

# Army Personnel Testing Mail Procedures

- ✓ Include a DA Form 200, Transmittal Record, with all mail containing controlled test material. List all mailed items in detail (with serial numbers). Include sending and receiving contact information. Check the return receipt requested box.
- ✓ Mail scoring keys and completed answer sheets separately from other APT test material. Completed answer sheets are also controlled test material.
- ✓ Mail all completed defense language answer sheets (DLI Forms 13, 99, 100, 101, and 5160-1) to the Defense Language Institute Foreign Language Center once a month. Only use certified or registered mail. Do not include DA Forms 330 with them. Do not staple, fold, or otherwise damage the answer sheets.
- ✓ Mail all controlled test material to other destinations using a traceable delivery method (certified or registered mail, UPS, FedEx, Airborne Express).
- ✓ Confirm delivery of all controlled test material if DA Form 200 is not returned.
- ✓ Double wrap all packages.
- ✓ Label inner package with both the sender's and receiver's addresses.
- ✓ Mark inner package on **ALL** sides with "FOR OFFICIAL USE ONLY TEST MATERIAL TO BE OPENED BY TEST CONTROL OFFICER ONLY".
- ✓ Label outer package with both the sender's and receiver's addresses. No other marking or label can be on the outer package, except the carrier's. In no case will the outer package indicate its contents or security classification.

