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Personnel

PERSONNEL ASSESSMENT PROGRAM

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This publication implements Department of Defense Manual (DoDM) 1145.02, *Military Entrance Processing Station (MEPS)* and Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management* and Department of Defense Instruction (DoDI) 1100.13, *DoD Surveys*. In addition, this issuance is consistent with AFPD 36-20, *Recruiting Program and Accession of Air Force Military Personnel*; AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*; and AFPD 36-25, *Military Promotion and Demotion*. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for the Air Force Personnel Assessment Program. It provides guidance for administering the Strategic Personnel Research & Assessment Program and assigns responsibilities for the operations and administration of Air Force Personnel Testing. Furthermore, it provides guidance on approving and conducting attitudinal, occupational, and assessment surveys within the Air Force, and describes the program description, purpose, and uses of Air Force occupational analysis products and services. Failure to observe prohibitions and 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 of this publication by military personnel is a violation of Article 92, Uniform Code of Military Justice. This publication applies to military and civilian members of the Regular Air Force, Air Force Reserve, and Air National Guard (ANG). This publication may be supplemented

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision combines the Strategic Personnel Assessment Program, Military Personnel Testing Program, Survey Program, and Occupational Analysis Program instructions. This revision restructures and realigns information in each chapter to provide clear and concise guidance; updates referenced directives and administrative instructions throughout; and updates terms and abbreviations. The Foreign Language Proficiency Bonus and Defense Civilian Intelligence Personnel System Foreign Language Proficiency Bonus have been removed and are now covered under AFI 36-4005, *Total Force Language, Regional Expertise, & Culture Program*. The Air Force Military Personnel Testing System still has responsibility for foreign language proficiency testing so those duties and responsibilities are still included in this publication.

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Chapter 1

OVERVIEW

1.1. Mission: The Air Force 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 Airmen 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) requirements and characteristics.

1.2. Air Force Personnel Assessment Programs:

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

1.2.2. Strategic 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. Personnel testing to support selection, classification, promotion, and proficiency assessment.

1.2.4. 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. Occupational surveys to evaluate AFSs to assess AFS structure requirements and characteristics; to support training, testing, and classification decisions; and identify institutional and occupational competencies.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1):

2.1.1. AF/A1 develops the Personnel Assessment Program to support civilian, enlisted, and officer accession programs using assessment tools to identify and measure general Air Force and occupational entry requirements which are then used to assess applicants.

2.1.2. The Air Force Personnel Assessment Program assesses training and occupational performance, Air Force and occupational competencies and requirements, and Air Force personnel attitudes and opinions to support effective force management utilization.

2.2. The Military Force Management Directorate (AF/A1P):

2.2.1. Establishes policy for the Strategic Personnel Assessment Program, Air Force Personnel Testing Program, Air Force Survey Program, and Occupational Analysis Program.

2.2.2. Obtains needed funding and other required resources to support the Strategic Personnel Program.

2.3. The Accession and Training Division (AF/A1PT):

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

2.3.2. Ensure strategic planning and identification of required research, assessment development, revision, and validation.

2.3.3. Analyze and approve or disapprove all changes to the administration and use of all new and existing Air Force Personnel Tests. AF/A1PT must approve conceptual changes to enlisted promotion test development, administration, validation, and use. **(T-1) Exception**: AF/A1PT approval is not required for revisions to promotion tests developed by Air Education and Training Command/Directorate of Intelligence, Analysis, and Innovation/Studies and Analysis Squadron/Airman Advancement (AETC SAS/AA). Similarly, changes to AETC SAS/AA's development procedures do not require AF/A1PT approval.

2.4. The Chief of the Air Force Strategic Personnel Assessment Program:

2.4.1. Responsible for Air Force policy for the Strategic Research and Assessment, Military Personnel Testing, Survey, and Occupational Analysis programs.

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

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

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

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

2.4.3. Co-chairs, coordinates, and manages the Air Force Strategic Research Planning Council.

2.4.4. Develops and maintains the Air Force Strategic Personnel Research Plan.

2.4.5. Manages the Examining Activities budget to support strategic personnel research, analysis, classification analysis, and test development contracts.

