Army Regulation 601–222
OPNAVINST 1100.5
MCP 1130.52E
AFJI 36–2016
CG COMDTOMST M1130.24

Personnel

Armed Services Military Personnel Accession Testing Programs

Headquarters
Department of the Army
Washington, DC
7 October 1994

UNCLASSIFIED

SUMMARY of CHANGE

AR 601-222/OPNAVINST 1100.5/MCP 1130.52E/AFJI 36-2016/CG COMDTOMST M1130.24
Armed Services Military Personnel Accession
Testing Programs

This revision--

- Revises AR 601-222, Armed Services (Institutional) Vocational Testing Program, Military Personnel Procurement, dated 1 July 1981.

- Pertains not only to a broader and more refined school testing program, but is expanded to cover the enlistment, in-service, and overseas testing programs. It implements Department of Defense Directive 1304.12, DOD Military Personnel Acession Testing Programs, dated 22 June 1993.

Headquarters
Departments of the Army, the Navy,
the Air Force, the Marine Corps and
the Coast Guard
Washington, DC

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Effective 7 November 1994

Personnel

Armed Services Military Personnel Accession Testing Programs

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History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation updates policy and responsibilities on Department of Defense (DOD) Enlistment, Student, In-Service and Overseas Testing Programs, for the Active and Reserve Components of the Military Services. It implements Department of Defense Directive 1304.12, DOD Military Personnel Accession Testing Programs, governing use of a common aptitude test, the Armed Services Vocational Aptitude Battery (ASVAB).

Applicability. This directive applies to the Office of the Secretary of Defense, the Military Departments (including their Reserve components), the Coast Guard by agreement with the Department of Transportation when it is not operating as a Service within the Department of the Navy, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, and the Defense Agencies. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11–2 and contains checklists for conducting management control reviews.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from Headquarters, Department of the Army (HQDA–MPA), Washington, D.C. 20310–0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA ATTN DAPE–MPA, DEP CHIEF OF STAFF FOR PERSONNEL, 300 ARMY PENTAGON, WASHINGTON DC 20310–0300. Navy personnel will provide their comments to Department of the Navy, BUPERS (PERS–23), Washington, D.C. 20370–5000. Marines will send their comments to Commandant (MRRP), Headquarters, U.S. Marine Navy Annex, Washington, 2 Navy Annex, Washington, D.C. 20380–1775. Air Force personnel will send their comments to HQ USAF/DPXET, 1040 Air Force Pentagon, Washington, D.C. 20330–1040. Coast Guard will forward their comments to Commandant Coast Guard (G–PTP–4), United States Coast Guard, 2100 2nd Street, S.W. Washington, D.C. 20593–0002.

Distribution. Distribution of this publication is made in accordance with the requirement of DA Form 12–09–E, Block Number 3619, for command levels Distribution D, for Active Army, Army National Guard and U.S. Army Reserve.
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FJB1 (COMNAVCRUITCOM) (10)
FJB2 (NAVCRUITAREA) (10)
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*This regulation supersedes AR 601-222, 1 July 1981.

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Contents (Listed by paragraph and page number)

Chapter 1
Introduction, *page 1*
Purpose • 1–1, *page 1*
References • 1–2, *page 1*
Explanation of abbreviations and terms • 1–3, *page 1*
Responsibilities • 1–4, *page 1*

Chapter 2
The DOD Enlistment Testing Program, *page 1*
Program Description • 2–1, *page 1*
Testing Policy • 2–2, *page 1*

Chapter 3
The DOD Student Testing Program, *page 2*
Program Description • 3–1, *page 2*
Testing Policy • 3–2, *page 2*

Chapter 4
The DOD In-Service Testing Program, *page 2*
Program Description • 4–1, *page 2*
Testing Policy • 4–2, *page 2*

Chapter 5
The DOD Overseas Testing Program, *page 2*
Program Description • 5–1, *page 2*
Policy • 5–2, *page 3*

Chapter 6
Operation of the Military Personnel Testing Program, *page 3*
The Executive Agent Responsibility • 6–1, *page 3*
U.S. Military Entrance Processing Command • 6–2, *page 3*
Defense Manpower Data Center Responsibility • 6–3, *page 3*

Chapter 7
Computer Testing Research, *page 3*
Purpose • 7–1, *page 3*
Functions • 7–2, *page 3*

Chapter 8
Retests, *page 3*
Retest Policy • 8–1, *page 3*
Functions • 8–2, *page 4*

Chapter 9
Test Security, *page 4*
Purpose • 9–1, *page 4*
Functions • 9–2, *page 4*

Chapter 10
Accountable Test Materials, *page 4*
Purpose • 10–1, *page 4*
Functions • 10–2, *page 4*

Chapter 11
Committees and Working Group, *page 4*
Defense Advisory Committee on Military Personnel Testing • 11–1, *page 4*
Manpower Accession Policy Steering Committee • 11–2, *page 4*
Manpower Accession Policy Working Group • 11–3, *page 5*

Appendixes
A. References, *page 6*
B. DOD Directive 1304.12, *page 6*
C. Management Control Evaluation Checklist, *page 8*

Reproducible Forms
, *page 10*

Glossary

Index

Chapter 1
Introduction

1–1. Purpose

a. Updates policy and responsibilities for the Active and Reserve Components of the Military Services on the use of a common aptitude test, the Armed Services Vocational Aptitude Battery (ASVAB).

b. The ASVAB is a multiple aptitude test battery. It is one of several criteria to determine eligibility of individuals to enlist in the Armed Forces, to qualify for military schooling and for military job classification. Presently, secondary and post-secondary students and counselors use test scores in combination with a student's personal interests, abilities and preferences to assist counseling and career exploration for direction into best suited civilian and military vocational fields.

c. The ASVAB can be used in both civilian and military career counseling.

