisor and the TCO. **(T-1)**

4.12.8.2. The TCO must immediately report this information to the FSS/CC or TCO's commander, as appropriate, who must then report the information to the installation commander or equivalent through command channels. **(T-1)**

4.12.8.3. The Installation Commander, vice commander, or equivalent, will take the following actions within 1 day of notification of a suspected compromise of CONTROLLED TEST MATERIAL.

4.12.8.3.1. Notify the OSI of a possible test compromise. **(T-1)**

4.12.8.3.2. Appoint a commissioned officer (Captain or higher) or civilian (GS-7 or higher) as the investigating officer. **(T-1)** The investigating officer acts independently and becomes the point of contact and liaison to the installation commander. He or she conducts the investigation if the Office of Special Investigation declines to investigate.

Note: Do not select the investigating officer from the group in which the compromise is suspected to have taken place. **(T-1)**

4.12.8.4. The investigating officer upon appointment will notify AFPC/DP3DA by memorandum, electronic media, or message (e-mail preferred). Include all appropriate details. **(T-1)** Mark correspondence "CONTROLLED UNCLASSIFIED INFORMATION--SENSITIVE PERSONNEL DATA." Do not publicize any further. **(T-1)**

4.12.8.5. The OSI will make a determination as to criminal intent and determine whether they will conduct the investigation. **(T-1)** If the OSI detachment declines to investigate, prepare a memo indicating the Office of Special Investigation's declination to investigate. Include the date and name of the agent making the declination.

4.12.8.6. If the OSI declines to investigate, the investigating officer will:

4.12.8.6.1. Conduct a formal investigation (not an inquiry) using Commander-Directed Investigation Guide found at [https://www.my.af.mil/gcss-af/USAF/AFP40/d/s6925EC13435E0FB5E044080020E329A9/Files/editorial/SAF%20IG%20CDI%20Guide%20\(18%20Feb%202016\).pdf](https://www.my.af.mil/gcss-af/USAF/AFP40/d/s6925EC13435E0FB5E044080020E329A9/Files/editorial/SAF%20IG%20CDI%20Guide%20(18%20Feb%202016).pdf). **(T-1)**

4.12.8.6.2. Review this manual before beginning the investigation and coordinate findings with the OSI before submitting a final report. **(T-1)** As a minimum, documentation will include oral testimony or written statements from subjects unless they have asserted their right to counsel and/or right to remain silent under Article 31, Uniform Code of Military Justice, witnesses, and experts; a written summary of testimony; and written record of findings and recommendations. **(T-1)** **Note:** The investigating officer must determine whether subjects or witnesses are represented by counsel prior to questioning. **(T-1)** Make all communications with the counsel, rather than directly with the subject or witness. **(T-1)**

4.12.8.7. The FSS/CC monitors the progress of the investigation with the goal of completing it within 60 days from the date of the incident. The FSS/CC tracks the suspense and keeps AFPC/DP3DA informed of the status.

4.12.8.8. Those investigating must treat documents that allegedly compromise actual test material as CONTROLLED TEST MATERIAL until proven otherwise by an official analysis. **(T-1)** Since such documents are also evidence, they must receive special handling as government evidence. **(T-1)** Investigating officers must consult with the Uniform Code of Military Justice and the office of the staff judge advocate before seizing documents. **(T-1)** Forward suspected test materials to AFPC/DP3DA for analysis. **(T-1)** For documents

associated with enlisted promotion tests send to AETC/A9 for analysis. Follow the procedures used for packaging CONTROLLED TEST MATERIAL as explained in **paragraph 4.8** of this manual. Testing officials at Joint Base San Antonio-Randolph perform test compromise analyses (allow 8 weeks for completion). Only testing officials at Joint Base San Antonio -Randolph are authorized to analyze test materials. **(T-1)**

4.12.8.9. Once the report has undergone local legal review, the investigating officer prepares the final investigation report in an original and two copies: one for the installation commander and one for AFPC/DP3DA. **(T-1)** The installation commander transmits the report to the appropriate court-martial convening authority (if other than the installation commander) with the following information:

4.12.8.9.1. A statement of the extent of the compromise.

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

4.12.8.9.3. Actions to prevent recurrence. **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. **(T-1)** Identify all other reports as CONTROLLED UNCLASSIFIED INFORMATION (TEST CONTROL PERSONNEL).

4.12.8.10. The special court-martial convening authority indorses and forwards the completed report to AFPC/DP3DA. In certain instances, AFPC/DP3DA may consult with the AFPC legal office prior to closing or reopening the case.

4.12.8.11. If the investigation is not completed within the recommended 60 days, the investigating officer prepares an interim report stating a) reasons the report is not completed, b) action(s) the investigating officer is taking to complete the report, and c) estimated date the completed report will be sent to AFPC/DP3DA. AFPC/DP3DA will grant an extension up to 30 days from original suspense. **(T-3)** **Note:** In some instances, the OSI may conduct a test compromise investigation without informing the TCO. When this happens, the OSI will notify AFPC/DP3DA in accordance with applicable OSI directives, and the normal reporting and processing requirements in **paragraph 4.12.8** are waived. **(T-1)**

4.13. Guidelines for Research and Development Test Materials.

4.13.1. Any test, subtest, or test item that may be used in an operational DAF test must be marked by the researcher as CONTROLLED TEST MATERIAL, regardless of the research and development stage. **(T-1)** Conversely, do not use any item not controlled at all stages of development in a DAF test; use a substitute or parallel item instead. The Personnel Testing Program will not use a test, subtest, or test item that has not been controlled at all stages of development in either the same or a parallel form. **(T-1)**

4.13.2. Appropriate limited release of research and development 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 DAF and a strictly

worded Memorandum of Agreement to preclude further dissemination of the test materials. The Memorandum of Agreement 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. Forward all requests for limited release, with a copy of the signed Memorandum of Agreement, to AF/AIPT for approval before a test can be released.

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

4.13.4. Use of a commercially available assessment instrument as part of the Air Force Military Personnel Testing System is prohibited if there is evidence of exposure of or availability of test content to potential examinees (e.g., available via a download on the web, published in a book, included in a commercial or research database). **(T-1)**

Chapter 5

DAF SURVEY PROGRAM OPERATIONAL ROLES AND RESPONSIBILITIES

5.1. Attitude and Opinion Surveys:

5.1.1. A survey (e.g., questionnaire, focus group, poll, interview, etc.) is an investigation of a given population by means of collecting data from a sample or census to estimate characteristics of the population.

5.1.2. The method of data collection of a survey includes, but is not limited to questionnaires, focus groups, polls, or interviews. **(T-1)**

5.1.3. Must have a current DAF Survey Control Number (SCN) or DoD Report Control Symbol (RCS), or an Office of Management and Budget (OMB) number in accordance with DoD Manual 8910.01, Vol 1, *DoD Information Collections Manual: Procedures for DoD Internal Information Collections*. **(T-0)**

5.1.4. An official request for a survey control number is initiated when a completed AF Form 4453, draft of the survey (formatted in MS Word), and all supporting documents (as outlined in [paragraph 5.5](#)) are submitted by the DAF Survey Sponsor and/or DAF action officer to the AFPC/DSYS workflow box at af.surveys@us.af.mil. **(T-1)**

5.2. Survey Confidentiality:

5.2.1. All personnel shall protect the confidentiality of survey participants, utilizing administrative procedures which protect participants' identities and responses in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*. **(T-0)**

5.2.2. Information that could reasonably allow identification of individual survey respondents must not be communicated, either verbally or in writing, to any individual or agency, either within or outside the DAF, except as required by law (e.g., Freedom of Information Act or appropriate authority (e.g., Congress, court order)). **(T-1)**

5.2.3. Adverse or administrative action may NOT be taken against individuals because of their response(s) to an official DAF attitude and opinion survey, except as required by law, such as in the case of criminal activity/behavior or threats of harm to the individuals or others. **(T-1)**

5.2.4. Confidentiality cannot be provided to a participant regarding comments involving criminal activity/behavior or statements that pose a threat to the participant or others.

5.3. Department of the Air Force Survey Office (AFPC/DSYS):

5.3.1. Provides oversight of all DAF attitude and opinion surveys (e.g., questionnaires, focus groups, polls, or interviews). **(T-1)**

5.3.2. Makes determinations and issues approvals or denials of DAF attitude and opinion surveys in accordance with DoDI 8910, Vol. 1. **(T-1)**

5.3.3. Does not approve surveying of DAF personnel requested by non-DAF entities, e.g., non-federal agencies, personnel, and/or contractors. **(T-1)**

5.3.4. Advises DAF personnel to protect the confidentiality of survey participants, utilizing administrative procedures which protect participants' identities and responses in accordance with AFI 33-332. **(T-0)**

5.3.5. Ensures surveys meet mission requirements and fulfill the information needs of functional authorities in accordance with DoDI 1100.13, *DoD Surveys*, DoDM 8910.01 Volumes 1 and 2, *DoD Information Collections Manual: Procedures for DoD Public Information Collections*; (T-0) and AFI 33-324, *The Air Force Information Collections and Reports Management Program*. (T-1)

5.3.6. Protects members' time from surveys and/or survey items that are not actionable, not mission essential, or may be detrimental to the DAF. (T-1)

5.3.7. Supports Total Force fiscal responsibility through reduction of surveys that over-survey certain populations, duplicate survey efforts, or are non-mission essential, and/or non-actionable. (T-1)

5.3.8. Refers Survey Sponsor/action officer to OMB for OMB approval, when the survey content contains a Paperwork Reduction Act (PRA) element IAW 44 USC § 3501, Paperwork Reduction Act of 1995. (T-0)

5.3.9. Refers Survey Sponsor/action officer to OMB for OMB approval, when the survey population includes members of the public, e.g., contract personnel, foreign nationals, DAF retirees, or family members IAW 44 USC § 3501, Paperwork Reduction Act of 1995. (T-0)

5.3.10. Refers Survey Sponsor/action officer and/or DAF customers to the Secretary of the Air Force, Cyberspace Capabilities and Compliance, Compliance Division (SAF/CNZA), Information Collections, at DAF.Info.Collections@us.af.mil for guidance on usage of automated systems and/or website usage IAW AFI 33-324, *The Air Force Information Collections and Reports Management Program*. (T-0)

5.3.11. Refers activities that could constitute research involving human subjects to a DAF IRB. Surveys that require an IRB review must receive the IRB determination prior to data collection in accordance with [paragraph 5.3.13](#), (T-1), and submit a copy of the IRB determination to AFPC/DSYS workflow box at af.surveys@us.af.mil. (T-1)

5.3.12. Conducts a Human Subjects Research (HSR) gatekeeper review to determine whether a project may include research involving human subjects and refers surveys for recommended course of action as appropriate. (T-1)

5.3.13. Surveys which are likely to include research involving human subjects must comply with additional criteria established by Title 32, Code of Federal Regulations (CFR), Part 219, *Protection of Human Subjects*, and DoDI 3216.02_AFI 40-402, *Protection of Human Subjects and Adherence To Ethical Standards In Air Force Supported Research*. (T-1) Forward such activities to a DAF EDO (e.g., within the DAF Component Office of Human Research Protections: usaf.pentagon.af-sg.mbx.afmsa-sge-c@mail.mil) or a DAF institutional review board, as appropriate. (T-1) Processing of such human research protection reviews is not controlled by AFPC/DSYS.

5.3.14. Develops and implements procedures for survey operations within the DAF in accordance with DoDI 1100.13, *DoD Surveys* and DoDM 8910.01 Volumes 1 and 2. (T-0)

5.3.15. Represents the DAF on the Inter-Service Survey Coordinating Committee in accordance with DoDI 1100.13.

5.3.16. Informs Survey Sponsors that all survey data collected may be releasable to the public in accordance with the DoDM 5400.07 and AFMAN 33-302, and advises sponsor(s) to consider Operations Security implications. **(T-0)**

5.3.17. Advises DAF organizations on survey administration, processes, and analysis.

5.3.18. Reviews and instructs DAF customers on statistical methods to select the best sample size, thus minimizing over-surveying of the Total Force. The DAF Survey Office reserves the right to limit the sample size when necessary. Surveys that include all members of a target population (census) are discouraged. **(T-1)**

5.3.19. Will not authorize student research utilizing surveys of DAF personnel, regardless of the student's status as DoD personnel or whether they attend DoD schools. These surveys negatively impact official DAF surveys by reducing participation rates, exacerbating survey fatigue, and placing undue burden on DAF members' time. **(T-1)**

5.3.20. Develops, administers, analyzes, and reports on attitude and opinion survey data as requested by DAF Senior Leaders.

5.3.21. Protects the confidentiality of survey participants, utilizing administrative procedures that protect participants' identities and responses in accordance with AFI 33-332.

5.4. Survey Sponsor:

5.4.1. Must be the DAF functional authority over the population surveyed and all questions asked, with authority to implement changes to all programs, policies and/or procedures impacted as a direct result of survey responses. If functional authority lies at the SAF/HAF level, AFPC/DSYS will require endorsement at this level. **(T-1)**

5.4.2. Surveys without appropriate sponsorship will be returned to the Survey Sponsor/action officer as incomplete. AFPC/DSYS will not approve survey requests without the correct functional level endorsement. **(T-1)**

5.4.3. Ensures all requests to conduct attitude and opinion surveys concerning individuals under their functional authority are submitted to AFPC/DSYS for review and determination of approval prior to implementation of the survey. **(T-1)** See list of possible exempted surveys in [paragraph 5.14](#).

