*New Test Site Establishment Request Document*

**[Command Letterhead]**

[Office Code] [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: Request for Establishment of new Army Personnel Test (APT) Account

1. Request the establishment of a new APT Account.
2. This account will conduct the following tests:

[ ] SIFT [ ] AFCT [ ] ASVAB [ ] DLAB [ ] DLPT

1. Component: *{Check one}*

[ ] Active Army [ ] Army Reserve [ ] Navy [ ] DOD Activity

[ ] National Guard [ ] Marine Corps [ ] Air Force [ ] Other:

1. Justification: [include approximately how many soldiers your site will be servicing, and current distance to closest test facility.]

*{If you are Army National Guard, be sure to list whether this is the main account with the ESO, or a subsite.}*

1. Test Account Site Mailing Address: [Mailing address]

*{This is the address used by the US Postal Service (USPS) and can be a post office box. Do not use abbreviations or acronyms and be sure to include attention line.}*

1. Test Account Site Physical Address: [Physical address]

*{This must be a complete street address and must include a room or suite number if appropriate.}*

1. This test account is able to receive mail/packages via the following delivery methods: [ ] FedEx [ ] UPS [ ] USPS Certified Mail [ ] USPS Registered Mail
2. Test Account Site Email Address: [Email address]
3. Test Account Site Distinguished Name (Defense Messaging System) Address: [DMA]
4. Test Account Site Phone Numbers: DSN [DSN number], COM [Com number]
5. Test Account Site Fax Numbers: DSN [DSN number], COM [Com number]
6. TCO orders are enclosed.
7. This test account will be administered IAW AR 611-5.

// SIGNED //

[COMMANDER’S SIGNATURE BLOCK]

Enclosure: TCO Orders