d. ASVAB scores are valid predictors of success in training programs and on-the-job performance for enlisted military occupations.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Department of Defense (DOD) executive agent for the Military Entrance and Processing Command (USMEPCOM) is the Secretary of the Army. This responsiblity is delegated to the Deputy Chief of Staff for Personnel (DCSPER), who will act for the executive agent in all matters pertaining to fiscal, administrative, and management support responsibilities for the DOD Enlistment, Student, and Overseas Testing Programs. (Henceforth, the DOD executive agent will be referred to as the executive agent).

b. The Defense Manpower Data Center (DMDC), under its executive agent, Defense Logistics Agency, will manage research and development (R&D) of paper-and-pencil versions of the ASVAB.

c. The United States Military Entrance Processing Command (USMEPCOM) will provide medical examinations and will administer the ASVAB in its Military Entrance Processing Stations (MEPS) and Mobile Examining Team (MET) sites in accordance with AR 601–270, AFI 33–7, OPNAVINST 1100.4B, MCO P1100.75A and CG COMDTINST M1100.2C. In overseas areas, each of the military services in close coordination with HQ USMEPCOM administers the ASVAB. (See Chap 5).

d. The Secretary of the Navy is the executive agent for management of computer adaptive testing (CAT) research, development, implementation, and scientific support of the system. Upon full implementation of CAT–ASVAB, Navy R&D responsibility transfers to DMDC.

Chapter 2
The DOD Enlistment Testing Program

2–1. Program Description

a. The DOD Enlistment Testing Program gives a sponsoring service an applicant's aptitude test results.

b. The sponsoring service will determine an applicant's eligibility for enlistment.

c. Specific forms of the ASVAB belong to the DOD Enlistment Testing Program.

d. ASVAB scores are one of several criteria used to qualify individuals for enlistment and for placement into military occupational specialties.

2–2. Testing Policy

a. Enlistment qualification tests will not be administered to applicants who are otherwise ineligible for enlistment.

b. The recruiting service is responsible for ensuring that the applicant meets basic eligibility requirements to enlist prior to sponsoring an individual for MEPS or MET site processing.

c. USMEPCOM Form 714A, Request for Examination, is required to authorize the applicant's enlistment qualification testing or retesting. Accuracy of the data elements on the form is the responsibility of the applicant and the recruiter. The ASVAB will not be administered to any applicant unless a fully completed and certified USMEPCOM Form 714A is presented prior to testing. USMEPCOM Form 714A is available at the MEPS and from Headquarters, U.S. Military Entrance Processing Command, ATTN: MID–S, 2500 Green Bay Road, North Chicago, Illinois 60064–3094.

d. The enlistment ASVAB is used solely for the testing of individuals specifically applying for enlistment. The enlistment testing program takes precedence over all other testing programs. The enlistment ASVAB is not used to test in educational institutions.

e. Testing applicants for enlistment with the ASVAB by other than MEPS-designated personnel is not authorized, except in overseas areas.

f. ASVAB scores are valid for enlistment purposes, including the Delayed Entry Program (DEP), for 2 years from the date of test administration. In all cases the most recent valid ASVAB score is the score of record and is the only score that can be used for enlistment processing purposes.

g. To take the enlistment ASVAB, applicants must provide photographic identification, e.g., driver's license, student identification card, military dependent identification card, or passport, to the test administrator (TA) prior to testing. Applicants without such identification will be required to have their right thumbprint imprinted on the USMEPCOM Form 714A. Applicants without a photograph identification and who refuse to be thumbprinted will be denied the opportunity to test. During processing, applicant signatures will be compared to ensure proper applicant identification.

h. Personnel in the DEP will not test with the ASVAB.

i. The first ASVAB administered, whether in the enlistment or student program, is the initial test of an applicant. An exception is a test administered in the school testing program to a student in the 10th grade. Because this test cannot be used for enlistment purposes, it does not count as a first test. Any subsequent testing with the ASVAB within 2 years of any previous test is considered a retest (See Chap 8).

j. An applicant who has answered at least one question on the ASVAB is considered to have tested.

k. A TA is not authorized to test an individual who, in their judgment, appears to be under the influence of alcohol or drugs.

l. Under normal circumstances, applicant test results will only be provided to the sponsoring recruiting service.

m. Applicants detected receiving or using unauthorized assistance (cheat notes, talking during the test, gazing onto a neighbor's test, etc.) or using other devious means (such as working on a portion of the test other than the one being administered or using a calculator, slide rule, or other mechanical device) will not be allowed to continue to test; or, if testing is complete, their test results will be invalidated. Additionally, test results of applicants leaving the test room without authorization will be invalidated. The applicant must wait 6 months to retest.

n. The results of an invalidated test cannot be used for enlistment purposes. The ASVAB Scoring Worksheet, when released to the sponsoring service, will show that the test scores are not valid and the reason.

Chapter 3
The DOD Student Testing Program

3–1. Program Description

a. This program is offered to provide secondary and post-secondary schools and students assistance in curriculum planning, vocational and career counseling and group assessment. The program, also known as the Career Exploration Program, provides names of potential recruits to the Military Services.

b. Specific forms of the ASVAB belong to the active DOD Student Testing Program.

c. The ASVAB is a major component of the Career Exploration Program. It is designed to predict future occupational and academic success.

d. The DOD offers the ASVAB program to schools at no cost.

3–2. Testing Policy

a. Testing in educational institutions with the enlistment ASVAB is prohibited.

b. Test materials and the administration, scoring, and reporting of results will be provided by USMEPCOM.

c. In this program the school will provide students in the 10th, 11th and 12th grades a suitable well-lighted and ventilated room free of extraneous noise and interruptions, and a three-and-one-half hour block of time.

d. It is not appropriate to test 9th graders. There are no nationally representative norms for this age group.

e. The MEPS located within the geographic location of the school will score answer forms.

f. The recruiting service and school administration will establish formal procedures to control the distribution, access, and retention of ASVAB data on individual students for students tested in grades 11 and 12.

g. Student scores will be returned to school counselors to use in a program that supports educational and career counseling. The scores, integrated with individual interest assessments and personal preferences, enable students to explore suitable careers for themselves. It is also useful to the Services to identify students eligible for military service and assignment to military occupational training programs. Various options are available to permit or restrict recruiter contact with the student after schools receive the scores.

h. For schools selecting release options, recruiters may contact students tested in a school independent of the student test results. A recruiter will notify the school if a nongraduate tries to enlist.

i. Recruiting personnel will encourage students to graduate prior to enlistment into a military service.

j. Information on an individual's identity and related test information will not be released to any agency outside of the student's school system and the DOD.

k. The Inter-Service Recruitment Committee (IRC) maintains final responsibility for proctor support.