2.4.6. Utilizes the Military Entrance Processing Stations (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 Air Force selection and classification tests. The Program Objective Memorandum Examining Activities line item covers the Air Force portion of the Military Entrance Processing Station operating expenses.

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

2.4.7.1. Air Force point of contact to DoD Accession Policy, Defense Personnel Assessment Center, MEPS, and other Services on testing policy issues.

2.4.7.2. Responsible for working all ASVAB waiver requests from Air Force Recruiting Command (AFRS) with HQ Military Entrance Processing Stations Command.

2.4.7.3. Communicates MAPWG testing policies and initiatives and DAC-MPT recommendations to A1 leadership, AFRS, and Strategic Research and Assessment program staff.

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

2.4.8. Represents Air Force on technical working groups, committees supporting selection and classification processes, and committees with the Department of Defense, Government, Allied Services, and other professional organizations.

2.4.9. Advises Air Force leadership on professional standards affecting proposed and operational enlisted and officer selection and classification processes (e.g. Armed Survives Vocational Aptitude Battery, Tailored Adaptive Personality Assessment System, Air Force Work Interest Navigator, classification models, Air Force Officer Qualifying Test, Pilot Candidate Selection Method).

2.4.10. Ensures maintenance of the Strategic Policy Analysis Resource and Knowledge Base (SPARK) to include test, training, performance, personnel, and occupational analysis data to support personnel research, analysis, and test validation.

2.4.11. Reviews and approves all requests for assessment surveys.

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

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

2.4.12.2. Provide consultation services to career field managers, training managers, functionals, and Air Force leadership on selection, classification, and utilization issues.

2.5. Rated Force Policy (AF/A1PPR):

2.5.1. Responsible for establishing all Air Force rated policy.

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

2.6. Chief of Air Force Reserve (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 policy and accession requirements.

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

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

2.7. Director of the Air National Guard (NGB/CF):

2.7.1. Oversees the 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. Formal Training & 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. Headquarters Air Education and Training Command (AETC):

2.8.1. The AETC Airman Advancement Division (AETC SAS/AA):

2.8.1.1. Develops, revises, and publishes all enlisted promotion tests (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. The Air Force Occupational Analysis Program (AETC SAS/OA):

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 (identify tasks that require training)

2.8.2.2.2. Personnel utilization (identify tasks performed at each career stage)

2.8.2.2.3. Promotion testing (identify duties and tasks for promotion testing)

2.8.2.2.4. Air Force and occupational competencies, and

2.8.2.2.5. Support of strategic personnel research

2.9. Air Force Personnel Center (AFPC):

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

2.9.2. The Test Management Office (AFPC/DP3SP) manages the Air Force Military Personnel Testing Program and the world-wide Test Control Officer network.

2.9.3. The Air Force Survey Office (AFPC/DSYS) manages the Air Survey Program.

2.9.3.1. Reviews and issues Survey Control Numbers approving all Air Force attitude and opinion surveys.

2.9.3.2. Assesses the attitudes, opinions, and intentions of Air Force 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. Air Force Recruiting Service (AFRS) Operations Division's Analysis Branch (AFRS/RSOA):

2.10.1. Supports the Strategic Personnel Assessment Program through participation in the regular working group conference calls with AF/A1PT 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 Regular Air Force Officer and Enlisted accessions while continuously adapting to changing population characteristics, training dynamics/criteria, and needs of the Air Force.

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. Theses bodies are Federal Agencies including the DoD, Joint Staff, Air Force, 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 Air Force 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 2.12.1 and guidance established by Congress, Federal, DoD, and Air Force through laws, regulations, and instructions.

Chapter 3

STRATEGIC RESEARCH AND ASSESSMENT PROGRAM

Section 3A—Implementing the Strategic Research and Assessment Program

3.1. Program Overview: The Strategic Personnel Assessment Program reviews, evaluates, develops, validates, and manages personnel programs to improve recruiting, selection, classification, and utilization of military personnel. The responsibilities include Air Force and Department of Defense-related testing programs, research and analysis, and development and validation of new assessment processes and measures. The Strategic Personnel Assessment Program develops person-job match screening processes to support optimal 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. The Strategic Personnel Assessment Program helps maintain a mission-ready force by managing Air Force Specialty Code 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 the Strategic Personnel Assessment Program is to provide: 1) consultation to program managers and Air Force leadership on selection and classification issues, 2) development, revision, and validation of personnel tests, 3) technical oversight of the operational testing program, and 4) management of contracts in support of related personnel research. **Note**: The Air Force Personnel Center (AFPC) Promotions, Evaluations, and Recognition Branch (AFPC/DP3SP) manages the operational personnel testing program procedures specified in **Chapter 4**.