5.4.4. Contacts AFPC/DSYS for approval to conduct the survey prior to entering into a contract and/or obligating funds for survey development and administration. **(T-1)**

5.4.5. Designates a DAF member as the central point of contact (action officer) to submit and coordinate request for survey approval with AFPC/DSYS. Submissions by non-DAF entities (e.g., municipalities, national or state organizations, universities, non-profit organizations (NGOs)) will be returned without action. **(T-1)**

5.4.6. Maintains oversight of the project to include ensuring the organization conducting the survey complies with all requirements identified in this manual. **(T-1)**

5.4.7. Approves cost of contracts, manpower time and resources required to complete a survey. **(T-1)**

5.4.8. Confirms survey collection tools administered via the commercial Internet (e.g., .net, .com) comply with DoDI 8170.01, *Online Information Management and Electronic*

Messaging. (T-0) Utilizes government provided equipment, government information technology services, or Internet-based capabilities accessed from government equipment, except as authorized by SAF/CNZA. See [paragraph 5.4.10.](#) (T-1)

5.4.9. Ensures surveys developed using commercial software and/or survey tools or administered via the commercial internet, as well as data collected within the survey, comply with the Freedom of Information Act, the Privacy Act Program, the Air Force Information Collections and Reports Management Program, the Paperwork Reduction Act of 1995, and applicable operational security policies. (T-0)

5.4.10. Will seek guidance from SAF/CNZA on the use of any public website, platform, or tool, to host a survey collecting data from DAF members. (T-1) The DAF sponsor ensures use of a commercial server or services (including cloud computing services) outside of military or government cybersecurity boundaries is approved in accordance with DoDI 8170.01. (T-0) Approval authority on the use of platforms or tools to host a survey is under SAF/CNZA (T-1)

5.4.11. Obtains permission from the author(s) and cites the author(s) if copyrighted scales, subscales, or questions are used. (T-0) Questions concerning copyright issues can be directed to the Air Force Civil Law and Litigation Directorate, Acquisition, Fiscal Law, and Litigation Division (AF/JACQ) at email AF.JACQ.AFLOA.ContractLaw.FieldSupportCntr.MBX@us.af.mil.

5.4.12. Accepts responsibility for use and release of survey results. (T-1)

5.4.13. Releases the survey instrument or results to the public or media by forwarding them through the Wing or organization's Public Affairs office when appropriate. Unless requested and approved under the criteria of DoDM 5400.07_AFMAN 33-302, sponsors are not required to release surveys or survey results, except as required by law (e.g., comments that indicate intent to cause harm to self or others, commit criminal acts, or describe illegal behavior). (T-0)

5.4.14. Responds to Freedom of Information Act (FOIA) requests for surveys approved under their functional authority. (T-1)

5.4.15. Ensures survey data used for reporting is representative of the population or provides a disclaimer stating otherwise (e.g., excessive margin of error, over/under-representation of a demographic group). (T-1) See Survey Results in [paragraph 5.16.](#)

5.4.16. Submits verification of SCN approval and final version of survey to Civilian Support Branch (AFPC/DP3FS) for surveys that include bargaining unit civilian employees, to provide Labor Union notification and obtain concurrence prior to administration of the approved survey, as applicable. For questions, contact AFPC/DP3FS at AFPC.DP3FS.CivilianSupportBr@us.af.mil.

5.4.17. Protects the confidentiality of survey participants, utilizing administrative procedures which protect participants' identities and responses in accordance with AFI 33-332. (T-1)

5.4.18. Will not sponsor surveys of DAF personnel initiated or requested by non-DAF entities (e.g., municipalities, national or state organizations, universities, non-profit organizations (NGOs)). (T-1)

5.4.19. Will not mandate survey participation; survey participation is voluntary. Personnel should be encouraged, but not directed to complete surveys. For surveys which involve

research of human subjects, the chain of command is prohibited from influencing their subordinates to participate in accordance with DoDI 3216.02_AFI 40-402. **(T-0)**

5.4.20. Will not allow anyone to take adverse or administrative action against individuals because of their response(s) to an official DAF survey, except in the case of criminal activity and/or behavior, or threats of harm to self or others. **(T-1)**

5.4.21. Will not sponsor student research utilizing surveys of DAF personnel, regardless of the student's status as DoD personnel or whether they attend DoD schools. See exceptions for Air University and USAFA authorized surveys as noted in [paragraph 2.11](#).

5.5. Procedures for Requesting an SCN:

5.5.1. The DAF Survey Sponsor and/or DAF action officer obtains and completes AF Form 4453. The AF Form 4453 must be complete and contain the appropriate level sponsor's digital signature. **(T-1)** An incomplete AF Form 4453 will be returned without action. **(T-1)** For more information about filling out AF Form 4453, please visit the AFPC/DSYS Office webpage at <https://www.my.af.mil/gcss-af/USAF/content/valid>.

5.5.2. The DAF Survey Sponsor and/or DAF action officer develops a draft of the survey, formatted in MS Word, in accordance with the survey development requirements in [paragraph 5.7](#) of this manual.

5.5.3. DAF Survey Sponsor and/or DAF action officer submits the official package, to include completed AF Form 4453, draft of survey, and all supporting documents, (e.g., consent to participate, focus group scripts, IRB determination letters, etc.) to AFPC/DSYS workflow box at af.surveys@us.af.mil. Email subject line must reference title of proposed survey as identified on AF Form 4453. **(T-1)**

5.6. AFPC/DSYS Review Processing Time:

5.6.1. Requests for AFPC/DSYS to host a survey will be reviewed and a determination of workload acceptance made within 5 business days. Acceptance of the workload is contingent upon current DAF level survey obligations in the queue. **(T-1)**

5.6.2. Requests for AFPC/DSYS to review and provide initial feedback on survey content are allotted 45 business days. Review time is contingent upon receipt of a complete package. Final approval and issuance of an SCN may be impacted by customer response time to AFPC/DSYS requests for additional information, incorporation of feedback from the review team by the customer, and return of final version to the DAF Survey Office. **(T-1)**

5.7. Survey Development Requirements: Survey instruments must meet the following standards to ensure optimal survey results. The DAF Survey Office may require removal or modification of questions failing to comply with the following guidelines. Failure to comply may result in denial of an SCN. **(T-1)**

5.7.1. Survey Instrument(s) Will:

5.7.2. Support effective survey research and minimize survey redundancy and survey fatigue. **(T-0)**

5.7.3. Not duplicate data collection efforts completed within the previous 12 months. Survey Sponsor(s) will be directed to a point of contact to request available results. **(T-1)**

- 5.7.4. Be identified on the invitation/introduction and/or instructions as being either anonymous or confidential. **(T-1)**
- 5.7.5. Contribute significantly to the study of relevant DAF policy or program issues. **(T-1)**
- 5.7.6. Contain the minimum amount of items necessary to meet stated survey objective(s); cover each topic sufficiently, in a logical sequence and avoid redundancy. **(T-1)**
- 5.7.7. Contain items that are mission related and actionable, based on a need-to-know rather than merely gathering information. **(T-1)**
- 5.7.8. Contain guidance stating “Remember OPSEC guidance and do not discuss or comment on classified or operationally sensitive information. Comments that indicate intent to cause harm to self or others, commit criminal acts, or describe illegal behavior cannot be protected”. **(T-1)**
- 5.7.9. Provide expected benefits to the DAF which outweighs the potential costs (e.g., use of member’s time, impact to morale and/or readiness, and potential for negative publicity). **(T-1)**
- 5.7.10. Be developed and treated as though intended for public release. **(T-1)**
- 5.7.11. Be grammatically correct and easily understood by the target population. **(T-1)**
- 5.7.12. Not conflict with higher level authority survey timelines (e.g., Military Career Decisions, Total Force Climate surveys); requests may be delayed, revised, or disapproved to eliminate such conflicts. **(T-1)**
- 5.7.13. Not require an excessive amount of time and/or effort to respond. **(T-1)**
- 5.7.14. Not ask unnecessarily intrusive questions or questions of a sensitive nature. **(T-1)**
- 5.7.15. Not over burden certain populations (e.g., pilots, acquisition personnel); this may result in surveys of those populations being denied. **(T-1)**
- 5.7.16. Requests to conduct a survey are evaluated by a Human Subjects Research gatekeeper to determine whether a project may be research involving human subjects and referred for recommended course of action as appropriate.
- 5.7.17. Be professional and neat in appearance. Contact AFPC/DSYS if further guidance is needed. **(T-1)**

5.8. Survey Response Scales Will Be:

- 5.8.1. Balanced. For example, when positive and negative responses (e.g., Strongly Agree...Strongly Disagree) are called for, there should be equal numbers of responses on both sides of the neutral point, whether the neutral point is explicit or implied. **(T-1)**
- 5.8.2. Covers the full range of possible responses. An "I don't know," "I do not wish to answer," "None of the above," "N/A," or "Neither/Nor" response may be necessary. Response range for continuous variables such as time, weight, etc. must be all inclusive. **(T-1)**
- 5.8.3. Mutually exclusive (e.g., clearly different from one another, do not overlap). **(T-1)**

5.9. Prohibited Topics: Certain topics are prohibited from surveys. This includes, but is not limited to a question or survey that:

- 5.9.1. Attempts to measure intelligence. **(T-1)**

- 5.9.2. May prove harmful to mission accomplishment if the results are disclosed to the public. **(T-1)**
- 5.9.3. Contains classified information or operational security information. **(T-1)**
- 5.9.4. Discusses political views. **(T-1)**
- 5.9.5. Requests opinions about specific individuals or their job performance. **(T-1)**
- 5.9.6. Addresses sexual assault, unless authorized by the Director, Air Force Sexual Assault Prevention and Response (AF/A1Z) and AFPC/DSYS. **(T-1)**
- 5.9.7. Addresses Equal Opportunity, unless authorized by the Director, Air Force Equal Opportunity, (SAF/MRQ) and AFPC/DSYS. **(T-1)**

5.10. Survey Participants Will:

- 5.10.1. Provide responses to surveys accurately and honestly to provide the best possible data for analysis.
- 5.10.2. Apply Operations Security guidance and not discuss or comment on classified or operationally sensitive information. **(T-0)**
- 5.10.3. Not provide comments or survey responses that indicate intent to cause harm to self or others, commit criminal acts, or that describe illegal activity; these comments cannot be protected. **(T-1)**
- 5.10.4. Not participate in any unauthorized DAF survey. Forward any unauthorized survey solicitation to AFPC/DSYS workflow box at af.surveys@us.af.mil immediately, with subject line: "Unauthorized Survey Solicitation". **(T-1)**

5.11. Major Command, Field Operating Agencies, and Direct Reporting Units. Will provide AFPC/DSYS with survey support such as marketing, validation of administrative data, and distribution of final results.

5.12. Survey Denial: If AFPC/DSYS denies a proposed survey, email notification will be provided to the Survey Sponsor and/or action officer; the sponsor will be given an opportunity to respond in writing in accordance with **paragraph 5.13.** **(T-1)**

5.13. Waivers or Exceptions to Policy Requests:

- 5.13.1. A Survey Sponsor who receives a denial to conduct a survey or requests an exception to policy may submit a waiver request by email to AFPC/DSYS workflow box at af.surveys@us.af.mil. Subject line of the email will be: "Waiver Request: (title of survey)".
- 5.13.2. Waiver and/or exception to policy determinations will be issued by AFPC/DSYS **(T-1)**
- 5.13.3. A Survey Sponsor may submit appeals of waiver or exception to policy determination for mediation and final determination to AF/A1PT at AF.A1PT.Workflow@us.af.mil. **(T-0)**

5.14. Surveys Exempt from Control Measures of this Manual.

- 5.14.1. AETC/A9 and AETC/A3J surveys conducted in accordance with **Chapter 6** and AFH 36-2647.

5.14.2. In accordance with DoDM 8910.01, Volume 2, personality assessments of DAF military and civilian members are considered collections of information from members of the public if the collection of information is addressed to them in their capacity as individual private citizens. **(T-0)** For further guidance, contact the DAF Information Management Control Officer and Section 508 Compliance Coordinator at daf.info.collections@us.af.mil.

5.14.3. Internal reporting requirements, including statistical, summary, or status information that must be licensed and approved with an RCS in accordance with AFI 33-324. **(T-1)**

5.14.4. Air Force Audit Agency post-audit surveys when the purpose is to obtain feedback on the official audit.

5.14.5. Inspector General organizations conducting surveys under the purview of Title 10, United States Code (USC), Section 9020, *Inspector General*; 32 USC § 105, *Inspection*; and its implementing Policy Directives are exempt from the control measures of this manual, but may utilize the assistance of AFPC/DSYS.

5.14.6. Surveys exempted from licensing and approval requirements as specified in DoDM 8910.01 Volumes 1 and 2.

5.14.7. Surveys of training course personnel, if the sole purpose is to ask about the course schedule, presentation, methods, format, or instructions and conducted on-site at the end of the course. Prior to administering, submit a draft of the proposed survey to AFPC/DSYS for determination of exemption **(T-1)** Notification of determination will be returned within 2 business days; if review/approval is required additional guidance will be provided by AFPC/DSYS.