Chapter 4
The DOD In-Service Testing Program

4–1. Program Description

a. The Armed Forces Classification Test (AFCT) is the in-service test which evaluates individuals on the same ten aptitude areas as the enlistment ASVAB.

b. The AFCT, like the ASVAB, provides measures of trainability and has demonstrated that it is a valid predictor of success in initial entry training programs.

c. The AFCT, along with acquired in-Service education, job experience and training, is useful to evaluate personnel decisions on an individual's potential for advancement or specialized training.

d. As new ASVAB forms are introduced into the enlistment testing program, no less than two forms of the predecessor enlistment ASVAB will be designated for an AFCT.

e. DMDC will recommend and the Manpower Accession Policy Working Group (MAPWG) will approve forms of ASVAB versions for an AFCT.

f. Answer sheets, administration instructions, directions for scoring, and scoring keys, will carry the AFCT title.

g. The cover and numbering of the AFCT will be distinct from ASVAB identification.

h. MAPWG must concur with any alteration to AFCT test booklets and components.

i. MAPWG will determine procedures to print and reprint to meet each Services need.

4–2. Testing Policy

a. Each Service will establish policies, procedures, and responsibilities for an in-service testing program to determine qualification of individuals for in-service placement and programs.

b. The loss or compromise of a single AFCT test battery jeopardizes not only the AFCT, but more importantly, the ASVAB.

c. To ensure ASVAB security, and consistent with ASVAB policy, only Service-designated test control officers (TCO), and test administrators (TA) shall handle AFCT materials.

d. The AFCT is administered only in its entirety (ten subtests).

e. The following, as a minimum, are prohibited actions that constitute loss or compromise of test material and require an investigation. Service regulations will acknowledge these concerns and insure that the AFCT is safeguarded.

(1) Access to test by unauthorized personnel.

(2) Discussion of test questions with unauthorized personnel.

(3) Examinee revealing test questions to other Service members.

(4) Questioning of examinees by anyone for the purpose of gaining knowledge of test contents.

(5) Development of a local or practice test which contains actual test material. This includes coaching practices with locally developed test questions, test aids or commercial test study guides to familiarize an individual with a test.

(6) Reproduction of any test materials in whole or in part.

(7) Removal of test material by an examinee from the test room.

(8) Leaving examinees unsupervised during a test session.

(9) Failure to account for accountable test material at any time.

(10) Transfer of accountable test material without proper receipt.

(11) Destruction or disposition of test material under improper conditions.

(12) Improper mailing of test material.

(13) Suspected incidents of training courses or sessions using questions from test booklets or emphasizing information known to be covered by the test, i.e., coaching.

(14) Tampering with any package containing test material.

(15) Improper storage of test material.

(16) Access by unauthorized personnel to any safe or secured container containing test material.

(17) Theft of test material by any individual.

(18) Use of "crib sheets" or an unauthorized testing aid.

f. The Service policy MAPWG member will immediately report by memorandum all instances of actual test loss or possible compromise of accountable and controlled material to the Chair, Policy Committee. As a minimum, the memorandum will include test site location and date, purpose and size of session, circumstances surrounding incident, action taken to investigate, projected time to complete investigation, and action regarding continued use of lost or compromised test version. Upon final report to the Policy Committee, which will include corrective action to prevent recurrence, a vote will decide continued use of the test version by that Service and in the in-service testing program.

Chapter 5
The DOD Overseas Testing Program

5–1. Program Description

a. ASVAB testing outside the United States.

b. Testing will be in close coordination with HQ, USMEPCOM.

5–2. Policy

a. The enlistment ASVAB will be administered, scored, and mailed by an authorized Service TCO or TA. Recruiting personnel may serve as proctors in a test session; otherwise, they are prohibited to perform any duties related to testing.

b. The TCO, with the appropriate service recruiter, will ensure that a USMEPCOM Form 714A, Request for Examination, is accurately completed and signed prior to administration of the enlistment ASVAB.

c. Overseas TCOs will administer the student and enlistment ASVAB according to the manual for administration and score the enlistment ASVAB according to the directions for scoring.

d. The TCO will mail the following items to a designated MEPS within 48 hours after testing.

(1) Completed USMEPCOM Form 714A.

(2) Completed original ASVAB Scoring Worksheet (DOD 1304.12K).

(3) The applicant's completed ASVAB answer sheet.

(4) Scores are official and become the score of record only after the MEPS scores the answer sheet.

e. The TCO will give the overseas recruiter the second copy of the completed ASVAB Scoring Worksheet. This is the source document for the score of record.

f. USMEPCOM will designate one MEPS each to process ASVAB test results.

(1) From European, Caribbean and Central American areas.

(2) From Pacific and Far East areas.

(3) From Caribbean and Central American areas.

Chapter 6
Operation of the Military Personnel Testing Program

6–1. The Executive Agent Responsibility

The Executive Agent, consistent with policies established by the Under Secretary of Defense (Personnel and Readiness) (USD[P&R]), shall—

a. Provide resources required to establish, equip, and maintain USMEPCOM units. This shall be done in coordination with the Military Services, and, for matters related to assignment of Reserve Component personnel to USMEPCOM units, with the Office of the Assistant Secretary of Defense, Reserve Affairs.

b. Program, budget, and fund for all USMEPCOM operations.

c. Provide required civilian authorizations and staffing.

d. Provide results of test irregularity investigations quarterly through the DMDC to the USD(P&R) and advise the MAPWG.