3.3. Personnel Assessment Tests: The Strategic Research and Assessment Program has oversight for the following Department of Defense and Air Force Personnel Tests:

3.3.1. Armed Services Vocational Aptitude Battery (ASVAB).

3.3.2. Air Force Officer Qualifying Test (AFOQT).

3.3.3. Test of Basic Aviation Skills (TBAS) and Pilot Candidate Selection Method (PCSM).

3.3.4. Weighted Airman Promotion System (WAPS) – Promotion Fitness Examinations (PFEs) and Specialty Knowledge Tests (SKTs).

3.3.5. Defense Language Proficiency Tests (DLPTs).

3.3.6. Special tests and assessments (i.e., Defense Language Aptitude Battery (DLAB), Electronic Data Processing Test (EDPT), Air Force Reading Abilities Test (AFRAT), Enlisted Pilot Qualifying Test (EPQT), and the Air Force Compatibility Assessment (AFCA)).

3.3.7. Tests and assessments that measure more comprehensive taxonomies of human abilities and dispositions (e.g., Tailored Adaptive Personality Assessment System (TAPAS), Self-Description Inventory (SDI), and Situational Judgment Test (SJT)).

3.3.8. Tests that assess interest – Air Force Work Interest Navigator (AF-WIN).

3.4. Personnel Research:

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 technical resources, developing collaborative efforts with other organizations, and using specialized contractor expertise where needed.

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., Military Entrance Processing Station 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 requirements when Institutional Review Board human subjects research rules apply.

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

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

3.5. Headquarters Air Force Personnel Center (AFPC):

3.5.1. Strategic Research and Assessment Branch (AFPC/DSYX) provides:

3.5.1.1. Technical guidance and consultation to AF/A1PT in identifying and overseeing strategic initiatives to improve Air Force human capital utilization. AFPC/DSYX plans, coordinates, and executes Air Force human capital studies and research to support Air Force 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 Air Force Specialties; develops and evaluates other management procedures and tools to support and enhance Air Force personnel management.

3.5.1.2. Consultation and program support to Air Force 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 Air Force 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 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 Air Force 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 Department of Defense, 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 Strategic Policy Analysis Resource and Knowledge Base (SPARK) resources to support ongoing analysis and validation of operational Air Force 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. Promotions, Evaluations, and Recognition Branch (AFPC/DP3SP): Manages operational testing program as detailed in **Chapter 4.**

Section 3B—Selection and Classification Standards

3.6. Establishing Classification Standards:

3.6.1. The Strategic Personnel Assessment Program is tasked with consulting and conducting research and analysis to assist policy-makers in establishing classification standards for rated and nonrated officer and enlisted Air Force Specialty Codes that support optimal person-job match, minimize training attrition, improve retention, 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 and AFPC/DSYX for analysis and recommendation.

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

3.7. Officer Selection and Classification Standards:

3.7.1. Air Force Officer Qualifying Test (AFOQT):

3.7.1.1. The Personnel Strategic Research and Assessment Program establishes AFOQT officer accession standards based on consistent long-term research showing those candidates with higher Verbal and Quantitative composite scores have 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 Air Force reports AFOQT Verbal and Quantitative 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, Air Battle Manager, and other candidates 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) candidates are required take the TBAS, a test of psychomotor, spatial, and multi-tasking skills. **(T-1)**

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. 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 remotely piloted aircraft pilot training attrition. Pilot (to include remotely piloted aircraft) 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 AFOCD entry requirements are coordinated through AF/A1PT.

3.8. Enlisted Selection and Classification Standards:

3.8.1. Proposed changes in AFECD entry requirements are coordinated through AFPC/DSYX and AF/A1PT 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 Air Force Specialty Code. 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 for enlisted classification to include evaluation/analysis of ASVAB composites and Air Force Specialty Code ASVAB entry standards. **(T-1)** Route requests from career field managers to evaluate career field standards through AF/A1PT.