5.14.8. Customer Service surveys, when the intent is to measure customer satisfaction with services provided (e.g., how quickly the call was answered; was the representative able to answer all questions). Prior to administering, submit draft of the proposed survey to AFPC/DSYS for determination of exemption **(T-1)** Notification of determination status will be sent within 2 business days; if review/approval is required additional guidance will be provided by AFPC/DSYS.

5.15. Surveys Not Authorized:

5.15.1. An unauthorized survey is a survey sent to DAF personnel at an official DAF address (e.g., government email, office address) **which does not have** a current DAF SCN, DoD RCS, or an OMB license number in accordance with DoD 8910.01 Volume 1. **(T-0)**

5.15.2. When AFPC/DSYS learns of an unauthorized survey, the organization will receive an email directing them to cease and desist all administration of the unauthorized survey. In addition, AFPC/DSYS may notify DAF personnel to refrain from participating in the unauthorized survey(s) and forfeiture of the data may be required. **(T-1)**

5.16. Survey Results:

5.16.1. All requests for survey results are processed in accordance with DoDM 5400.07_AFMAN 33-302. Results are released if request meets all requirements.

5.16.2. Record-level data which identifies, or potentially identifies, individuals based on their response(s) and/or demographics will NOT be released except as required by law or

appropriate authority (e.g., comments that indicate intent to cause harm to self or others, commit criminal acts, or describe illegal behavior). **(T-0)**

5.16.3. Public Affairs must coordinate on release of the survey instrument or results to the public or media. Survey results may be released in accordance with DODM 5400.07_AFMAN 33-302, AFI 33-332, and AFI 10-701, *Operations Security (OPSEC)*. **(T-0)**

5.16.4. Unless requested and approved under the criteria of DODM 5400.07_AFMAN 33-302, sponsors are not required to release survey instruments or survey results, except as required by law (e.g., comments that indicate intent to cause harm to self or others, commit criminal acts, or describe illegal behavior). **(T-0)**

5.16.5. Obtain permission from the author(s) and cite the author(s) in any subsequent report or summary, if copyrighted scales, subscales, or questions are used in accordance with 17 USC § 201, *Copyright ownership and transfer*. **(T-0)** Questions concerning copyright issues can be directed to AF/JACQ at email AF.JACQ.AFLOA.ContractLaw.FieldSupportCntr.Mbx@us.af.mil.

Chapter 6

OCCUPATIONAL ANALYSIS

Section 6A—Program Overview.

6.1. Program Description. AETC/A9 is responsible for the Occupational Analysis Program. The purpose of this DAF program is to equip senior leaders and managers of Air Force and Space Force personnel and training programs with objective and factual information about DAF occupations and civilian occupational series. The role of the Occupational Analysis Program is to conduct occupational studies, develop data collection instruments, perform analysis, and provide objective AFS and SFS data for senior leadership decisions. Decision-makers associated with personnel program responsibilities for AFSs and SFSs utilize the Occupational Analysis Program to justify changes to personnel policies and to refine and maintain occupational structures. Decision-makers associated with training program responsibilities for AFSs and SFSs utilize the Occupational Analysis Program to develop, validate, evaluate, and adjust training. Additionally, the Occupational Analysis Program supports the WAPS objective to ensure relevant, fair, and reliable promotion test content.

6.2. Program Purpose. Occupational analyses and studies support these personnel programs by analyzing occupational tasks, knowledge, skills, abilities, occupational competencies, and their application to DAF occupations across an Airman or Guardian's force development lifecycle. Occupational Analysis is an integral part of the ISD process as it identifies the duties, tasks, and knowledge areas that are considered for formal training.

Section 6B—Requests for and Execution of Occupational Analysis.

6.3. Overview. Occupational studies on AFSs and SFSs are conducted based on anticipated force development requirements, customer need, and upon request. All career field members have pivotal roles in producing the constructive outcomes of occupational studies. **Note:** additional guidance, processes, and procedures, outside of this publication, may be employed for special studies.

6.4. Occupational Study Requests. The Occupational Analysis Program may provide data driven insights for a variety of personnel management career field decisions. The DAF Career Field Manager for the AFS or SFS being studied, or other DAF personnel research stakeholder, may request an occupational study for an AFS, SFS, specialties, or civilian series.

6.4.1. Requests should be submitted with supporting information to surveymanager@us.af.mil. Request should indicate when results are desired and should include:

6.4.1.1. Issues and requirements for the occupational study.

6.4.1.2. AFS or SFS, family of AFS or SFS, or civilian occupational series to be studied.

6.4.1.3. Purpose for the data and application(s), date the results are required.

6.4.1.4. Points of contact.

6.4.2. All occupational studies will be coordinated with the appropriate stakeholders and their being conducted approved by the appropriate career field and/or functional manager. **(T-3)**

6.5. Data Collection. Data requirements and data collection methods are based on study requirements and may include the use of occupational surveys.

6.6. Survey Administration.

6.6.1. When required, occupational surveys are administered by AETC/A9 to a sample of the targeted AFS, SFS, or civilian occupational series through direct e-mail. The survey sample is based on population distributions and personnel listings generated by AFPC.

6.6.2. Due to the nature and critical uses of occupational survey data (reference [Section 6C](#)), all Air Force members (RegAF, USSF, ANG, AFR, and civilians) are highly encouraged to complete occupational surveys.

6.6.3. AETC/A9 personnel work with leadership at all levels to ensure selected members of their organizations complete and return surveys accurately and promptly.

6.7. Occupational Analysis Results. The results of occupational studies are communicated through reports and briefings that detail the occupational analysis outcomes and provide actionable information to support the decision maker's understanding, interpreting, and application of the analytical findings.

Section 6C—Use of Occupational Analysis Information.

6.8. Force Development.

6.8.1. The Occupational Analysis Program provides research and analysis support for force development, such as education and training program development, in order to produce adaptable, capable, and lethal warfighting members for the DAF.

6.8.2. The Occupational Analysis Program provides task-based occupational survey data and analysis support for use within the ISD process in the development of dynamic, capabilities-based technical training programs for the Total Force.

6.9. Personnel Utilization. The Occupational Analysis Program serves as an objective source for DAF Career Field Managers in constructing and updating the Career Field Education and Training Plan and in making other personnel and resource utilization decisions. DAF Career Field Managers and MAJCOM and FLDCOM functional managers consider occupational analysis data at Specialty Training Requirements Teams, Utilization and Training Workshops, and other AFS or SFS planning workshops to revise occupational or classification structures (e.g., AFECD), and/or revise personnel and resource utilization practices as prescribed in DAFI 36-2670, *Total Force Development*, Chapter 4.

6.10. Air Force Training Programs. The Occupational Analysis Program provides support to the analysis and evaluation phases of the ISD process, under the overarching philosophy of continuous process improvement and innovation.

6.11. Promotion Tests for the WAPS. The Occupational Analysis Program provides support to the development of Air Force enlisted promotion SKTs for WAPS. AETC/A9 data and analysis aids subject matter experts in determining valid, data-supported test content within AFS or SFS domains as explained in [Chapter 4](#) of this manual.

6.12. Support to Personnel Research. Upon proper coordination, the Occupational Analysis Program provides support to the AF/A1P and SF/S1P Personnel Assessment Program, which support force development and management of Air Force human resources as explained in **Chapter 3** of this manual.

6.13. Published Occupational Studies. To access published occupational studies under the category of Unlimited Distribution, refer to the following SharePoint® site at [https://usaf.dps.mil/sites/aetc-hq/A9/SAS/OA/SitePages/Occupational%20Analysis%20\(OA\).aspx](https://usaf.dps.mil/sites/aetc-hq/A9/SAS/OA/SitePages/Occupational%20Analysis%20(OA).aspx). To request access to published occupational studies under the category of Limited Distribution, email requests to: surveymanager@us.af.mil.

Chapter 7

FEDERAL DEGREE GRANTING INSTITUTIONS – AIR UNIVERSITY (AU) AND USAFA

7.1. AU Institutional Program Assessment.

7.1.1. The AU/CC oversees identification, development, design, approval, and execution of institutional program assessment.

7.1.2. Program assessment includes:

7.1.2.1. Institutional, program, and course level plans, analyses, lessons learned, assessments, testing, surveys, and data collections.

7.1.2.2. Institutional, program and course level assessments, testing, data collections, and measurement of student learning, knowledge, behaviors, and performance.

7.1.2.3. Institutional, organizational, program, and course level assessments, surveys, data collections, and measurement of stakeholder requirements, feedback, and engagement.

7.1.2.4. Institutional, organizational, program, faculty, staff, and student research, and scholarship activities and processes.

7.1.2.4.1. Institutional and organizational processes for research and scholarship activities for compliance with Human Subjects Research Protections regulations and instructions established by 32 CFR Part 219 directed by DoDI 3216.02_AFI 40-402, and guidance established by Congress, Federal, DoD, and Air Force laws, regulations, and instructions.

7.1.2.4.2. Institutional and organizational processes for research and scholarship activities review for human subjects research by Exempt Determination Official and/or Institutional Review Board.

7.1.2.5. Institutional and organizational processes for survey activities review for compliance with [Chapter 5](#) of this manual.

7.1.2.6. AU is responsible for program evaluation to ensure institutional effectiveness. This requires administration of surveys and assessments to students, faculty, staff, course or program completers and alumni, stakeholders, and supervisors. For AU, individuals should contact the Chief of Institutional Effectiveness (AU HQ–OAAE) for all survey requests or concerns. Survey instruments for administration to participants external to AU that are not directly related to institutional effectiveness require approval by AFPC/DSYS.

7.2. USAFA Institutional Program Assessment.

7.2.1. USAFA/CC oversees institutional program assessment.

7.2.2. Institutional program assessment includes:

7.2.2.1. Institutional, program, and course level plans, analyses, lessons learned, assessments, testing, surveys, and data collections.

7.2.2.2. Institutional, program, and course level assessments, testing, data collections, and measurement of student learning, knowledge, behaviors, and performance.

7.2.2.3. Institutional, organizational, program and course level assessments, surveys, data collections, and measurement of stakeholder requirements, feedback, and engagement.

7.2.2.4. Institutional, organizational, program, faculty, staff, and student research and scholarship activities and processes.

7.2.2.4.1. Institutional and organizational processes for research and scholarship activities for compliance with Human Subjects Research Protections regulations and instructions established by 32 CFR Part 219 , directed by DoDI 3216.02_AFI 40-402 and guidance established by Congress, Federal, DoD, and Air Force laws, regulations, and instructions.

7.2.2.4.2. Institutional and organizational processes for research and scholarship activities review for human subjects research by Exempt Determination Official and/or Institutional Review Board.

7.2.2.5. Institutional and organizational processes for survey activities review for compliance with **Chapter 5** of this manual.

7.2.2.6. USAFA is responsible for program evaluation to ensure institutional effectiveness. This requires administration of surveys and assessments to students, faculty, staff, course or program completers and alumni, stakeholder, and supervisors. For USAFA, individuals should contact the USAFA Survey Control Program (USAFA/A9) for all survey requests or concerns. Survey instruments for administration to participants other than USAFA cadets, faculty, and staff, which are not directly related to institutional effectiveness require approval by the Air Force Survey Office.

JOHN A. FEDRIGO
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 USC § 301, *Departmental regulations*

5 USC § 552, *Public information; agency rules, opinions, orders, records, and proceedings*

10 USC § 9020, *Inspector General*

17 USC § 201, *Copyright ownership and transfer*

32 CFR Part 219, *Protection of Human Subjects*

32 USC § 105, *Inspection*

44 USC § 3501, *Paper Reduction Act*

PL 110-325, *Americans with Disabilities Act*

DoDI 1100.13, *DoD Surveys*, 15 January 2015, incorporating Change 1, 31 March 2017

DoDI 1304.12E, *DoD Military Personnel Accession Testing Programs*, 20 September 2005

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DoDI 8170.01, *Online Information Management and Electronic Messaging*, 2 January 2019

DoDM 5200.01 Volume 3, *DoD Information Security Program: Protection of Classified Information*, 24 February 2012

DoDM 8910.01, Volume 1, *DoD Information Collections Manual: Procedures for DoD Internal Information Collections*, 5 December 2022

DoDM 8910.01, Volume 2, *DoD Information Collections Manual: Procedures for DoD Public Information Collections*, 18 February 2022

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AFH 36-2647, *Competency Modeling*, 8 February 2022

AFPT Catalog, *Index of Personnel Tests*

AFPT 81, *Electronic Data Processing Test Answer Sheet*

AFPT 230, *Air Force Personnel Test Query*

AFPT 237, *Testing Roster*

AFPT 250, *Instructions for Administering Air Force Promotion Tests*

AFPT 705, *Air Force Reading Abilities Test Answer Sheet*

AFPT 851, *Answer Sheet*

AFPT 987, *Air Force Officer Qualifying Test Answer Sheet*

AFPT 990, *Air Force Officer Qualifying Test Manual for Administration*

DAFI 36-148, *Discipline and Adverse Actions of Civilian Employees*, 27 September 2022

DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 16 April 2021

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

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USMEPCOM Regulation 40-1, *Medical Qualification Program*, 15 December 2020