6–2. U.S. Military Entrance Processing Command

The Commander, U.S. Military Entrance Processing Command is the operating agent for the Executive Agent and shall—

a. Administer the DOD Enlistment and Student Testing Programs.

b. Implement quality assurance procedures to ensure the accuracy of the test battery for enlistment processing.

c. When approved by the USD(P&R), administer additional tests to determine qualifications for specific military occupations or assignments.

d. Coordinate for Service need and print and distribute the initial supplies of test materials, counseling materials, and training aids for use in the DOD Enlistment, Overseas, and Student Testing Programs.

e. Maintain sufficient stock of all test and career guidance support materials required to administer the current ASVAB versions used in the DOD Enlistment, Overseas, and Student Testing Programs. Included is reprinting (after review by the Manpower Accession Policy Working Group (MAPWG) and approval by the USD(P&R) of existing materials with or without slight modification (updating) and distributing the materials.

f. Print and distribute ASVAB promotional materials and novelty items for use in marketing the DOD Student Testing Program (STP).

g. Provide operational test and item data required for special studies and periodic score monitoring by the DMDC.

h. Provide an ASVAB Educational Services Specialist at each MEPS as the primary point-of-contact for the DOD Student Testing Program.

i. Provide periodic testing data to the recruiting services including number of students tested, number of schools tested, and service testing goals.

j. Establish procedures to investigate prohibited actions and situations in both the DOD Enlistment and Student Testing Programs that may be cause for test loss or compromise.

k. Endorse written reports of lost tests or test compromise investigations to HQDA (DAPE–MPA), Washington, D.C. 20310–0300, within 90 days of investigating officer recommendation.

6–3. Defense Manpower Data Center Responsibility

The Defense Manpower Data Center shall—

a. Have responsibility for ASVAB research and development (R&D), i.e, overall responsibility for R&D, calibration, and quality control for the ASVAB testing programs.

b. Serve as lead organization for technical and developmental issues related to the ASVAB program, and for ASVAB R&D, in coordination with personnel research activities of the Services and USMEPCOM.

c. Plan, program, budget, and finance ASVAB-related research.

d. Prepare and provide camera-ready copy to USMEPCOM for Enlistment, Student, and In-Service Testing Programs.

(1) Test materials, such as, test booklets, scoring keys, and administration manuals.

(2) Counseling materials, such as, the *ASVAB Workbook* and *Counselor's Manual.*

(3) Training aids (*Recruiter's Guide, Education Services Specialist Handbook,* etc.).

e. Trains education specialists and makes presentations at national and regional forums on the ASVAB program.

Chapter 7
Computer Testing Research

7–1. Purpose

A computerized ASVAB shows promise for more precise aptitude measurement, reduced testing time, better test security, and more efficient test administration, scoring, and reporting.

7–2. Functions

The Secretary of the Navy is responsible for research and development on Computer Adaptive Testing (CAT)–ASVAB and Enhanced Computer Administered Testing (ECAT) and to plan, program, budget, and finance CAT–ASVAB related research.

Chapter 8
Retests

8–1. Retest Policy

a. An ASVAB test within 2 years of any previous ASVAB test is a retest.

b. An applicant who answers at least one ASVAB question is considered to have tested and establishes retest eligibility.

c. The retest policy applies to both the enlistment and student testing programs without distinction. After taking an initial ASVAB, an individual can retest 1 month after the initial test and every 6 months thereafter. A mandatory test session in a high school does not waiver this policy.

d. When retested, a complete ASVAB is administered.

e. Individuals in the DEP will not be retested except for inquiry into possible testing improprieties.

8–2. Functions

a. HQ USMEPCOM can authorize MEPS commanders to retest for USMEPCOM (not Service) error, in those instances where testing occurred under adverse conditions or if it is believed an individual's scores do not reflect true ability.

b. When a Service errs in the application of established testing policy, the Service MAPWG policy member may discuss retest with HQ USMEPCOM for an exception to policy. Each must concur that an exception is appropriate.

c. HQ USMEPCOM administers a mandatory confirmation retest as a result of a gain of 20 or more Armed Forces Qualification Test (AFQT) percentile points. This gain is compared to the most recent valid test score received within the previous 6 months.

Chapter 9
Test Security

9–1. Purpose

a. The loss or compromise of a single ASVAB test battery jeopardizes ASVAB predictive validity.

b. Each individual who takes either the student or enlistment ASVAB must be considered a potential accession. Inaccurate test scores may result in improper, illegal, or unlawful training, classification, assignment to training, or other personnel action detrimental to the individual or the military service.

9–2. Functions

a. The MEPS is in charge of an ASVAB test session.

b. In overseas areas the TCO is in charge of an ASVAB test session for the command or commander sponsoring the test.

c. A TCO is responsible for the overall testing program and exercises close supervision over all phases of test material receipt, storage, protection, issue, administration, scoring and destruction. Duties include control and training of TAs and proctors, and application of the highest levels of honesty, integrity and professionalism in each test session.

d. Each TA and proctor is responsible to the TCO to ensure tests are scored and results recorded accurately, proper testing procedures are followed, test sessions are organized, and each individual has test materials, is following instructions, and has questions answered.

e. In the student testing program the applicant to proctor ratio will be no greater than 40:1, excluding the TA. For testing rooms with 25 individuals or less, the TA may release the proctor provided adequate security and integrity of the test can be maintained.

f. In the enlistment testing program, the applicant to TA ratio will be no greater than 25:1. When the seating capacity at in-house or MET site tests exceeds 25, the MEPS commander is authorized to waive to a maximum ratio of 30:1, provided adequate security and integrity of the test can be maintained. When the test session size exceeds 50, the applicant to TA ratio will revert to 25:1.

g. The TA determines the number of proctors needed for each student test session; regardless of rank, rate or grade, the proctor is responsible to the TA. Each is responsible to prevent cheating during a test session.

h. During a test session, only examinees, TAs and designated proctors, military or civilian, are permitted to handle test booklets.

i. Recruiting personnel are prohibited admission to an enlistment test.

j. A service designated TCO will also serve as an ASVAB TCO. At the request of HQ, USMEPCOM, each military service will provide a list of their overseas TCOs authorized to administer student and enlistment ASVAB test versions.