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.

3.9. Air Force Specialty Code Restructuring:

3.9.1. The Strategic Personnel Assessment Program is responsible for the collection and maintenance of occupational analysis data provided by AETC/SAS/OA to support Air Force Specialty Code restructuring analysis.

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

Section 3C—Program Strategic Planning

3.10. Strategic Research Plan: The purpose of the Strategic Personnel Research Plan is to identify selection and classification person-job match concerns for all officer and enlisted Air Force Specialties across the Air Force. The Strategic Personnel Assessment Program maintains a 4-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 the Strategic Personnel Research Planning Council.

3.10.1. Strategic Personnel Research Planning Council. To ensure Air Force-wide scope and input, the Strategic Personnel Research & Assessment Program utilizes the Strategic Personnel Research Planning Council chaired by the Strategic Personnel Research Assessment Program Manager (AF/A1PT) with representative officers from Air Force organizations with responsibilities for selection and classification processes.

3.10.2. The organizations represented include the Air Force Research Laboratory, The Surgeon General (AF/SG), AETC, AFROTC, AFRS, AFRCRS, NGB/A1Y, the United States Air Force Academy, Chief Master Sergeant of the Air Force, and AF/A1PT. The representative officers solicit Requests for Personnel Research from their staff and organizations for review by the Strategic Personnel Research Planning Council. The Council identifies prioritized areas of concern and provides recommendations to the Chief of the Strategic Personnel Assessment Program for inclusion in the Strategic Personnel Research Plan for inclusion in the research agenda.

3.10.3. Organizations can submit a request for personnel research to 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-3)**

3.11. Procedures for Making Enhancements/Changes to the Operational Military Personnel Testing Program:

3.11.1. AF/A1PT must approve all changes to Air Force Personnel Testing Program. **(T-1)**

3.11.2. Requirements to submit proposed changes to Air Force Personnel Testing Program:

3.11.2.1. Identify any issues or improvements to the Military Personnel Testing Program to AF/A1PT. **(T-1)** Include details of the proposed test or revised use of an existing test and explain why the proposed change is in the best interest of the Air Force. **(T-1)**

3.11.2.2. After initial review, AF/A1PT will forward approved requests to develop/implement new tests/assessments or to change the manner in which a current Air Force Personnel Test is being used to AFPC/DSYX for review. **(T-1)**

3.11.2.3. Obtain an Assessment Control Number from AF/A1PT or AFPC/DSYX for authorization to administer an assessment in support of selection, classification, or other force management analysis. Coordinate with career field managers of affected Air Force Specialty Codes (AFSCs) to ensure support and concurrence on benefit of assessment survey. **(T-1)**

3.11.2.4. Upon completion of the study submit the results and database to AFPC/DSYX for review. The findings must have documented evidence of adherence to applicable guidelines (e.g., Uniform Guidelines on Employee Selection Procedures, Society for Industrial/Organizational Psychology Principles for the Validation and Use of Personnel Selections procedures, National Council on Measurement in Education Standards for Educational and Psychological Testing). **(T-1)**

Chapter 4

MILITARY PERSONNEL TESTING SYSTEM

Section 4A—Implementing the Military Personnel Testing System

4.1. Overview: The Air Force Military Personnel Testing System helps identify individuals qualified for specific duties and responsibilities. The Air Force 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 Air Force Military Personnel Testing System provides instruments to measure aptitudes, knowledge, and other abilities. The Air Force 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 Strategic Personnel Assessment Program described in **Chapter 3**:

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

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. **(T-1)** The Air Force Accessions and Training Division (AF/A1PT) 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. **Chapter 4, Section 4E o**f this manual describes test compromise policies necessary for securing and safeguarding test materials.

4.2. Military Personnel Testing Operations:

4.2.1. Air Force Departmental Publishing Center/Publishing Program Logistics Section (AFDPC/PPL):

4.2.1.1. Grants test control officers access to the Warehouse Management System to order CONTROLLED TEST MATERIAL

4.2.1.2. Provides a monthly inventory stock level report to AFPC Test Management Office.

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

4.2.1.4. Funds and prints scannable answer sheets for the AFPC Test Management Office.

4.2.2. Headquarters Air Force Personnel Center (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 Air Force Personnel Test or requested changes in the way current Air Force Personnel Tests are used to AF/A1PT.