Air Force Enlisted Classification Directory

Air Force Officer Classification Directory

Air Force Personnel Center Catalog

Enlisted Promotion References and Requirements Catalog

Military Rule of Evidence 506

Space Force Personnel Test Catalog

Prescribed Forms

AF Form 1566, *Weighted Airmen Promotion System Test Verification*

AF Form 4453, *Request for Air Force Survey Control Number (SCN)*

Adopted Forms

AF Form 310, *Document Receipt and Destruction Certificate*

AF Form 422, *Notification of Air Force Member's Qualification Status*

DAF Form 847, *Recommendation for Change of Publication*

USMEPCOM Form 680-3A-E, *Request for Examination*

SF 700, *Security Container Information Form*

SF 701, *Activity Security Checklist*

SF 702, *Security Container Check Sheet*

Abbreviations and Acronyms

ABM—Air Battle Manager

AETC—Air Education and Training Command

AF-WIN—Air Force Work Interest Navigator

AFECD—Air Force Enlisted Classification Directorate

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directorate

AFOQT—Air Force Officer Qualifying Test

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFPT—Air Force Personnel Test

AFR—Air Force Reserve

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

AFS—Air Force specialty

AFSC—Air Force Specialty Code

ANG—Air National Guard

APT—Armed Services Vocational Aptitude Battery Predictor Test

ASVAB—Armed Services Vocational Aptitude Battery

AT&T—American Telephone and Telegraph

ATD—Aviation Training Device

AU—Air University

CFR—Code of Federal Regulations

CY—Calendar Year

DAC-MPT—Defense Advisory Committee on Manpower, Personnel, and Testing

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

EPQT—Enlisted Pilot Qualifying Test

ePubs—Department of the Airforce e-Publishing

eWORLD—electronic Weighted Airmen Promotion System Online Reference Library Database

FLDCOM—Field Command

FOIA—Freedom of Information Act

FSS—Force Support Squadron

IRB—Institutional Review Board

ISD—Instructional System Development process

MAJCOM—Major Command

MAPWG—Manpower Accession Policy Working Group

MEPS—Military Entrance Processing Station

METS—Military Entrance Test Sites

NGB—National Guard Bureau

OMB—Office of Management and Budget

OPR—office of primary responsibility

OSI—Office of Special Investigations

PCSM—Pilot Candidate Selection Method

PFE—Promotion Fitness Examination

PRA—Paperwork Reduction Act

PSMs—Predictive Success Models

RCS—Report Control Symbol

RegAF—Regular Air Force

RPA—Remotely Piloted Aircraft

SCN—Survey Control Number

SF—Standard Form

SFS—Space Force specialty

SFSC—Space Force Specialty Code

SecAF—Secretary of the Air Force

SKT—Specialty Knowledge Tests

SPARK—Strategic Policy Analysis Resource & Knowledgebase for Personnel and Testing

TAPAS—Tailored Adaptive Personality Assessment System

TBAS—Test of Basic Aviation Skills

TCO—test control officer

USAFA—United States Air Force Academy

USC—United States Code

USSF—United States Space Force

USMEPCOM—United States Military Entrance Processing Command

WAPS—Weighted Airmen Promotion System

WIRE—Weighted Airmen Promotion System Information Retrieval System

Office Symbols

AETC/A3J—AETC Force Development Competencies Division

AETC/A9—AETC Directorate of Analysis and Innovation

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1P—Military Force Management Policy Directorate

AF/A1PPR—Air Force Rated Force Policy

AF/A1PT—Accessions and Training Division

AF/A1Z—Director, Air Force Sexual Assault Prevention and Response

AF/JACQ—The Air Force Civil Law and Litigation Directorate, Acquisition and Contract Law Division

AF/RE—Chief of Air Force Reserve

AF/REP—Office of Air Force Reserve Director of Personnel

AF/SG—The Air Force Surgeon General

AFPC/DP1TA—Assignments and Classification Branch

AFPC/DP1SSPT-1—Military Promotions, Evaluations and Recognitions Branch, Testing Office

AFPC/DP3DA—Accession, Equal Opportunity, Testing, and Workforce Development Branch

AFPC/DP3FS—Civilian Support Branch

AFPC/DPS—Director of Personnel Services

AFPC/DSY—The Air Force Personnel Center Strategic Research and Assessment Branch

AFPC/DSYS—DAF Survey Office

AFPC/DSYX—Strategic Research and Assessment Branch

AFDPO/PPL—Air Force Departmental Publishing Center, Publishing Program Logistics

AFR/A1K—Directorate of Manpower, Personnel, and Services Personnel Division

AFROTC/CC—AFROTC Commander

AFRS/CC—Air Force Recruiting Service Commander

AFRS/RSO—Air Force Recruiting Service, Recruiting Operations Director

AFRS/RSOA—AFRS Operations Division’s Analysis Branch

ARPC/DPA—Directorate of Assignments

AU/CC—Air University Commander and President

AU HQ-OAAE—Chief of Institutional Effectiveness

FSS/CC—The Force Support Squadron Commander

NGB/A1—Director of Manpower, Personnel and Services

NGB/A1D—Force Development Division

NGB/A1P—ANG Force Management Policy Division

NGB/A1PO—Officer Programs and Policy Branch

NGB/A1PP—Force Management Programs

NGB/A1Y—Recruiting and Retention Division

NGB/CF—Director of the Air National Guard

SAF/CNZA—Secretary of the Air Force, Cyberspace Capabilities and Compliance, Compliance Division

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/MRQ—Director, Air Force Equal Opportunity

SF/S1—Deputy Chief of Space Operations for Human Capital

SF/S1P—Military Policy and Management Directorate

SF/S1PT—Accession and Recruiting Division

USAFA/A9—USAFA Survey Control Program

USAFA/CC—Superintendent of the United States Air Force Academy

USAFA/CW—USAFA Commandant of Cadets

Terms

Action officer—Individual who functions as liaison between the Survey Sponsor and the Survey Office.

Aggregate Results—Results from a survey expressed in summary form.

Air Force Personnel Test—This includes all tests listed in the *Air Force Personnel Test Catalog* and this manual except enlisted promotion tests. It includes, but is not limited to, the following tests: AFOQT, Defense Language Reading Proficiency Test, and Air Force Reading Abilities Test. Not included are tests such as professional military education tests, career development course 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 Air Force Personnel Test listed in *Air Force Personnel Test Catalog* and this manual; the exact scoring keys or reproduced copies of the exact scoring keys for Air Force Personnel Tests listed in *Air Force Personnel Test Catalog* and this manual; any materials used in the construction of those tests (e.g., outlines, scratch paper); 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.

Anonymous Survey—A survey in which the data contains no identifying values that can link the survey responses to specific participants.

Census Survey—A survey in which all members of a target population are invited.

Commercial Study Guide—Any commercial product that is designed with the intent to aid examinees or potential examinees in preparing for a specific Air Force Personnel Test. Refer to [Chapter 4, Section 4D](#) for rules concerning the use of these products.

Confidence Level—Indicates the probability with which the estimation of the location of a statistical parameter (e.g., a percentage, mean) in a sample is also true for the population.

Confidential Survey—A survey in which data is kept secure because it can be linked to a specific participant.

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 4, Section 4D](#).

Examinee—An individual who has taken a specific Air Force Personnel Test at any time in the past or is in the process of taking a specific Air Force Personnel Test. 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 Air Force Personnel Tests.

Exempt Determination Official—Official authorized to make IRB determinations of whether proposed research qualifies for an exemption from Human Subjects Research Protections. The person making an exemption determination must have access to sufficient information to make a correct determination. Because of the potential for conflict of interest, investigators should not be

given the authority to make this determination for their project. The Exempt Determination Official should have access to information about the risk to subjects; subject selection; provisions for protecting the privacy interests of subjects and the confidentiality of subject data; recruitment materials (e.g., advertisements, flyers, phone screening procedures, scripts, and/or screening questions); measures that will be utilized in the study (e.g., survey instruments, questionnaires, interview scripts, recruitment material); and other materials specific to the proposed study.

Human Subject Research—Research means an investigator (whether professional or student) is conducting research on a living individual to obtain information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens as defined by 32 CFR Part 219, *Protection of Human Subjects*. (T-0)

Illegal 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 Air Force Personnel Test.

Illegal Study Material—Highlighted or marked study materials such as AFH 1, career development courses, or notes that are shared with another examinee, potential examinee, or any other unauthorized individual to aid in studying for an Air Force Personnel Test.

Job inventory—Product developed through on-site visits and interviews with career field subject-matter experts and leaders at operational locations and training centers. The inventory is foundational for the development of occupational surveys; the inventory consists of two main areas: duty areas and tasks performed or knowledge areas applied; and background information pertaining to members within an AFS, SFS, or civilian occupational series, such as demographics, equipment and systems used.

Knowledge of Test Compromise—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 is 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.

Occupation—Tasks and duties comprising a group of jobs defining an occupational entity.

Occupational Analysis—Collecting and analyzing factual data on the work performed by AFSs and SFSs. This data is used to provide personnel and training decision-makers with factual and objective job information to justify or change personnel utilization policies and programs, refine occupational structures, and establish, validate, or adjust training and testing programs.

Occupational Analysis Report—Summary of the processes and results of an occupational study. An occupational analysis report could include, but not limited to:

- (1) Survey methodology and background
- (2) Narratives and graphic displays of survey demographics, skill level analyses, MAJCOM and FLDCOM analyses, home-stationed, and deployed analyses
- (3) Training analyses: identification of duty areas and tasks performed, and the supporting knowledge requirements; and critical occupational survey data correlations to core training documents
- (4) Job satisfaction and retention
- (5) Recommendations.

Population—A specific group of people that meet criteria of the intended survey project.

Potential Examinee—Certain individuals who may be administered a specific Air Force Personnel Test 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 Airman who may become eligible to take promotion tests is considered a potential examinee for those tests.

Pretest—Similar to a practice or sample test which includes, but is not limited to, any written or oral material in any question and answer format (e.g., multiple choice, fill in the blank, matching, essay). According to **Chapter 4, Section 4D** of this manual, 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.

Record-level Data—Non-aggregated data elements that relate to a single individual.

Sample—A subset of the target population.

Sponsor—A person or persons who have authority over the population surveyed and authority to implement changes to all programs, policies, and/or procedures as a direct result of survey responses.

Superscore—The use of highest composite scores from any test date.

Survey—An investigation of a given population by means of collecting data from a sample or census to estimate characteristics of the population through the systematic use of statistical methodology. Forms of attitude and/or opinion surveys include data collection such as questionnaires, focus groups, polls, interviews.

Survey Mode—Method in which data is collected; includes interviews, questionnaires, polls, focus groups, phone interviews, emails, pulse surveys, paper questionnaires.

Survey Platform—Online website survey tool or software that provides the ability to create, run, deploy, and interpret various types of surveys.

Suspected Test Material—Any material that is believed by authorities (e.g., OSI, TCO, Test Examiner, 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 compilation of test questions.

Task Factor Ratings—Task criticality and task learning difficulty ratings reported by 7- and 9-skill level members of an AFS or SFS; each AFSC- or SFSC-specific task contained within the inventory is rated and this data is collected through distinct survey instruments. **Note:** for special studies, senior members of the AFS, SFS, or civilian occupational series report the task factor ratings.

Attachment 2

AIR FORCE OFFICER QUALIFYING TEST (AFOQT)

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

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

A2.3. Personnel Tested. Applicants for any line officer training program and all applicants for pilot including RPA, Combat Support Officer, and air battle manager training are required to take the AFOQT. Test takers should be instructed to do their best on the AFOQT because scores are used operationally across all accession sources in various ways – as commissioning standards for AFROTC Squadron, and ANG, as input to the integrated officer classification model, and for classification to utilization specialties as described above. Allow about 4.75 hours to administer the AFOQT and give the entire test to all examinees.

A2.4. Administering the AFOQT. Administer the AFOQT according to AFPT 990. Normally, only administer the AFOQT to those individuals the unit directly supports. Arrange to obtain the applicant's scores if the AFOQT was administered at another location.

A2.4.1. Even if examinees are not applying for pilot, RPA, Combat Support Officer, or air battle manager training (ABM), ensure examinees are administered the entire 12 subtests. Examinees will not be authorized an additional test administration later because they failed to complete some subtests. **(T-1)**

A2.4.2. When TCOs or Test Examiners 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. **(T-1)** If the TCO or Test Examiner has never taken the AFOQT and declines to take it at the time of appointment, he or she must sign a disclaimer memorandum stating the following: "I understand that while I have access to the AFOQT, I will not be authorized to take the AFOQT for application to a commissioning program or for any other program which requires official AFOQT scores. I understand this prohibition will remain in effect until 6 months after my last access to any AFOQT CONTROLLED TEST MATERIAL." **(T-1)**

A2.4.2.1. Include the social security number, date, and TCO account number in the disclaimer. A witness must also sign it. **(T-1)** File the original copy of the disclaimer in the individual's records and provide a copy to AFPC/DP3DA.

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

A2.5. Scoring the AFOQT. All AFOQT answer sheets are centrally scored at AFPC/DP3DA. Results are posted to the AFPC Testing Office website within 1 week of receipt of answer sheets from the testing facility.

A2.6. Retesting for AFOQT.

A2.6.1. Conditions for Retests. Do not administer a retest until at least 90 days have passed from the date the AFOQT was previously administered. Advise applicants to consider retests only when scores achieved on the last test were incomplete or not indicative of their current skills and abilities. Give the alternate form and version from the previous administration.