Chapter 10
Accountable Test Materials

10–1. Purpose

a. Accountability to safeguard all controlled test components containing test questions or answers will be in effect at all times.

b. Accountable items are tests, scoring keys, partially or fully completed answer sheets, scratch paper with writing on it. Accountable items are designated "FOR OFFICIAL USE ONLY" or "CONTROLLED ITEMS (TEST MATERIALS)" or similar wording.

c. Non-accountable items are blank answer sheets, administration manuals and scoring worksheets.

10–2. Functions

a. Controlled test materials maintained by Office of Personnel Management (OPM) personnel will be secured in accordance with OPM Handbook for Administering the ASVAB, Career Entry (CE) 611–1.

b. USMEPCOM is responsible for the requisition, storage, issue, security, and maintenance of appropriate stock levels of materials for the DOD STP.

c. The service designated TCO is the ASVAB TCO and is responsible for the requisition, storage, issue, security, and maintenance of appropriate stock levels of all test materials required for the DOD Student and Enlistment Testing Programs.

d. Upon completion of a test session, an inventory and accounting of all test materials will be conducted.

e. Neither controlled testing material nor information extracted therefrom will be released to any individual or agency not authorized access to such material. Exceptions will be submitted in writing and through channels through HQDA (DAPE–MPA), 0300 Army Pentagon, Washington, D.C. 20310–0300 to the Office of the Under Secretary of Defense (P&R), 0400 Defense Pentagon, Washington, D.C. 20301–4000.

f. USMEPCOM is delegated authority to control reproduction of controlled testing materials.

Chapter 11
Committees and Working Group

11–1. Defense Advisory Committee on Military Personnel Testing

a. A Congressionally mandated committee consisting of seven eminent psychologists who are experts in the area of psychological and educational measurement.

b. Meets three times a year, or more if needed, reporting to the USD(P&R).

c. Reviews the development and calibration of new ASVAB versions to ensure the accuracy of resulting scores.

d. Reviews relevant validation studies to ensure that the tests have utility in predicting success in technical training.

e. Reviews on-going testing research and development in support of the enlistment process.

f. Recommends improvements to make the testing program more responsive to the needs of the Department of Defense and the Military Services.

11–2. Manpower Accession Policy Steering Committee

a. Chaired by the Director, Accession Policy, the committee is composed of senior military officers from the offices of their respective deputy chiefs of staff for personnel, and the commander of USMEPCOM. The Director, DMDC, is a non-voting member.

b. Provides policy recommendations on modification and improvement of the enlistment and student testing programs, R&D budget, and selection and classification processing issues, through the Director, Accession Policy, to the USD(P&R).

11–3. Manpower Accession Policy Working Group

a. Consists of representatives from the offices of Accession Policy and Reserve Affairs of the Office of the Secretary of Defense; Service, DMDC and USMEPCOM technical and policy staff officers; and scientists from each Service research laboratory.

b. Provides technical support and policy recommendations on implementation of tests and supporting programs pertaining to all aspects of the enlistment and student testing programs as a result of review and discussion of test plans, analyses, and proposals.

c. Reports to the Manpower Accession Policy Steering Committee and the Director, Accession Policy.

d. Reviews all ASVAB test and test administration forms and publications, and administrative and promotional materials prior to printing, publication, distribution and implementation.

e. Meets quarterly or on call by the Chairperson.

Appendix A
References

Section I
Required Publications

DODD 1304.12
DOD Military Personnel Accession Testing Programs (Cited in App B).

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 601–270/AFR 33–7/OPNAVINST 1100.4B/MCO P1100.75A/CG COMDTINST M1100.3C

Military Entrance Processing Station (MEPS)

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

This section contains no entries.

Appendix B
DOD Directive 1304.12

Department of Defense Directive

June 22, 1993
NUMBER 1304.12
ASD(FM&P)

SUBJECT:
DoD Military Personnel Accession Testing Programs

References
(a) DoD Directive 1304.12, "Armed Forces High School Recruiting and Testing Program," December 4, 1972 (hereby cancelled)
(b) DoD 5025.1–M, "DoD Directives System Procedures," December 1990, authorized by DoD Directive 5025.1, December 23, 1988

A. Reissuance and Purpose
This Directive:
1. Reissues reference (a).
2. Updates policy and responsibilities for the Active and Reserve components of the Military Services on:
a. The DoD Enlistment Testing Program.
b. The DoD Student Testing Program.
c. The DoD In-Service Testing Program.
d. The DoD Overseas Testing Program.
e. Use of a common aptitude test, the Armed Services Vocational Aptitude Battery (ASVAB), for paragraphs A.2.a. through A.2.d, above.
3. Assigns responsibilities for:
a. The research, preparation, printing, and maintenance of the ASVAB.
b. Test control and administration.
c. Test scoring.
d. Maintenance and distribution of enlistment processing records and test scores.
e. Investigation of test irregularities.
4. Defines responsibilities of the Manpower Accession Policy Working Group and the Manpower Accession Policy Steering Committee on resolving test development, implementation, and maintenance problems, and making policy recommendations in these areas to the Assistant Secretary of Defense (Force Managment and Personnel) (ASD(FM&P)).
5. Designates the Secretary of the Army as the DoD Executive Agent with fiscal, administrative, and management support responsiblity for the DoD Enlistment, Student, and Overseas Testing Programs.
6. Designates the Defense Logistics Agency as the Executive Agent for the Defense Manpower Data Center (DMDC) in support of ASVAB research and development.
7. Authorizes the publication of a DoD 1304.12–L series, consistent with DoD 5025.1–M (reference (b)).