4.2.2.2. AFPC Promotions, Evaluations and Recognitions Branch (AFPC/DP3SP), Air Force Military Testing Section (AFPC Test Management Office):

4.2.2.2.1. Checks all promotion test scores for validity. Offers retesting solution when score cannot be validated. **(T-3)**

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 Specialty Knowledge Tests for Air Force specialties, Special Duty Indicators, Reporting Identifiers, and subpopulations of Air Force Specialties. **(T-3)**

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 test control officer and directs the activities of this worldwide network of Test Control Officers.

4.2.2.2.9. Maintains a master directory of all Air Force test control officer accounts and manages the worldwide network of Test Control Officers. Provides test control officers 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 AFDPC/PPL to each Test Control Officer.

4.2.2.2.11. Prepares and distributes Test Materials Inventory listing of all accountable Air Force Personnel Tests to each Test Control Officer. N**ote**: AFPC/DP3SP is responsible for all non-promotion tests. AETC SAS/AA 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 Air Force *Enlisted Classification Directory*, to AFPC Test Management Office for evaluation of impact on testing programs and to AETC SAS/AA for informational purposes.

4.2.3. All Major Command Directors of Personnel (MAJCOM A1): Ensure subordinate units comply with instructions issued by AFPC Test Management Office, AFPC/DP3SP, AETC SAS/AA Test Development Section, and the Pilot Candidate Selection Method Program Management Office for Test of Basic Aviation Skills administration.

4.2.4. Air Education and Training Command (AETC) AETC SAS/AA:

4.2.4.1. Develops, revises, publishes, and ships grade-specific enlisted promotion tests (Staff Sergeant and Technical Sergeant Specialty Knowledge Tests, Staff Sergeant and Technical Sergeant Promotion Fitness Examinations, and related materials as specified by AFPC Test Management Office. 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 Specialty Knowledge Tests for new specialties as soon as feasible and in coordination with the applicable career field manager.

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 Air Force Enlisted Classification Directory 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 those needs.

4.2.4.6. Provides recommendations to AFPC/DP3SP 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/DP3SP.

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 SAS/AA webpage. As a minimum, the catalog will include 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/DP3SP and then notifies military testing facilities of changes after initial posting.

4.2.4.11. Coordinates all test development issues with AFPC/DP3SP.

4.2.4.12. Coordinates with AFPC Test Management Office 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 Test Control Officers. Maintains an inventory system to control and account for all promotion tests issued to Test Control Officers.

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 Specialty Knowledge Test administration. Coordinates use of special equipment with appropriate career field managers. Provides information to Test Control Officers for ordering special equipment and other special requirements for testing.

4.2.4.15. Gives AFPC/DP3SP 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 Specialty Knowledge Test/development and Weighted Airmen Promotion System testing.

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

4.2.6. Installation Commanders and Force Support Squadron (FSS) Commanders: All references to installation commanders, or FSS commanders also apply to ANG base detachment commanders or station commanders; appropriate Headquarters Air Force Recruiting Service (HQ AFRS) directors or HQ AFRS group and squadron commanders; and Air Force Reserve Officers' Training Corps (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 Specialty Knowledge Test/Promotion Fitness Examination subject matter expert selection procedures.

4.2.6.3. Ensure unit commanders interview all subject matter experts chosen for test development duties at AETC SAS/AA 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 representative:

4.2.9.1. Briefs Test Control Officer and Test Examiner on procedures and responsibilities to ensure they understand their responsibilities. This includes Special Test Control Officers who administer tests at tenant units and geographically separated units they service.

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

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

4.2.9.4. Appoints 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 (i.e., base bulletin, newspaper, and commander's calls) the examinee's responsibilities in this manual before each testing cycle begins.