A2.6.2. Three test administrations are authorized, but the third test administration requires a waiver from the applicant's Wing/CC or equivalent. AFROTC Commander (AFROTC/CC), Directorate of Assignments (ARPC/DPA), Air Force Recruiting Service, Recruiting Operations Director (AFRS/RSO), NBG/A1P, and the USAFA Commandant of Cadets (USAFA/CW) are the waiver authority for their appropriate source of commission. AFROTC/CC has the authority to delegate to the Region Commander. Send requests for early testing to the AFPC Testing Office (AFPC.DP3SP.MilitaryTesting@us.af.mil). If necessary, AFPC/DP3DA will elevate to AF/A1P who is approval authority for exceptions. **(T-1)**

A2.6.2.1. Applicants must provide documentation for waiver to test a third time to the appropriate waiver authority listed in **paragraph A2.6.2. (T-1)** Waiver authorities will forward the approval to the base TCO who includes the approval letter with the completed answer sheet when mailed to the AFPC Testing Office. **(T-1)**

A2.6.2.2. Waiver authorities must verify documentation of training completed since previous AFOQT administration. **(T-1)** Acceptable documentation may include proof of completion of at least one college course in a subject relevant to the AFOQT, gained significant flying experience, or improved skills and abilities measured by the AFOQT in some other manner such as completing the study preparation course (described in **paragraph A2.6.4** below) since the previous AFOQT administration.

A2.6.3. Applicants who desire to retest within the 90-day period must send justification for exception to policy to the AFPC/DP3DA for review and determination. AF/A1P is the waiver authority for all exceptions. **(T-1)**

A2.6.4. AFOQT Preparation. AFOQT study materials are available on the PCSM website at <http://access.afpc.af.mil/pcsm/mz/AFOQTPrepMaterials.html>. Per **paragraph 4.12.5.3.8** formal or informal group study is prohibited if an applicant has taken the AFOQT at least one time. Applicants who have not taken the AFOQT may group study with other applicants who have not taken the AFOQT using DAF approved study preparation materials or any other materials related to the areas assessed by the AFOQT that are selected based on the general AFOQT taxonomy of content without knowledge of actual AFOQT content. Applicants who have taken the AFOQT at least one time may not group study with anyone.

A2.7. Longevity of Scores. Only AFOQT T1/T2 and T7/T8 scores are valid and they do not have an expiration date. Superscoring will be used across all composites. **(T-1)** For superscoring, an applicant's best composite score on any test attempt will be used as the score of record. **(T-1)** If a composite score is used from an earlier administration the examinee's AFOQT record is updated. The reported qualifying score version ID should be T5 if the most recent previous administration was T1. It should be T6 if the most recent previous administration was T2.

A2.8. Distributing and Recording AFOQT Scores. Scores may be accessed on the test score website, <https://afmilpers.us.af.mil/AFOQTSNet40/DODBanner.aspx>. To obtain scores from AFPC, call TOLL FREE: 1 (800) 616-3775, commercial: (210) 565-5000, DSN: 665-5000, Overseas Callers: Dial a toll-free American Telephone and Telegraph (AT&T) Direct Access Number of the country location of the person making the call, then 800-616-3775. AT&T Direct access numbers can be obtained from http://www.business.att.com/bt/dial_guide.jsp.

A2.9. Minimum Requirements. DAF has established minimum AFOQT standards for commissioning and classification for all line officer commissioning programs. For pilot training applicants, the AFOQT score of record will be used to compute the PCSM score. **(T-1)**

Table A2.1. AFOQT Minimum Standards.

AFOQT Minimum Standards					
	Verbal	Quantitative	Pilot	Combat Systems Operator	Air Battle Manager
Commissioning	15	10			
Pilot (including Remotely piloted)			25	no min	no min
Combat Systems			no min	25	no min
Air Battle			no min	no min	25
<p>Note 1: AF/A1P has delegated the AFOQT waiver authority for all exceptions to minimum standards to the appropriate source of commission (AFROTC/CC, ARPC/DPA, AFRS/RSO, ANG Force Management Policy Division (NGB/A1P), USAFA/CC). An officer candidate who has made three unsuccessful attempts to achieve a minimum qualifying score on the AFOQT may request a waiver from the appropriate delegated authority. AF/A1PT will consult with the delegated authorities as needed and provide feedback. (T-1) The delegated authorities and responsibilities remain subject to the oversight and control of AF/A1P.</p> <p>Note 2: Prior-service officers entering the AFR or ANG are not required to have AFOQT scores since they have already met the minimum requirements during their RegAF service. The AFOQT scores of prior-service members for entry into RegAF are often obsolete when they apply to the Reserves or Guard and are no longer releasable.</p>					

A2.10. Disposition of Completed Answer Sheets. Package all answer sheets as specified in this manual and mail certified or commercially available carrier according to [Table 4.1](#). Include a transmittal memorandum or AFOQT Worksheet (AFPT 238) with examinees' names, social security numbers, and other required entries.

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

A2.12. Scoring Error. If an examinee has evidence indicating a scoring error occurred, he or she should forward this evidence with a request for verification to AFPC/DP3DA. An examinee's request for verification of test scores will only be considered when there is substantial evidence a scoring error may have occurred. **(T-1)** Requests based solely on an individual's belief that test scores do not properly reflect aptitude will be disapproved. **(T-1)**

Attachment 3

TEST OF BASIC AVIATION SKILLS (TBAS)

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

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

A3.3. Personnel Tested. Test all applicants for Air Force pilot, RPA pilot, Combat Systems Operator, and Air Battle Manager training programs.

A3.4. Administering the TBAS. Administer the TBAS according to procedures specified by the TBAS Operator's Manual, AFPC/DP3DA, and the PCSM Office. Allow approximately 90 minutes for TBAS administration. Give all examinees the entire battery. Do not allow test proctors to administer the TBAS or oversee its administration. When TCOs or Test Examiners are eligible to apply for entry into a commissioning program, they must take the TBAS and have their scores and test date recorded in their permanent records before appointment. **(T-1)** If the TCO or Test Examiner has never taken the TBAS and declines to take it at the time of appointment, he or she must sign a disclaimer memorandum stating the following: "I understand that I will not be authorized to take the TBAS for application to any program which requires official TBAS scores or other tests supported by the TBAS automated testing platform. I understand this prohibition will remain in effect permanently." **(T-1)**

A3.4.1. Include the social security number, date, and TCO account number in the disclaimer. A witness must also sign it. **(T-1)** File the original copy of the disclaimer in the individual's records and provide a copy to AFPC/DP3DA.

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

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

A3.6. Updating Flying Hours. To update flying hours, candidates submit their requests to the PCSM Program Office via e-mail to afpc.pcsm@us.af.mil, phone: (877) 977-8995, or mail to AFPC/DSYX 550 C St W, Suite 45 JBASA-Randolph, TX 78150-4747. Be sure to include all validating documentation with the candidate's request at least 7 calendar days before their board suspense date. **(T-1)**

A3.7. Retesting. TCOs and Test Examiners must inform all examinees that only three administrations of the TBAS are authorized, at least 90 days must have passed between administrations, and TBAS scores remain valid indefinitely. **(T-1)** An applicant's AFOQT pilot composite superscore (or, where applicable, EPQT pilot composite superscore), TBAS, and updated flying hours are used to compute the PCSM score of record. **Note:** Submit exception to policy requests to waive the minimum time between test administrations or waiver of the required minimum score to the AFPC/DP3DA for review and determination. The request must include a memo with the Commander's concurrence, PCSM score, and other information relevant to the request. If necessary, AFPC/DP3DA will elevate to AF/A1P who is approval authority for all exceptions. **(T-1)**

A3.8. Distributing and Recording PCSM Scores. PCSM scores are available online at <https://access.afpc.af.mil/pcsm/mz/AFOOTPrepMaterials.html>. Questions can be directed to the PCSM Program Office at (877) 977-8995.

A3.9. Minimum Requirements. TBAS based PCSM scores are required for all pilot selection boards meeting. All manned pilot and RPA pilot training applicants from all accession sources must have a minimum PCSM score of 10. **(T-1) Note:** AF/A1P is the approval authority for all exceptions to policy requests to waive any of the minimum standards. Submit exceptions to policy requests in writing with the Commander's concurrence to AF/A1PT.

Attachment 4

ARMED SERVICES VOCATIONAL APTITUDE BATTERY PREDICTOR TEST (APT)

A4.1. Purpose. The APT is an optional test administered at the discretion of a recruiter to screen potential enlistees. Scores are predictive of performance on the Armed Services Vocational Aptitude Battery and Armed Forces Qualification Test score.

A4.2. Description. The APT is an Internet delivered test that measures verbal and mathematical abilities. The APT score provides an estimate of the examinee's expected scores on the Armed Services Vocational Aptitude Battery and Armed Forces Qualifying Test score. The APT is "CONTROLLED UNCLASSIFIED INFORMATION."

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

A4.4. Administering the APT. The APT is administered at Air Force recruiting offices. The APT takes 15 to 35 minutes to administer.

A4.5. Retesting. Recruiters should wait at least 30 days between administrations and allow only two retests within a 12-month period for most valid prediction.

A4.6. Recording APT Scores. Scores are advisory only and do not need to be recorded.

Attachment 5

ARMED SERVICES VOCATIONAL APTITUDE BATTERY

A5.1. Purpose. The Armed Services Vocational Aptitude Battery 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 MEPS and METS. The Army is the executive agent for the overall ASVAB Testing Program. The Defense Testing and Assessment Center in the Office of People Analytics is the executive agent for ASVAB research and development.

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

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

A5.4. Ordering Materials. Only overseas DAF TCOs and Test Examiners authorized to administer the ASVAB may order the materials listed in the *Air Force Personnel Test Catalog*.

A5.5. Administering the ASVAB.

A5.5.1. Student Testing Program. MEPS personnel administer and control student versions of the ASVAB. The United States Military Entrance Processing Command (USMEPCOM) assigns schoolteachers or school officials to assist in administering and proctoring ASVAB testing sessions. Responsibilities for student testing in DoD schools overseas are assigned regionally to the recruiting services of the Armed Forces. In England and Spain military testing facility TCOs and Test Examiners assist AFRS by administering student versions of the ASVAB in DoD schools as requested, scheduled, and coordinated by Air Force recruiters. Military testing facility TCOs and Test Examiners control the student version of the ASVAB used for overseas testing.

A5.5.2. Enlistment Testing Program. MEPS and METS conduct enlistment testing for DAF requirements. At overseas locations, military testing facility TCOs and Test Examiners administer and control enlistment versions of the ASVAB. Ensure USMEPCOM Form 680-3A-E, *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. Only give applicants a retest to verify scores that do not appear to reflect an applicant's true ability.

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

(T-1)

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

A5.6.4. Process requests for waivers to ASVAB retesting guidance through the recruiting squadron via AFRS/RSO to AF/A1PT. Only AF/A1PT has authority to approve waivers.

A5.7. Recording ASVAB Scores. For overseas testing only, hand-score answer sheets and record scores on a computer-generated listing. Send the original worksheet, together with the answer sheets and USMEPCOM Form 680-3A-E, to the address indicated in [Attachment 17](#). Give copy two to the recruiter and maintain copy three at the testing facility.

A5.8. Using Scores.

A5.8.1. Enlistment. Refer to DAFMAN 36-2032, *Military Recruiting and Accessions*, for using Armed Services Vocational Aptitude Battery scores and Armed Forces Qualifying Test scores required to select applicants for enlistment in the Air Force, USSF, and AFR. For ANG enlistment, using ASVAB scores to select applicants without prior ANG service.

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

A5.9. Disposing of Completed Answer Sheets. Use [Table 4.1](#) for instructions on how and where to mail answer sheets based on test administration location.

A5.10. Additional Information. Refer to DAFMAN 36-2032 for additional information about enlistment in the Air Force and ASVAB testing.

Attachment 6

ARMED FORCES CLASSIFICATION TEST

A6.1. Purpose. The Armed Forces Classification Test evaluates member in the same four aptitude areas as the ASVAB (i.e., the Mechanical, Administrative, General, Electronics composites). These aptitude areas relate to training success in particular groups of AFSs and SFSs. Minimum scores are required for entry into certain Air Force specialties that indicate the likelihood of training success in the AFS or SFS.

A6.2. Description. The Mechanical, Administrative, General, and Electronics aptitude composites produced are parallel in content and meaning to those of the ASVAB.

A6.3. Administering the Armed Forces Classification Test. Allow about 4 hours to administer the Armed Forces Classification Test. Refer to the *Air Force Personnel Test Catalog* for necessary materials. The Armed Forces Classification Test is also available to be administered online via the Defense Manpower Data Center Web-Based platform.

A6.4. Personnel Tested. The Armed Forces Classification Test is computer administered. The DoD prohibits the administration of the ASVAB to DAF members. The Armed Forces Classification Test is administered instead. TCOs or Test Examiners may administer the Armed Forces Classification Test to officers who plan to enlist after separation. They may also give it to members in the DAF when one of the following conditions exists:

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

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

A6.4.3. Commander determines current scores may not be indicative of the Airman or Guardian's abilities. This could be based on discrepancies between the Airman or Guardian'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. If an examinee wants to retest within 6 months from the last test, advise him or her to submit a request through the TCO to AFPC/DP3DA.

A6.6. Recording Armed Forces Classification Test Scores. The TCO or Test Examiner documents the scores and date of test in the personnel data system. Never combine scores from different forms or administrations of the Armed Forces Classification Test or Armed Services Vocational Aptitude Battery. **Note:** Only the most recent scores count as the official scores of record regardless of the outcome when compared to earlier test attempts.