B. Applicability
This Directive applies to the Office of the Secretary of Defense, the Military Departments (including their Reserve components), the Coast Guard by agreement with the Department of Transportation when it is not operating as a Service within the Department of the Navy, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, and the Defense Agencies. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

C. Policy
The ASVAB is the only aptitude test battery authorized for determining enlistment eligibility. The following policies apply to the use of the ASVAB in the DoD military personnel accession testing programs:

1. *DoD Enlistment Testing Program*
a. The purpose of the DoD Enlistment Testing Program is to provide an applicant's sponsoring recruiting service with aptitude test results. The sponsoring recruiting service shall then determine the applicant's eligibility for enlistment.
b. Except as provided for in paragraph C.4.d., below, enlistment tests shall be administered by the U.S. Military Entrance Processing Command (USMEPCOM) or by other organizations designated by the Secretary of the Army, as Executive Agent for USMEPCOM. The ASVAB shall be administered at Military Entrance Processing Stations (MEPSs) and at Mobile Examining Team (MET) sites assigned to the MEPSs.
c. Except as provided for in paragraph C.4.d., below, all nonprior Service applicants shall be tested by the USMEPCOM unless:
(1) They have valid ASVAB scores received as a result of being tested in the DoD Student Testing Program; or
(2) They have taken the enlistment test within the previous 2-year time period and possess valid test scores.
d. Enlistment eligibility established by the test shall be valid for a period not to exceed 2 years from the date of test administration. If an individual takes the test more than once, the last full set of valid test scores are the scores of record. Only scores of record can be used for enlistment processing purposes.
e. Voluntary enlistment retesting is authorized 1 month after the first test and at 6-month intervals thereafter.
f. The USMEPCOM shall administer specialized tests as required by the Military Services and approved by the ASD(FM&P).
g. Requests for applicant test scores shall be reviewed and approved by the Office of the Assistant Secretary of Defense (Force Management and Personnel) (OASD)(FM&P)) except for test score data routinely provided to applicants, the Military Services, and the DMDC.

2. *DoD Student Testing Program*

a. The purposes of the DoD Student Testing Program are to:

(1) Provide the Military Services with access to the high school market and recruiters with prequalified recruiting leads.

(2) Gain access to the high-quality high school market for recruiters.

b. The student ASVAB shall be offered primarily to high school juniors and seniors, and postsecondary school students; however, high school sophomores are also eligible to take the test. The ASVAB shall not be administered to students below the tenth grade.

c. Student enrolled in high schools shall:

(1) Be encouraged by recruiters to stay in school and graduate.

(2) Not be accepted for active duty enlistment without prior notice to the school.

(3) If they enlist before 18 years of age, be required to provide parental consent, unless they provide proof of emancipation.

d. School officials shall be provided:

(1) Information on the value of the ASVAB as a measure of vocational aptitude.

(2) Student test scores and school summary data.

(3) Publications that assist counselors and students to understand the test results and use the results to explore the civilian and military worlds of work. School personnel shall be required to select the recruiting release option for their students.

e. Requests for student test scores shall be reviewed and approved by the Office of the Assistant Secretary of Defense (Force Management and Personnel (OASD)(FM&P)), except for test score data routinely provided to students, schools, the Military Services, and the DMDC.

f. The Inter-Service Recruitment Committees (IRCs) shall develop program goals and plan contacts with school authorities for soliciting their participation in the DoD Student Testing Program or allowing military career program presentations. The assignment of schools and/or areas to individual Sevices for promotion and scheduling of the DoD Student Testing Program shall be in the same proportion as the Services' current fiscal year nonprior Service enlistment projections, or as agreed to by a local IRC.

g. Each student must sign a copy of the current Student Testing Program Privacy Act Statement before taking the test. Student refusing to sign the agreement shall be excused from the testing sessions.

h. Schools shall be encouraged to inform students of career opportunities available in the Military Services.

i. The ASVAB shall be administered in schools by USMEPCOM personnel or personnel authorized by Headquarters, Department of the Army. Military recruiting personnel may not administer, distribute, or collect test or test answer sheets. Schools shall be encouraged to provide proctors during ASVAB testing. Recruiting personnel, with the local MEPS commander's authorization, may also proctor test sessions. However, in each room where recruiters are used as proctors, a USMEPCOM-authorized test administrator must be present. HQ, USMEPCOM may, as an exception to policy, grant approval for recruiter assistance in administering large student testing sessions.

j. Based on the recruiter release option selected by each school, the USMEPCOM shall concurrently provide the Services with aptitude scores for the juniors, seniors, and postsecondary students tested.

k. Applicants with current (within 2 years of testing date) student ASVAB qualifying scores shall not be required to retest for enlistment; however, those holding valid scores may voluntarily retest at a MEPS or MET site if allowable under retest policies. Applicants may be required to take additional special tests required to determine eligibility for training and assignment opportunities.

l. Each Recruiting Service shall establish its own goals for the DoD Student Testing Program and provide this information to HQ, USMEPCOM. The achievement of these goals is a Service responsibility.

m. The Reserve components of the Services shall be encouraged to participate in the DoD Student Testing Program.

n. Service recruiters may not administer Service-unique tests and/or instruments in high schools or postsecondary schools.

3. *DoD In-Service Testing Program*

a. The purpose of the DoD In-Service Testing Program is to provide aptitude tests to the Services for use in retesting Service members.

b. The Manpower Accession Policy Working Group shall provide the Services with a minimum of two forms of the Armed Forces Classification Test (AFCT) for use in Service-specific retesting programs.

c. To ensure ASVAB security, only Service-designated test control officers, test administrators, and test examiners shall handle AFCT materials.

d. The Services shall be responsible for printing and reprinting all In-Service testing materials.