4.2.11. Base-level Test Control Officers and Test Examiners:

4.2.11.1. Follow all procedures in this manual; *Air Force Personnel Test Catalog*; AFMAN 33-363; and all other procedural guidance issued by AETC SAS/AA and the Pilot Candidate Selection Method 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 AFPDC/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 Specialty Knowledge Tests and Promotion Fitness Examinations (for applicable cycles), and all other Air Force Personnel Tests listed in the *Air Force Personnel Test Catalog* in accordance with established guidelines.

4.2.11.9. Test Air Force Office of Special Investigations (AFOSI) 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.

4.2.12. Base-Level Test Control Officers: Test Control Officers have certain responsibilities that are separate and unique from those of the Test Examiner. The Test Control Officer 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-3)** The AFPC Test Management Office must approve any annual inventories outside this time period.

4.2.12.2. Inventory test materials by copy number and sign over to the new Test Control Officer within 7 calendar days of appointment of a new Test Control Officer. The new Test Control Officer must take part in this inventory to verify the presence of all tests and sign the inventory document. The Test Control Officer will conduct similar audits when the Test Examiner is replaced. Maintain copies of all Test Material Inventory listings per records management guidelines. **(T-3)**

4.2.12.3. Select Test Examiners that possess unquestionable integrity, maturity, and the ability to maintain test security. **(T-3)**

4.2.12.4. Establish training programs on testing procedures. **(T-3)**

4.2.12.5. Report instances of test material loss or suspected compromise according to **Chapter 4, paragraph 4.12**. **(T-3)**

4.2.12.6. Attend Test Examiner-lead training to ensure quality and consistent test administration prior to each promotion testing cycle. Document the visit with a memorandum. **(T-3)**

4.2.12.7. Oversee administration of the Defense Language Proficiency Test program. **(T-3)**

4.2.12.8. Track CONTROLLED TEST MATERIAL sent to Air Force Personnel Center or other agencies through United States Postal Service or civilian contract carrier to ensure the materials are received by the appropriate authority in a timely manner. **(T-3)**

4.2.13. Base-Level Test Examiners: Test Examiners have certain responsibilities that are separate and unique from those of the Test Control Officer. Test Examiners will as a minimum:

4.2.13.1. Supervise all testing sessions. **(T-3)**

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-3)**

4.2.13.3. Prepare and mail answer sheets according to **Table 4.1**. **(T-3)**

4.2.13.4. Follow proper procedures to hand score tests. **(T-3)**

4.2.13.5. Brief test proctors on their duties in the testing room and on requirements for safeguarding CONTROLLED TEST MATERIAL. **(T-3).**

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 ensure the materials are received by the appropriate authority in a timely manner. **(T-3).**

4.2.14. ANG and Air Force Reserve Command (AFRC) Personnel Testing Program:

ANG and AFRC Education & Training Offices administer their own testing programs. However, in certain cases, they may obtain support from a collocated Regular Air Force (RegAF) military testing facility. Test Control Officers must maintain only tests for which they have a recurring need. **(T-3)** RegAF Test Examiners may schedule ANG or AFRC personnel to test with RegAF Airmen during normal duty hours if requested.

4.2.14.1. Installations gaining ANG units may name Air Force advisors to ANG units as Test Control Officers to administer and control the testing of ANG personnel. These Test Control Officers may use ANG personnel to give and score tests in the ANG program if the ANG unit commander concurs. The gaining installation must designate a qualified ANG technician to serve as Test Control Officer if an Air Force advisor is not appointed as Test Control Officer. **(T-3)**

4.2.14.2. AFRC. The AFRC Test Control Officer must verify that all AFRC Test Control Officers comply with applicable procedures in this manual. **(T-3)**

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-3)**

4.2.15.2. Before, during, and immediately following testing, examinees must follow all instructions. **(T-3)** Examinees must inform the Test Examiner of any mental or physical condition that may prevent them from doing their best or finishing testing. **(T-3)**

4.2.15.3. Individuals receiving Foreign Language Proficiency Bonus must re-certify (retest) annually. **(T-3)**

4.2.15.4. Examinees must wear an authorized uniform or the uniform of the day when testing (AFOSI agents may be tested in civilian clothes). **(T-3)**

4.2.15.5. For promotion testing, Airmen must:

4.2.15.5.1. Know their promotion eligibility status. **(T-3)**

4.2.15.5.2. Maintain their specialty and military qualifications to retain their eligibility. **(T-3)**

4.2.15.5.3. Use self-initiated programs of individual study and effort. **(T-3)**

4.2.15.5.4. Review the annual *Enlisted Promotions References and Requirements Catalog* to identify the applicable study references. **(T-3)** Obtain and study the applicable study references specified for a particular promotion cycle. **(T-3)**

4.2.15.5.5. Be prepared to test the first day of the testing window. **(T-3)**

4.2.15.5.6. 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-3)**

Note: When an Airman signs the promotion testing Report on Individual Person, they are acknowledging access to study material.