Attachment 7

DEFENSE LANGUAGE APTITUDE BATTERY

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

A7.2. Description. The Defense Language Aptitude Battery is a multiple-choice test administered online via the Defense Manpower Data Center Web-Based platform.

A7.3. Personnel Tested. The TCO or Test Examiner gives the Defense Language Aptitude Battery to:

A7.3.1. Officers and enlisted members who are candidates for foreign language training conducted by the Defense Language Institute Foreign Language Center.

A7.3.2. Officers being considered for special assignments requiring foreign language skills. Do not give the Defense Language Aptitude Battery 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 O-6-selects within 120 days of notification of promotion selection. Do not test O-6-selects if they already have Defense Language Aptitude Battery scores on record. Line O-6-selects must contact the military testing facility to schedule testing. **(T-1)**

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

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

A7.4. Administering the Defense Language Aptitude Battery. Allow about 85 minutes to administer the Defense Language Aptitude Battery. Use headsets. The Defense Language Aptitude Battery is online computer delivered.

A7.5. Retesting.

A7.5.1. Wait at least 6 months from the previous test before administering a retest. If an examinee wants to retest sooner, advise him or her to submit a request through the TCO to AFPC/DP3DA. Qualifying scores on the Defense Language Aptitude Battery are valid indefinitely.

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

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

Attachment 8

ELECTRONIC DATA PROCESSING TEST

A8.1. Purpose. The Electronic Data Processing Test evaluates the basic ability to complete formal courses for programming electronic data processing equipment. It is used to screen and select members for career fields requiring this ability. It is available by paper-and-pencil and electronically on the Test of Basic Attributes testing platform.

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

A8.3. Personnel Tested. The TCO or Test Examiner gives the Electronic Data Processing Test to members applying for career fields with an Electronic Data Processing Test requirement as specified in AFECD either on initial assignment or retraining.

A8.4. Administering the Electronic Data Processing Test. Allow about 90 minutes to administer the Electronic Data Processing Test. Refer to the *Air Force Personnel Test Catalog* for necessary materials.

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

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

A8.7. Disposing of Electronic Data Processing Test Answer Sheets. Refer to [Table 4.1](#).

Attachment 9

AIR FORCE ENLISTED PROMOTION TESTS

A9.1. Promotion Testing Program (Includes administration of SKTs and PFEs). These tests measure Airmen's specialty and general military knowledge and produce test scores used in conjunction with other criteria in the selection of Airmen to the next higher grade. Enlisted promotion tests play a vital role in the development of the force by identifying Airmen who have the general, supervisory, and specialty knowledge necessary to perform at the next higher grade.

A9.2. What Promotion Tests Measure. The SKT measures specialty knowledge associated with a specific AFS or SFS. The PFE measures general military and supervisory knowledge.

A9.3. Description of Promotion Tests. SKT and PFE: 100-item, multiple-choice tests, each taking approximately 2 hours to administer, including instructions.

A9.3.1. SKT. Measures specialty knowledge of their career field for a specific AFS. Test content is normally limited to references listed in the Career Field Education and Training Plan. Publications used as SKT references must be available Air Force-wide. All study references used to support SKT development are listed in the *Enlisted Promotions References and Requirements Catalog*. The *Enlisted Promotions References and Requirements Catalog* is revised annually, published in October, and available via the AETC/A9 web page.

A9.3.2. PFE. Measures general military and supervisory knowledge. Test content is based on information in AFH 1. AFH 1 is revised every odd year and is available from the AETC/A9 web page.

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

A9.4.1. Senior noncommissioned officer subject matter experts with practical field experience determine the content of the SKT. They use the Career Field Education and Training Plan, occupational analysis data when available, and their own experience to clearly tie test content to knowledge of important tasks in the specialty.

A9.4.2. Subject matter experts write test questions using standards and guidelines in the AETC/A9 Test Development guidance maintained by AETC/A9. All test questions are developed to the appropriate skill and grade level being tested using appropriate language to maximize psychometric test development principles.

A9.5. Personnel Tested. The personnel data system produces a list of Airmen eligible for testing before each testing cycle. The Test Examiner schedules every Airman on this list for testing unless he or she is ineligible or unable to test for medical reasons (see [paragraph A9.11.3](#)). Always administer the current revision.

A9.5.1. SKTs. Administer the SKT to all Airmen eligible for and desiring promotion consideration to the grades of staff and technical sergeant. Administer the SKT for the AFSC in which Airmen are competing for promotion. Refer to the current *Enlisted Promotions References and Requirements Catalog* for specific SKT waivers. Refer to DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, for information on SKT exemptions.

A9.5.2. PFEs. Administer the PFE to all Airmen eligible for and desiring promotion consideration to the grades of staff and technical sergeant.

A9.6. Selection of Subject Matter Experts for Test Development. For PFE test development projects, AETC/A9 announces nomination and subject matter expert requirement procedures by memorandum approximately 120 days before each project date. For SKTs, projected subject matter expert requirements are listed in the test planning document at least 6 months in advance of the project date. Use the following procedures to select subject matter experts for test development projects:

A9.6.1. AETC/A9 will:

A9.6.1.1. Select RegAF Chief Master Sergeants to write the PFEs. **(T-3)** Selection will be optimized to ensure maximum AFS, MAJCOM or FLDCOM, and demographic participation. **(T-3)**

A9.6.1.2. Select Master Sergeants or Senior Master Sergeants to write SKTs who are technical experts in their specialty and meet stringent management reviews.

A9.6.1.3. Submit the name of each subject-matter expert selected to OSI for a quality review.

A9.6.1.4. Request a replacement when a subject-matter expert does not meet management or OSI review standards.

A9.6.2. Unit Commanders. Personally interview each nominee to ensure he or she does not have any derogatory information that has the potential to discredit the promotion test development process and meets the following requirements:

A9.6.2.1. For SKTs, subject matter experts must:

A9.6.2.1.1. Hold the RegAF rank of Master Sergeant or higher (Master Sergeants 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. Noncommissioned officers 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 temporary duty requirements that would interfere with availability for the entire temporary duty.

A9.6.2.1.6. Have no spouse or immediate family member (defined as children, stepchildren, and siblings) eligible to take the tests scheduled to be written or who have any other relationships, such as in-laws or friendships, which they feel could place them in a potentially compromising situation.

A9.6.2.1.7. Not have an approved retirement date and must be available for the entire length of the temporary duty. **(T-1)**

A9.6.2.1.8. Must have been promoted to the current grade through the Weighted Airmen Promotion System. **(T-1)**

A9.6.2.2. For PFEs. AETC/A9 will provide subject matter expert requirements with the nomination procedures referred to in **paragraph A9.6. (T-1)** Unit commanders will ensure each selectee meets the requirements specified by AETC/A9. **(T-1)**

A9.6.2.3. For all promotion tests. Unit commanders will advise subject matter experts they are responsible to AETC/A9 for their test-writing duties before, during, and after their test development temporary duty. **(T-1)** Any subject matter expert test-related concerns after their test project must only be addressed to AETC/A9 or AFPC/DP3DA. **(T-1)** Use only information approved and or released by AETC/A9 in a subject matter expert trip report.

A9.6.3. Military Personnel Flights or Units.

A9.6.3.1. Adhere to required timelines, nomination, and special experience requirements specified in the test planning document on the AETC/A9 web site.

A9.6.3.2. Upon receipt of the by-name levy or at least 4 weeks before the reporting date, provide all information as described in the test planning document to the AETC/A9 point of contact.

A9.6.3.3. Ensure nominees complete an authorization in the Defense Travel System at least 2 weeks before the reporting date. AETC/A9 funds this Temporary Duty. Advise selected subject-matter experts to contact AETC/A9 if they have any questions about their temporary duty. This is particularly important for those personnel who receive short notice notification (less than 2 weeks) of their selection.

A9.6.3.4. Request subject-matter expert release from levies in writing with justification to AETC/A9 point of contact as soon as possible to allow for replacement activities. Request levy release only for extreme and or unforeseen circumstances.

A9.7. Obtaining Enlisted Promotion Tests Reference Material.

A9.7.1. AFH 1 and associated grade-specific study guides are available from the AETC/A9 or Study Guides websites.

A9.7.2. Airmen should access and download unclassified career development course references listed in the *Enlisted Promotions References and Requirements Catalog* from the electronic Weighted Airmen Promotion System Online Reference Library Database (eWORLD).

A9.7.3. Unit Weighted Airmen Promotion System monitors ensure all non-career development course reference material is available at base, unit, or functional level on at least a 2.7 ratio. Upon Airman's request, order any required study reference not locally available.

A9.8. Procuring Promotion Test Materials.

A9.8.1. Before the start of each testing cycle AFPC will provide a spreadsheet with estimated number of booklets by TCO and Air Force Personnel Test. **(T-1)** Using the spreadsheet as a guide, TCOs will log in to the online inventory system and order the number of booklets required by Air Force Personnel Test. **(T-1)** Refer to the TCO Guidebook for Enlisted Promotion Tests document on the AETC/A9 website for details on ordering enlisted promotion test booklets. **(T-1)**

A9.8.2. On receipt of the tests, the TCO and Test Examiner must jointly verify the correct quantity, booklet numbers, and types of tests received using the online inventory system. **(T-1)**

A9.8.3. Failure to follow established guidelines for the requisition, storage, shipment, or destruction of promotion test materials may result in account limitations.

A9.8.3.1. Account restriction. If an account is restricted, the TCO will not be able to order any additional test materials until the discrepancy is resolved. **(T-1)**

A9.8.3.2. Account suspension. If an account is suspended, the TCO will lose access to the online inventory until the discrepancy or discrepancies are resolved and the FSS/CC requests removal of the suspension and AFPC Military Testing Office approves. **(T-1)**

A9.9. Maintaining the Required Air Force Personnel Test Revision. Generally, enlisted promotion tests (SKTs and PFEs,) are valid for a 1-year administration period based on the promotion eligibility cutoff date. TCOs should destroy the majority of enlisted promotion test booklets as soon after the testing windows listed in [paragraph A9.10](#) as possible and only maintain sufficient copies to cover out-of-cycle testing requirements. Destroy all enlisted promotion test booklets within 30 days of the expiration date printed on the booklet. Examinees will not be administered expired tests (see [paragraphs A9.11](#) and [A9.12](#)). **(T-1)**

A9.10. Scheduling Air Force Promotion Testing. TCOs and Test Examiners will adhere to the following promotion testing windows and schedule all promotion eligible members during the allocated testing window for each grade. **(T-1)** When examinee population exceeds the capacity to complete testing within the window without undue hardship (e.g., overtime, accountability, shipment, odd shifts), send a request to extend the testing window to AFPC/DP3DA.

Table A9.1. Promotion Testing Windows.

<u>Cycle</u>	<u>Testing Window</u>
Staff Sergeant	1 May - 30 Jun
Technical Sergeant	15 Feb - 15 Apr

A9.10.1. Airmen must be prepared to test on the first day of the testing administration window. **(T-1)**

A9.10.2. If an Airman is present for any portion of the testing administration window, he or she must test at home station during the administration window. **(T-1)**

A9.10.3. Airmen may test prior to the start of a testing administration window provided the test booklets are available, the booklets are active (within the effective dates), and the member signs a statement indicating their voluntary election. Never administer tests before the effective date of the test booklet.

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

A9.10.5. Do not delay testing to give additional study time unless Airmen did not have access to study reference materials at least 60 days before their test date. Airmen may request a delay in testing when access to study reference materials was not made available provided they have initiated follow-up action in a timely manner (at least 60 days before start of the testing administration window). **Note:** 60 days study time refers to the minimum amount of time the Airman must have access to study materials and not the time required for notification of the testing date. **(T-1)**

A9.10.6. Personnel Departing Permanent Change of Station. If the TCO cannot test an Airman before departing permanent change of station (without temporary duty en route), provide an AF Form 1566, *WAPS Test Verification*, with parts I and II completed or automated form 1566, Notification of Weighted Airmen Promotion System Promotion Testing, to the gaining military testing facility. **Note:** Further references to Notification of Weighted Airmen Promotion System Promotion Testing will be indicated by the AF Form 1566. **(T-3)** If the Airman will be temporary duty (including temporary duty en route), the losing military testing facility sends the 1566 to the military testing facility servicing the temporary duty location for timely testing of the Airman. In the case of temporary duty en route, the losing military testing facility must advise the gaining military testing facility of these actions. **(T-3)**

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

A9.10.8. Personnel Departing to Contingency Operations. TCOs and Test Examiners will use the following procedures for personnel who deploy to real-world contingency operations before their testing window begins. **(T-3)**

A9.10.8.1. Give all Airmen who deploy at least 90 days in support of a contingency operation 60 calendar days testing preparation time. The 60-day testing preparation time includes any leave, special pass, compensatory time off, and/or rest and recuperation taken upon completion of the contingency temporary duty. Airmen must ensure they receive the authorized preparation time. **(T-3)** Those who test early waive their right to the full 60 days' preparation time. Complete promotion testing 60 to 75 days after Airmen return from deployment. **(T-1)**

A9.10.8.2. Give all Airmen who deploy for less than 90 days in support of a contingency operation 30 calendar days testing preparation time. The 30-day testing preparation time includes any leave, special pass, compensatory time off, and/or rest and recuperation taken upon completion of the contingency temporary duty. Airmen must ensure they receive the authorized preparation time. **(T-3)** Those who test early waive their right to the full 30

days' preparation time. Complete promotion testing 30 to 45 days after Airmen return from deployment. **(T-3)**

A9.10.8.3. Commander's Support Staffs will advise Military Testing Facilities as soon as possible when an Airman requiring testing is scheduled for deployment so that testing can be accomplished before departure. **(T-3)**

A9.10.9. Keep rescheduling to a minimum to preclude disruption of the testing window and to ensure timely promotion consideration.