4. *DoD Overseas Testing Program*

a. The purpose of the DoD Overseas Testing Program is to provide an opportunity to test military applicants and Department of Defense Dependents Schools' (DoDDS') students overseas with the ASVAB, provide the Services with prequalified recruiting leads, and provide the DoDDS with a testing program that is useful for career guidance and counseling purposes.

b. The Military Services are responsible for operation of the overseas testing program, except for U.S. Territories, which are the responsibility of the USMEPCOM.

c. To ensure ASVAB security, only Service-designated, overseas test control officers, test administrators, and test examiners shall handle ASVAB test materials.

d. The Military Services are responsible for testing applicants and DoDDS' students and for sending testing and enlistment processing documents to the USMEPCOM for entry into the DoD computerized student and applicant data bases.

e. In overseas student ASVAB sessions, military recruiters have responsibility for coordinating, scheduling, and providing proctor support, in conjunction with the school. Military recruiters shall not handle, distribute, or collect test materials.

f. Upon receipt of appropriate student test session materials from overseas testing personnel, the USMEPCOM is responsible for scoring the tests and forwarding the ASVAB results and/or products to the DoDDS; scores also shall be provided to the Military Services.

g. The USMEPCOM is responsible for providing training, as required, to overseas Service test administration personnel, recruiters, and DoDDS' guidance counselors.

h. The USMEPCOM is responsible for reporting overseas test scores and accession data, and documenting problems, when identified, to the OASD(FM&P) and the Services.

D. Responsibilities

1. The *Assistant Secretary of Defense (Force Management and Personnel)* shall set policy on military personnel accession testing, as follows:

The DMDC shall:

a. Have responsibility for ASVAB research and development (R&D). The DMDC is assigned overall responsibility for R&D, calibration, and quality control for the ASVAB testing programs, consistent with general policies established by the ASD(FM&P).

b. Serve as lead organization for ASVAB R&D, in coordination with personnel research activities of the Services.

c. Plan, program, budget, and finance ASVAB-related research.

d. Prepare three categories of materials for Enlistment, Student, and In-Service Testing Programs. These materials include:

(1) Test materials, such as, test booklets, scoring keys, and administration manuals.

(2) Conseling materials, such as, the *ASVAB Workbook* and *Counselor's Manual.*

(3) Training aids *(Recruiter's Guide, Education Services Specialist Handbook,* etc.).

(The DMDC will provide print-ready copies of these materials to the agency responsible for printing. R&D responsibility for Joint-Service aptitude tests, prepared by other agencies for use in the enlistment testing program, shall be transferred to the DMDC when the tests

become fully operational; e.g., Computerized Adaptive Test–ASVAB (CAT–ASVAB.)

2. The *Secretary of the Army*, as the DoD Executive Agent for the USMEPCOM, has fiscal, administrative, and management support responsibilities for the DoD Enlistment, Student, and Overseas Testing Programs, consistent with policies established by the ASD(FM&P), and shall:

a. Provide resources required to establish, equip, and maintain the USMEPCOM units. This shall be done in coordination with the Military Services, and, for matters related to assignment of Reserve component personnel to the USMEPCOM units, with the Office of the Assistant Secretary of Defense (Reserve Affairs).

b. Program, budget, and fund for all USMEPCOM operations.

c. Provide required civilian authorizations and staffing.

d. Administer the DoD Enlistment and Student Testing Programs, except for overseas testing as specified in paragraph C.4.b., above.

e. Implement quality assurance procedures to ensure the accuracy of the test battery for enlistment processing.

f. Report results of test irregularity investigations through the DMDC to the ASD(FM&P).

g. When approved by the ASD(FM&P), administer additional tests to determine qualifications for specific military occupations or assignments.

h. Provide the results of test irregularity investigations and quarterly reports on both the DoD Enlistment and Student Testing Programs to the Manpower Accession Policy Working Group.

i. Print and distribute the initial supplies of test materials, counseling materials, and training aids (see paragraph D.1.a., above) for use in the DoD Enlistment, Overseas, and Student Testing Programs.

j. Maintain sufficient stock of all materials required to administer the current ASVAB versions used in the DoD Enlistment, Overseas, and Student Testing Programs, to include reprinting (after review by the Manpower Accession Policy Working Group and approval by the ASD(FM&P)) of existing materials with or without slight modification (updating) and distribute the materials.

k. Print and distribute ASVAB promotional materials and novelty items for use in marketing the DoD Student Testing Program.

l. Provide operational test and item data as required by the DMDC.

m. Provide at each MEPS an ASVAB Educational Services Specialist as the primary point-of-contact for the DoD Student Testing Program.

3. The *Secretary of the Navy* shall be responsible for R&D on CAT–ASVAB and Enhanced Computer Administered Tests (ECAT). The Navy Personnel Research and Development Center shall serve as the lead laboratory for CAT–ASVAB and ECAT R&D, in coordination with personnel research activities of the other Services and the DMDC. The Navy shall plan, program, budget, and finance CAT–ASVAB-related research.

4. The *Chair of the Manpower Accession Policy Steering Committee* shall be a representative from the OASD(FM&P); the Committee shall be composed of Service general and/or flag officers from their respective offices of the Deputy Chiefs of Staff for Personnel and the Commander of the USMEPCOM, with the Director of the DMDC as a non-voting member. The Steering Committee's main function shall be to provide policy recommendations on military personnel selection and classification processing issues to the ASD(FM&P). It shall meet when called at the request of one of its members and with concurrence of the majority.

5. The *Chair of the Manpower Accession Policy Working Group* shall be a representative from the OASD(FM&P); the Working Group shall provide technical support and policy recommendations to the Manpower Accession Policy Steering Committee and the ASD(FM&P). The Group's membership shall consist of representatives of the ASD(FM&P), Assistant Secretary of Defense (Reserve Affairs), Service-testing policy staff officers, scientists representing each of the Service personnel research activities, DMDC, and USMEPCOM. The chair may request representation from other organizations to address specific agenda items. The Group's responsibilities shall be to resolve ongoing problems in military personnel selection and classification research and ASVAB development, implementation, and maintenance. It will also review all DoD Student Testing Program publications before submission to the ASD(FM&P) and subsequent printing and distribution. While the Group will be a joint activity, its members shall represent the positions of, and be responsible to, their individual Services or Agency. In this manner, the specific interests of each Service and the USMEPCOM can be discussed and considered. The Group shall meet quarterly or when called by the chair.