4.2.15.5.7. Know their promotion testing requirements prior to testing date. **(T-3)**

4.2.15.5.8. Bring a valid military identification card to any testing session. **(T-3)**

4.2.15.5.9. Bring the minimum personal items possible into the testing room. In addition to items prohibited in the testing room, examinees are discouraged from bringing purses, backpacks, gym bags, brief cases, 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 Test Control Officer/Test Examiner closes the door to the testing room at the appointed start time. **(T-3)**

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 Test Management Office. If AFPC Test Management Office approves the request an account number will be assigned and AFPC Test Management Office will notify AFPDC/PPL. This action places the facility on the master Test Control Officer list and allows the Test Control Officer and Test Examiner to order required test materials.

4.3.3. Test facility conditions:

4.3.3.1. Test Control Officers and Test Examiners must use testing facilities that meet acceptable conditions for testing. **(T-3)** At a minimum they will:

4.3.3.1.1. Ensure the testing room meets minimum noise level requirements. **(T-3)** Contact the local bioenvironmental engineer to measure testing room noise levels. Recommended noise level range for testing facilities is 40 to 45dB(A) and must not exceed 60dB(A) for a significant period of time. 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-3)**

4.3.3.1.2. Provide adequate, comfortable lighting for the room and working surfaces (minimum 75 foot candles of illumination at the desktop). Avoid shadows and glare on working surfaces. **(T-3)**

4.3.3.1.3. Control the ventilation, temperature (between 68-78 degrees Fahrenheit), and humidity to provide for the examinees' comfort. Do not conduct testing when environmental conditions interfere with concentration. **(T-3)**

4.3.3.1.4. Prohibit smoking, eating, drinking, or any other activity which may disrupt testing (this includes Test Control Officers/Test Examiners). **(T-3)**

4.3.3.1.5. Prohibit the possession of any personal electronic devices (to include, but not limited to, smart watches, beepers, 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-3)**

4.3.3.1.6. Arrange the testing room so the Test Examiner can see and hear all examinees continually during testing sessions. **(T-3)** The Test Examiner must not be separated from examinees by a partition or window. Do not use desks or tables with partitions such as study carrels. **Exception**: Carrels are authorized for the Test of Basic Aviation Skills. 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-3)**

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. Refer to Test Control Officer/Test Examiner Training Guide for an illustration of how a testing room may be arranged. **(T-3)**

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. Give additional table space to examinees whose tests require use of inserts, maps or charts. **(T-3)**

4.3.3.2. Do not conduct testing in facilities that fail to meet the minimum standards unless you have a waiver to do so. Any waiver granted for inadequate testing facilities is temporary, not to exceed one year. Take steps to permanently meet the minimum standards listed above.

4.3.3.3. 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 Headquarters Air Force Personnel Center Test Management Office. **(T-3)**

4.3.4. Closing a test facility:

4.3.4.1. When a testing facility is closing, the Test Control Officer must notify AFPDC/PPL and/or AETC SAS/AA and AFPC Test Management Office. **(T-3)** AFPC Test Management Office then deletes the test facility from the master directory and AFPDC/PPL and/or AETC SAS/AA deletes the account from their lists and cancels requisitions.