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

A9.10.9.2. Only make test date changes for documented family or medical emergencies and sick call.

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

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

A9.10.9.5. Submit requests to change scheduled test dates for reasons other than documented temporary duty, family or medical emergencies, medical conditions precluding testing (AF Form 422, *Notification of Air Force Member's Qualification Status*, or the Air Force Surgeon General (AF/SG) approved electronic equivalent), or sick call through the unit commander to the FSS/CC for approval. If there is a disagreement, submit the schedule change to the installation commander for final disposition.

A9.11. Testing after the Testing Window. Only test Airmen after the testing window if they are late gains, previously unidentified, deployed, medically excused, or temporary duty for the duration of the testing window. Tests are valid for the dates indicated on the front cover of the booklet. Never administer an obsolete test for an Airman authorized supplemental promotion consideration. Explain supplemental promotion procedures to the affected Airmen, refer to DAFI 36-2502. When an Airman is competing for promotion for more than one cycle, he or she takes only the current version(s) of the test and the test results are applied retroactively to the applicable cycle(s). Airmen authorized supplemental promotion consideration that do not have test scores for that cycle use Weighted Airmen Promotion System test scores from the first testing cycle following the supplemental promotion cycle for which test scores are available.

A9.11.1. The FSS/CC approves all testing after the testing window. Approval is not required for Airmen returning from contingency operations. **Note:** Refer to [paragraph A9.10](#) for testing windows.

A9.11.2. Excuse Airmen from testing during the appropriate testing window for medical reasons if they have an AF Form 422 or AF/SG approved electronic equivalent from a military treatment facility. The AF Form 422 or AF/SG approved electronic equivalent will indicate if the Airman is or is not medically able to study during this period. **(T-3)** Schedule testing after the release date of the temporary restriction listed on the AF Form 422 or AF/SG approved electronic equivalent. If the condition still exists after that date, the Airman must obtain a new AF Form 422 or AF/SG approved electronic equivalent. **(T-3)** Counsel Airmen that unless they were restricted from studying, they will be tested upon release with no additional study time allowed and must prepare accordingly. **(T-3)** Give personnel who cannot study due to

classified or restricted references 60 days' study time upon medical clearance. If notified in advance, provide an escort to those Airmen with an AF Form 422 or AF/SG approved electronic equivalent indicating they may need a restroom break during testing. Enlisted escorts must be at least one grade level higher than the examinee. **(T-1)**

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

A9.11.4. TCOs or Test Examiners will maintain a current list of all non-weighable examinees for all cycles in the Weighted Airmen Promotion System Information Retrieval System (WIRE) with documented reason for the delay and projected test date. **(T-1)** Update reason for delay in testing and projected test date in WIRE no later than 30 days after the end of the testing window. **(T-1)** TCOs or Test Examiners must track and verify all changes in status. **(T-3)** Review status and updated on a monthly basis.

A9.11.5. Commanders, through the unit Weighted Airmen Promotion System monitor, will notify the Base TCO when a member who requires testing has returned from a temporary duty, deployment, hospitalization etc., and direct the member to contact the TCO immediately for scheduling. **(T-3)** Any member who fails to immediately contact the TCO for scheduling renders him or herself ineligible for promotion for the current promotion cycle.

A9.12. Supplemental Testing. Test Airmen for supplemental promotion consideration according to the individual test requirements provided by AFPC/DP3DA. Always give the current revision. Never administer an obsolete test for supplemental promotion consideration.

A9.13. Testing Notification. TCOs or Test Examiners must coordinate test dates with unit Weighted Airmen Promotion System monitors and unit commanders. The unit commander must notify and direct Airmen to report for testing as scheduled. **(T-3)** The unit commander also advises Airmen that failure to show or late arrival will render them ineligible for promotion for that cycle except when rescheduling is approved (see [paragraph A9.14](#)). **(T-3)** The Airman completes AF Form 1566. **(T-3)** The Weighted Airmen Promotion System monitor returns the original to the TCO and gives a copy to the Airman. **(T-3)**

A9.13.1. By signing the AF Form 1566, the Airman is acknowledging receipt of the scheduled testing appointment and verifying access to current Weighted Airmen Promotion System study reference materials. If applicable, the Airman also makes an election regarding a SKT exemption.

A9.13.2. Airmen who decline promotion testing must complete the first endorsement, paragraph 2 of the AF Form 1566. **(T-3)** Do all testing declinations in the presence of and signed by a witness. The base or unit Weighted Airmen Promotion System monitor counsels the Airman that declining to test will make him or her ineligible for promotion for that cycle. **(T-3)** 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, Chief, AFPC/DP3DA is the approval authority for withdrawal of a declination statement.

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

A9.14. No Shows.

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

A9.14.2. The military testing function will suspend the Airman's Commander's Support Staff to return the notification letter within 5 calendar days. **(T-3)** If the unit commander's request for rescheduling is denied or the unit commander non-recommends rescheduling, update the personnel data system. Enter the promotion eligibility status code "P" with an effective date of the date the Airman missed the scheduled test date. Forward the promotion testing report on individual person and a copy of the denial letter for filing in the Airman's Unit Personnel Record Group.

A9.14.3. The unit commander may request rescheduling of Airmen who did not report for testing as specified on the AF Form 1566 if they are convinced the Airman did everything in their power to make the appointment.

A9.14.3.1. The FSS/CC is the approval authority for rescheduling. Rescheduling will not be authorized for reasons within the Airman's control. **(T-3)** When the unit commander and FSS/CC are in disagreement as to whether the reason for failing to show for testing was within or not within the Airman's control, forward the case file to the host installation commander or equivalent who is the Special Court Martial Convening Authority for final disposition.

A9.14.3.2. Do not allow scheduled personnel in the testing room after the starting time recorded on the AF Form 1566. All examinees must be on time. **(T-3)**

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

A9.15.1. Airman took wrong SKT. When an Airman has taken the wrong SKT, schedule and administer the correct test as soon as possible after the error is found if the Airman is notified within 15 calendar days of the faulty administration. If more than 15 days have elapsed, provide the Airman additional study time (up to 30 days) before administering the correct test. **Exception:** If the Airman was administered a SKT for the wrong shredout of an AFSC, request testing instructions from AFPC/DP3DA. Regardless of the circumstances, forward all answer sheets with any answers marked to AFP/DP3DA. Annotate sheets "erroneously administered test." Do not destroy answer sheets (whether partially or fully completed) under any circumstances.

A9.15.2. Test answer sheets inadvertently destroyed, lost in the mail, received in a condition that prevents scoring, or testing conditions that invalidate test administration: Airman will be required to retest. **(T-1)** Under no circumstances may an Airman retake the same test. Airman will be contacted by AFPC/DP3DA concerning specific testing requirements. **(T-1)**

A9.16. Preparing and Mailing Materials for Scoring.

A9.16.1. Answer Sheets and Test Rosters. Review all answer sheets (AFPT 851) and test rosters (AFPT 237) for accuracy. See **Table 4.1** for mailing procedures. **Note:** TCOs or Test Examiners are responsible for the accuracy of sections A through J of the AFPT 851 and must verify that these sections are completed and bubbled in correctly. **(T-3)**

A9.16.2. Packaging and Mailing. TCOs and Test Examiners may mail Weighted Airmen Promotion System answer sheets together with separate rosters. Clearly mark the internal envelope with control log numbers for both accounts.

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

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

A9.16.5. Package Control. Set up separate control logs for Weighted Airmen Promotion System accounts at the beginning of each CY. Number packages sequentially beginning each year with 001. Do not skip sequence numbers or use these control logs for any other mailings (i.e., queries, other types of test answer sheets). If the account has test answer sheets dated from the previous year but not mailed until January of the following year, number them from the previous year's log book. Indicate the last package of the year: For example, TCO 1325-096-300 PAST PACKAGE CY 08. Indicate the assigned package number and the TCO account number immediately to the right of the unit designation in the return address element on the outside of each package. An example for the correct recording on the package wrapper: 62 FSS/MSPPP (TCO 1560-012-050) McChord AFB WA 98438-5016. The numbers illustrate: 1560 - TCO account number, 012 - CY 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, AFPC/DP3DA notifies the TCO to begin tracer action.

A9.17. Score Notices. After promotion lists are announced for a particular grade, score notices are available to Airmen considered for promotion through the virtual Military Personnel Flight.

A9.18. Score Verification. If an Airman has evidence indicating a scoring error occurred, he or she forwards this evidence with a request for verification to the FSS/CC for action. A request for verification of test scores will only be considered by AFPC/DP3DA when there is substantial evidence a scoring error may have occurred. **(T-1)** The FSS/CC disapproves requests for verification based on identical test scores, same score as previous year, several identical scores within the same AFSC or unit, drop in test scores, or missing promotion by a narrow margin. Also, disapprove requests based on an Airman's belief that test scores do not reflect their study efforts or that post-test review of their study materials identified more correct answers than reflected in the score. The FSS/CC forwards requests with substantial evidence of an error to AFPC/DP3DA for action.

A9.19. Release of Promotion and Testing Results. Any Airman not specifically authorized by Director of Personnel Services (AFPC/DPS), 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 and PFE scores is to assess an Airman's specialty and general military knowledge for promotion consideration in the Weighted Airmen Promotion System or Senior Noncommissioned Officer Promotion System. Other than promotion and testing personnel for official actions, the examinee and their unit commander are the only individuals authorized access to the test results. All other requests for access to test scores for any other use are not authorized.

Attachment 10

DEFENSE LANGUAGE PROFICIENCY TEST SYSTEM

A10.1. Purpose. The Defense Language Proficiency Testing System serves to evaluate the ability to understand written and/or spoken material presented in a foreign language and as required ability to speak a foreign language.

A10.2. Description. The Defense Language Proficiency Test System is the DoD standardized testing system that consists of:

A10.2.1. Defense Language Proficiency Test I through IV, web-based online tests:

A10.2.1.1. Test listening and reading.

A10.2.1.2. Defense Language Proficiency Test I & II allotted 3 hours, 1 ½ hours per modality.

A10.2.1.3. Defense Language Proficiency Test III & IV allotted 6 hours, 3 hours per modality.

A10.2.2. Defense Language Proficiency Test 5, computer based or web-delivered tests.

A10.2.2.1. Test listening and reading.

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

A10.2.3. Oral Proficiency Interviews.

A10.2.3.1. Test speaking.

A10.2.3.2. Telephone interview.

A10.2.4. Defense Language Reading Proficiency Test - test reading only.

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

A10.2.5.1. Test speaking and listening.

A10.2.5.2. Telephone interview.

A10.3. Personnel Tested. Test all members in the RegAF, ANG, or AFR and Air Force civilians who claim proficiency in one or more foreign languages. Additionally:

A10.3.1. Support, as able, testing other Service members and DoD civilians who request a test under the Defense Language Proficiency Test System. **(T-3)**

A10.3.2. Test dependents of military members and DoD civilians if required for a special duty assignment. **(T-3)**

A10.3.3. Test personnel identified by AFPC/DP3DA and the Air Force Senior Language Authority. **(T-3)**

A10.4. Administering Defense Language Proficiency Tests.

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

A10.4.2. Defense Language Proficiency Test tests are randomly selected by the web-based system.

A10.4.3. If an individual claims proficiency in a language approved for Foreign Language Proficiency Bonus for which a Defense Language Proficiency Test is not listed in *Air Force Personnel Test Catalog*, Defense Language Institute Foreign Language Center conducts Oral Proficiency Interviews to assess an individual's foreign language speaking and listening skills. Oral Proficiency Interviews will only be conducted for Foreign Language Proficiency Bonus qualification or to satisfy a mandatory requirement. **(T-3)**

A10.4.4. Use headsets to administer all Defense Language Proficiency Tests. Follow local testing procedures to determine specific equipment components needed.

A10.5. Oral Proficiency Interviews. To request an Oral Proficiency Interview, send a memorandum to AFPC/DP3DA via email with the following information:

A10.5.1. Individual's full name, rank, social security number, and branch of service.

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

A10.5.3. Individual's organization and address with point of contact.

A10.5.4. Requirement for testing (i.e., Foreign Language Proficiency Bonus re-certification) and language to be evaluated.

A10.5.5. Commercial phone number on which the interview will be conducted. **Note:** Number must not be in individual's living quarters, unit, or workplace. Number must be under the control and supervision of the TCO. **(T-3)**

A10.5.6. Suspense date for interview.

A10.5.7. Date of last interview, if available. **Note:** AFPC/DP3DA will forward request to Defense Language Institute Foreign Language Center for scheduling. **(T-3)** Advise member that Oral Proficiency Interview request should be submitted at least six weeks prior to Foreign Language Proficiency Bonus expiration in order to allow time for Defense Language Institute Foreign Language Center to schedule prior to Foreign Language Proficiency Bonus expiring. However, submission six weeks prior does not guarantee that an Oral Proficiency Interview will be scheduled before Foreign Language Proficiency Bonus expiration.

