#####  Sample TE Appointment Memorandum

**[Command Letterhead]**

[Office Symbol]

[Date]

MEMORANDUM FOR: Education Division (ATZL-AUA), ACCESS, ArmyU, ATTN: Army Personnel Testing, 1600 Spearhead Division Avenue, Department 410 Fort Knox, KY 40122-5401

SUBJECT: Appointment of Test Examiner for the Army Personnel Testing (APT) Program, [Test Account ID]

1. Effective [immediately | date], [FULL NAME], [RANK], [DoD ID], [DSN & COM PHONE], [ENTERPRISE EMAIL ADDRESS] is appointed an APT Test Examiner replacing [NAME], [RANK], [DoD ID].
2. Authority: AR 611‐5, Army Personnel Selection and Classification Testing.
3. Purpose: To administer and score the APT tests under the direction of a Test Control Officer IAW AR 611‐5; AR 11‐6, Army Foreign Language Program; test administration manuals; and directives from the APT Program Office.
4. Period: Until officially relieved or released from appointment or assignment. Orders will be provided when person appointed above has been rescinded.
5. Special Instructions: Secure, properly safeguard, and correctly administer all APT tests IAW AR 611‐

5, and in particular:

* 1. Properly secure all APT material when not in use. Maintain security of materials during inventory, scoring, or testing.
	2. When preparing APT test material for mailing, ensure package is double‐wrapped, properly addressed and marked IAW AR 611‐5.
	3. Ensure that all examinees are eligible for the given test, have proper authorization documentation, and are tested in a suitable environment and condition.
	4. Serve as a witness during test destruction and test inventory when required.

// SIGNED //

[COMMANDER’S SIGNATURE BLOCK]

DISTRIBUTION:

1 – Education Division (ATZL-AUA)

 ACCESS, ArmyU

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 1600 Spearhead Division Avenue, Department 410 Fort Knox, KY 40122-5401

1 - Individual Concerned

1 – Personnel File