D. Effective Date and Implementation

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.

Signed by WILLIAM J. PERRY
Deputy Secretary of Defense

Appendix C
Management Control Evaluation Checklist

C–1. Function

The function covered by this checklist is military personnel accession testing programs.

C–2. Purpose

The purpose of this checklist is to assist MEPS personnel to evaluate the key management controls listed below. It is not intended to cover all controls.

C–3. Instructions

Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement).

C–4. Test Questions

a. Are accountable test materials tracked annually and by serial number on the annual inventory?

b. Are applicants ASVAB scores valid for enlistment?

c. Are test booklets, answer sheets and other testing materials accounted for by the Office of Personnel Management test administrator at the conclusion of each Student Testing Program test session?

d. In the most recent transfer of accountable test materials between the in-coming and out-going TCO, are joint inventories current?

C–5. Supersession

This checklist replaces the checklist for Personnel Activities, Military Personnel Functions, published in DA Circular 11-89-1, 15 May 1989.

C–6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQDA (DAPE–MPA), 300 Army Pentagon, Washington, D.C. 20310–0300.

Glossary

Section I
Abbreviations

AFCT
Armed Forces Classification Test

AFQT
Armed Forces Qualification Test

ASVAB
Armed Services Vocational Aptitude Battery

CAT-ASVAB
Computerized Adaptive Test-Armed Services Vocational Aptitude Battery

DCSPER
Deputy Chief of Staff for Personnel

DAC
Defense Advisory Committee on Military Personnel Testing

DEP
Delayed Entry Program

DMDC
Defense Manpower Data Center

DOD
Department of Defense

ECAT
Enhanced Computer-Administered Testing

MAPWG
Manpower Accession Policy Working Group

MAPSC
Manpower Accession Policy Steering Committee

MEPS
Military Entrance Processing Station

MET
Mobile Examining Team

OPM
Office of Personnel Management

STP
Student Testing Program

TA
Test Administrator

TCO
Test Control Officer

USMEPCOM
United States Military Entrance Processing Command

Section II
Terms

Accountable Test Material (Controlled Test Material)
Test material that may only be seen by authorized persons and must be secured in a locked file cabinet when not in use.

AFCT
Armed Forces Classification Test. An in-service test that measures persons on the same aptitude areas as the ASVAB. Scores are qualifying for service specific education and job placement programs.

AFQT
Armed Forces Qualification Test. A score derived from ASVAB subtests that assists selection of persons into a Service and eligibility determination for special Service programs, and accession quality reporting to Congress.

ASVAB
Armed Services Vocational Aptitude Battery. A multiple aptitude test normed on a nationally representative sample of American youth ages 16-23. It measures developed abilities and predicts what a person could accomplish with training or further education.

ECAT
Enhanced Computer-Administered Testing. A joint-service program to determine the incremental validity of new predictors (assembling objects, target identification, target shoot, figural reasoning, number memory, etc.) to augment tests in the current paper and pencil ASVAB.

Enlistment Test
Forms of the ASVAB to determine a persons enlistment eligibility to enlist into a military service and classification into a military job.

Student Test
An aptitude battery administered in the high school that includes a program for vocational counseling and career exploration; scores may be used to enlist into a military service.

TA
Test administrator. A person, also known as a test examiner, on written appointment order who is authorized to administer and score a test.

TCO
Test control officer. Designated officer, noncommissioned officer or civilian on written appointment order who is responsible for an overall testing program which includes ordering test and support material, safeguarding and accounting for controlled test material, test administration, scoring tests and reporting test scores.

Test Proctor
A person(s) who assists the TCO or TA to administer a test session.

USMEPCOM Form 714-A
Request for Examination. A form completed by both the applicant and the recruiter that authorizes an applicant to test or retest on the enlistment test.

Section III
Special Abbreviations and Terms

This section contains no entries.

Armed Forces Classification Test (AFCT)
Definition, 4–1
Uses, 4–1

Armed Services Vocational Aptitude Battery (ASVAB)
Applicant to test administrator ratio, 9–2
Authorization to test, 2–2
Computerized, 7–1
Cheating, 2–2
Definition, 1–1
Eligibility to test, 2–2
Identification to test, 2–2
Invalid scores, 2–2
Overseas, 5–2
Research and Development, 6–3
Retest, 2–2, 8–2

Career Exploration Program
Relation to recruiting service and schools, 3–2
Testing 9th grade, 3–2

Committees and working groups, 11

Delayed Entry Program, 2–2

Printing and Distribution, 6–2

Proctors, 9–2

Release of test material and information, 10–2

Test security
AFCT loss or compromise, 4–2
ASVAB loss or compromise 6–1, 6–2
Control of accountable test items, 10–1, 10–2

Test session responsibility, 9–2

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT

For use of this form, see AR 11-2; the proponent agency is ASA(FM).

1. REGULATION NUMBER

2. DATE OF REGULATION

3. ASSESSABLE UNIT

4. FUNCTION

5. METHOD OF EVALUATION *(Check one)*

	a. CHECKLIST		b. ALTERNATIVE METHOD *(Indicate method)*
APPENDIX *(Enter appropriate letter)*			

6. EVALUATION CONDUCTED BY

a. NAME *(Last, First, MI)*	b. DATE OF EVALUATION

7. REMARKS *(Continue on reverse or use additional sheets of plain paper)*

8. CERTIFICATION

I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Management Control . I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions *(if any)* are described above or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.

a. ASSESSABLE UNIT MANAGER

(1) TYPED NAME AND TITLE	b. DATE CERTIFIED
(2) SIGNATURE	

*U.S. G.P.O.:1995-387-857:80417