A10.6. Retesting.

A10.6.1. Retest personnel receiving Foreign Language Proficiency Bonus within 12 months of previous administration. Unless otherwise required, personnel testing to qualify or re-qualify for Foreign Language Proficiency Bonus are responsible for meeting this requirement. Failure to meet the annual requirement will result in the loss of Foreign Language Proficiency Bonus. **(T-3)**

A10.6.2. Do not retest personnel until at least 6 months have passed from the date the test was last administered unless granted an exception by AFPC/DP3DA. Recent completion of a formal language training course (defined as at least 150 hours of significant language training or equivalent) and requirement to test prior to permanent change of stationing to attend in-residence language training are potential exceptions to policy.

A10.7. Scoring Defense Language Proficiency Tests. Defense Language Proficiency Tests use independent scoring systems.

A10.8. Recording Defense Language Proficiency Test and Defense Language Reading Proficiency Test Scores.

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

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

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

Table A10.1. Language Proficiency Levels and Codes.

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

Attachment 11

AIR FORCE READING ABILITIES TEST

A11.1. Purpose. The Air Force Reading Abilities Test evaluates the reading abilities of individuals by measuring their reading grade level. It may be used to assess reading proficiency of member at any time during their careers. Results may be used to make personnel decisions about remedial reading programs, training, professional military education, or other Air Force programs.

A11.2. Description. The Air Force Reading Abilities Test is available in one form. The form contains two parts that measure vocabulary and reading comprehension. Scores are reported as reading grade levels. The Air Force Reading Abilities Test is designated as CONTROLLED UNCLASSIFIED INFORMATION.

A11.3. Personnel Tested. Any Airman may take the Air Force Reading Abilities Test.

A11.4. Administering the Air Force Reading Abilities Test. AFPC/DP3DA approves administration of the Air Force Reading Abilities Test by personnel other than an authorized TCO or Test Examiner. **Exception:** First-Term Airman Centers, Airman Leadership Schools, and Noncommissioned Officer Academies may administer the Air Force Reading Abilities Test to students. Education offices are also authorized to administer the Air Force Reading Abilities Test. Order materials through the base TCO. Answer sheets are not available from the distribution center; reproduce locally to replenish stock levels.

A11.5. Retesting. Wait at least 6 months from the date of the last Air Force Reading Abilities Test before retesting unless the Airman has participated in a remedial reading program. Use the alternate form.

A11.6. Recording Air Force Reading Abilities Test Scores. Score locally and document scores and date of test. File a copy in the Airman's personnel record and provide a copy to the individual.

A11.7. Disposing of Completed Answer Sheets. Refer to [Table 4.1](#).

Attachment 12

STRENGTH APTITUDE TEST

A12.1. Uses. The Strength Aptitude Test is used by the Air Force as a classification tool to ensure enlisted recruits have the physical strength to perform the physical demands of military jobs. Office of primary responsibility for the program is AF/A1PT.

A12.2. Description. The Strength Aptitude Test is a weight lifting test performed on an incremental lifting machine at the MEPS for accessions. It is administered using free-standing weights at Air and Space Force Fitness Centers for retraining. For accessions the DAF Liaison noncommissioned officers performing duties at the MEPS will conduct the strength test as part of the classification and counseling process per United States Military Entrance Processing Station Command Regulation 40-1, *Medical Qualifications Program*. **(T-0)** An instructional video is available to demonstrate the proper way to perform the Strength Aptitude Test. Written instructions on proper weight lifting techniques have also been issued to MEPS personnel by AFRS/RSO. For retraining, AF/A1PT has prepared instructions for proper administration procedures conducted by Air and Space Force Fitness Center personnel.

A12.3. Requirements.

A12.3.1. The test requires recruits to lift weights starting at 40 pounds. The weight is then increased in 10-pound increments until the recruit 1) cannot complete a lift, 2) asks to stop, or 3) lifts 100 pounds, the maximum requirement of any Air Force job.

A12.3.2. The increment-lifting machine has a carriage with handles that move vertically in metal channels. To complete or pass a lift, the examinee must raise the weight carriage or weights until the handles or bar reaches or exceeds a height of 6 feet above the standing surface.

A12.4. Job Qualifications Standards.

A12.4.1. Job qualification standards on the Strength Aptitude Test have been established for all Air Force enlisted specialties. Standards are based on average physical demand weighted by frequency of performance and percent of the AFS or SFS members performing a task.

A12.4.2. The benefits of the Strength Aptitude Test include: improved job performance, improved job satisfaction through reduction of inadequate performance due to physical capabilities, lower attrition and retraining costs from personnel losses due to lack of ability to perform job physical demands, reduced exposure to injuries from over-exertion.

A12.4.3. Current strength standards required for entry into all career fields are listed in the AFECD.

A12.5. Strength Aptitude Testing for Retraining Applicants. Any Airman/Guardian requiring a strength aptitude test score for retraining will go to the local fitness center who will conduct the test following the Strength Aptitude Test administration instructions for retraining at fitness centers.

Attachment 13

AIR FORCE WORK INTEREST NAVIGATOR (AF-WIN).

A13.1. Purpose. The purpose of the AF-WIN is to identify the best person-job matches between examinees' interests and the job attributes of Air Force enlisted or officer occupations.

A13.2. Description. The AF-WIN is an Internet-based delivered interest inventory that matches examinees' interests on the dimensions of functional communities, job contexts, and work activities to AFSC job profile markers to identify their "best fit" AFSs or SFSs. It takes 15-20 minutes to complete with the examinee indicating level of interest on a 5-point scale for 52 items. There is a version of the AF-WIN for enlisted AFSCs and two officer versions. One officer version is designed for use at the beginning of college to help examinees plan their curriculum to include coursework required for particular AFSCs. The second version is for use closer to commissioning when finalizing the AFSC assigned to a cadet upon commissioning.

A13.3. Personnel Tested. The AF-WIN is not CONTROLLED TEST MATERIAL and can be taken by anyone with interest in serving in the Air Force or current members in the Air Force considering retraining.

A13.4. Administration. The AF-WIN does not require a proctor and can be accessed with an entry code received from recruiting or training personnel. The AF-WIN is available at: https://my.airforce.com/myaf_loginPage?ec=302&startURL=%2Fs%2Fafwin-index.

A13.5. Retesting. There is no retesting period. An examinee can retake the assessment at any time. The purpose of the assessment is for an examinee to accurately reflect their understanding of their interests to identify the "best fit" AFS or SFS to their interests.

A13.6. Recording Scores. AF-WIN scores are maintained on the AF-WIN server for providing to training and recruiting personnel for use in recruiting and accessions processes.

Attachment 14

ENLISTED PILOT QUALIFYING TEST

A14.1. Purpose. The EPQT is used to help select candidates for the enlisted RPA training program. Enlisted RPA applicants may take either the EPQT or AFOQT.

A14.2. Description. The EPQT includes subtests (Math Knowledge, Table Reading, Instrument Comprehension, and Aviation Information) that parallel the subtests on the pilot portion of the AFOQT. It is administered on TBAS testing platform.

A14.3. Personnel Tested. The EPQT is administered to applicants for the enlisted RPA flying training program. Applicants for the enlisted RPA flying training program must take either the EPQT or AFOQT; applicants are ineligible to take the EPQT if they have taken the AFOQT within the last 150 days. **(T-1)**

A14.4. Administration. Administer the EPQT according to procedures specified by the TBAS Operator's Manual, AFPC/DP3DA, and the PCSM Program Office. Allow approximately 15 minutes for EPQT administration. The EPQT is given in conjunction with the TBAS.

A14.5. Retesting. Wait at least 90 days from the date of the last Enlisted Pilot Qualification Test or AFOQT before retesting. If a member has taken the EPQT and the AFOQT twice, the member is ineligible to test again on either the EPQT or the AFOQT.

A14.6. Recording Scores. Transmit EPQT data by e-mail to the TBAS Program Office (afpc.pcsm@us.af.mil) for scoring. The PCSM Program Office's Test Processing Station will combine a candidate's EPQT score (or AFOQT-pilot score), TBAS data, and flying hours to compute the overall PCSM composite score. **Note:** For applicants who have taken both the AFOQT and Enlisted Pilot Qualifying Test, the PCSM score of record is based on the most recent test date. For applicants who took the EPQT first and then later took the AFOQT, the AFOQT score is used to calculate the PCSM score of record).

Attachment 15**TAILORED ADAPTIVE PERSONALITY ASSESSMENT SYSTEM (TAPAS)**

A15.1. Purpose. The TAPAS is used as one factor in classification model scores for selected AFSCs.

A15.2. Description. The TAPAS uses a trait taxonomy that assesses facets of the Big Five personality factors using a multidimensional pairwise preference format. The assessment requires about 30 minutes to complete. It is completed by all new recruits at the MEPS at the same time they complete the ASVAB. It is also administered on the TBAS platform for selected retraining AFSCs.

A15.3. Personnel Tested. The TAPAS is administered to all new recruits as part of their selection and classification testing at the MEPS and to members retraining into selected AFSCs.

A15.4. Administration. For members retraining, administer the TAPAS according to procedures specified by the TBAS Operator's Manual and the PCSM Program Office. Allow approximately 30 minutes for TAPAS administration.

A15.5. Retesting. Wait at least 6 months from the date of the last TAPAS administration before retesting.

A15.6. Recording Scores. When administered on the TBAS platform, transmit TAPAS data by e-mail to the TBAS Program Office (afpc.pcsm@us.af.mil) for scoring. The PCSM Program Office's Test Processing Station will combine a candidate's TAPAS data with other model score inputs to compute the retraining AFS and SFS classification model score.

Attachment 16**JOB COMPATIBILITY ASSESSMENT**

A16.1. Purpose. The Job Compatibility Assessment is a required assessment which is part of the screening process for hiring civilian Security Forces weapons-bearing positions.

A16.2. Description. The Air Force General Counsel and the Office of Personnel Management Medical Policy and Programs requires the Air Force to administer a job compatibility assessment as part of the hiring process for weapons-bearing civilian positions. The Job Compatibility Assessment complies with the legal requirements of the Uniform Guidelines and PL 110-325, *Americans with Disabilities Act*. The Job Compatibility Assessment provides a score that is one factor used by the hiring official in the selection process. See AFI 31-118, *Security Forces Standards and Procedures*, paragraph 2.9..

A16.3. Personnel Tested. The Job Compatibility Assessment is administered to all applicants to Security Forces weapons-bearing civilian positions.

A16.4. Administering the Job Compatibility Assessment. The Job Compatibility Assessment is administered by a special Security Forces test proctor network following the procedures in the Job Compatibility Assessment Procedures Manual. The only responsibility of base-level TCOs is to support ordering of answer sheet AFPT 987 dated 1 April 2004 when requested by Security Forces. Contact the AFPC/DP3DA for further information about the Job Compatibility Assessment.

A16.5. Scoring the Job Compatibility Assessment. All Job Compatibility Assessment answer sheets are centrally scored by AFPC/DP3DA. Results are posted to the AFPC Testing Office website within 1 week of receipt of answer sheets from the testing facility.

A16.6. Retesting. Wait at least 6 months from the date of the last Job Compatibility Assessment administration before retesting.

A16.7. Distributing and Recording the Job Compatibility Assessment Scores. Scores may be accessed on the test score website, <https://afmilpers.us.af.mil/AFOQTSNet40/DODBanner.aspx>. If this web address changes due to security upgrades, refer to the Job Compatibility Assessment Procedures manual **paragraph 3.8.4** for the process to determine the current address.

Attachment 17

LETTER OF APPOINTMENT FOR TCO/TEST EXAMINER

Figure A17.1. Letter of Appointment for TCO/Test Examiner.

MEMORANDUM FOR AFPC/DP3DA AETC/A9 (For enlisted promotion TCO accounts)				(Date)
FROM: ORGANIZATION Unit Mailing Address				
SUBJECT: Appointment of TCO and Test Examiner(s) for TCO Account XXXX.				
1. The following individuals are appointed as TCO/Test Examiner for the below listed account. They are required to read and follow the procedures listed in DAFMAN 36-2664 and the <i>Enlisted Promotions References and Requirements Catalog</i> .				
TEST CONTROL OFFICER				
NAME:	GRADE	DSN #	TCO #	E-MAIL
JON PUBLIC	GS-7	487-XXXX	1xxx/9xxx	jon.public@us.af.mil
TEST EXAMINER				
NAME(S):	GRADE	DSN #	TCO #	E-MAIL
DON DUCK	GS-5	487-XXXX	9xxx	don.duck@us.af.mil
JOHN DOE	1st Lt	487-XXXX	1xxx	john.doe@us.af.mil
2. This letter is inclusive. It lists all personnel currently assigned to TCO or Test Examiner positions and supersedes all previous letters, same subject.				
3. Physical Address (Overseas bases must provide a commercial and military mailing address):				
4. Local (Commercial) telephone number including country code and/or area code:				
5. Name, grade, e-mail, office symbol, and phone number of the TCO's supervisor:				
6. I certify by signing this letter all required test material inventories were accomplished and all safe combinations were changed (when and/or if a TCO or Test Examiner change) in accordance with DAFMAN 36-2664 and published changes.				
//SIGNED// (Force Support Squadron Commander's digital signature) COMMANDER				