4.3.4.2. Before a Test Control Officer account closes, the Test Control Officer must destroy or return all test materials. **(T-3)** The Test Control Officer will complete AF Form 310, *Document Receipt and Destruction Certificate*, and send to the AFPC test management office after destruction of CONTROLLED TEST MATERIAL and annotate promotion test booklet destructions in the online inventory. **(T-3)**

4.3.5. Appointing and relieving Test Control Officers: All units authorized to use tests listed in this manual and the *Air Force Personnel Test Catalog, Index of Personnel Tests,* will appoint a Test Control Officer. **(T-3).** To limit the exposure of personnel tests, only one Test Control Officer and a maximum of two Test Examiners are authorized per account. Preferably, the Test Control Officer is also one of the two Test Examiners. Units must request a waiver by the AFPC Test Management Office for more than three personnel. **(T-3)**

4.3.5.1. The Force Support Squadron Commander (FSS/CC) or Air Force Reserve Officer Training Corps Detachment Commander appoints and relieves the Test Control Officer by memorandum (**Attachment 18**).

4.3.5.1.1. Forward a copy of the memorandum to: AFPC/DP3SP, 550 C Street W., Ste 9, JBSA-Randolph TX 78150-4712.

4.3.5.1.2. Forward a copy of Weighted Airmen Promotion System Test Control Officer appointment letters to AETC SAS/AA.

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

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

4.3.5.1.5. FSS/CCs must ensure Test Control Officers 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-3)**

4.3.5.1.6. Test Control Officers monitor appointments of Test Control Officer 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 Test Control Officer/Test Examiner.

4.3.5.2. Appoint only one Test Control Officer. **(T-3)** Do not appoint an alternate, temporary, or emergency Test Control Officer. **(T-3)**

4.3.5.3. Test Control Officer must be an officer or Department of Defense civilian with the grade of GS-5 or higher. **(T-3)** Appointment of an enlisted Airman requires waiver and will generally not be granted.

4.3.5.4. Unless AFPC Test Management Office approves in advance, Test Control Officers must not take a test within 6 months of the date they last had access to that particular Air Force Personnel Test. **(T-3)** Requests for waivers to this requirement must contain the date the Test Control Officer last had access to the Air Force Personnel Test, the length of time served as Test Control Officer, and the testing requirement. **(T-3)** Forward the request to Headquarters Air Force Personnel Center Test Management Office. **(T-3)**

4.3.5.5. Conduct a Test Material Inventory in accordance with **paragraph 4.6** when a new Test Control Officer is appointed. **(T-3)**

4.3.6. Appointing and relieving Test Examiners:

4.3.6.1. The FSS/CC or Air Force Reserve Officers' Training Corps Detachment Commander appoints and relieves Test Examiners by memorandum (See **Attachment 18**).

4.3.6.1.1. Officers or fully qualified civilians (GS-4 or higher) may serve as Test Examiners.

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-3)**

4.3.6.2. Forward a copy of the memorandum to AFPC Test Management Office as outlined in **Attachment 18**.

4.3.6.3. Unless the AFPC Test Management Office approves in advance, Test Examiners must not test within 6 months of the date they last had access to that particular Air Force Personnel Test. **(T-3)** Requests for waivers must contain the date the Test Examiner last had access to the Air Force Personnel Test, the length of time served as Test Examiner, and the testing requirement. **(T-3)** Forward the request to AFPC Test Management Office.

4.3.6.4. Conduct a Test Material Inventory in accordance with **paragraph 4.6** when a new Test Examiner is appointed.

4.3.7. Appointing and relieving test proctors: Test proctors assist the Test Control Officer or Test Examiner by helping observe examinees during test administration. The Test Control Officer or Test Examiner verbally appoints and relieves test proctors. Do not allow proctors

access to actual test material (front cover only). **(T-3)** They can only distribute and collect materials with test booklets closed. **(T-3)**

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 Air Force Specialties. **(T-3)**

4.3.7.2. Military test proctors (for all testing other than promotion testing) must be Staff Seargent selectees or higher. **(T-3)** Department of the Air Force 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-3)** Test Examiners may appoint additional proctors to maintain control and security during testing in unique situations.

4.3.8. Training test administration personnel. Test Control Officers 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 Test Control Officer/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-3).** The FSS/CC or equivalent acknowledges the competence of the Test Control Officer/Test Examiner by endorsing the statement. This statement must be on file in the Air Force Personnel Test security container. **(T-3)**

4.3.9. Recommending enhancements or changes to the Air Force Personnel Testing System: Identify any issues or improvements to the Air Force Personnel Testing System to AFPC Strategic Research and Assessment Branch (AFPC/DSYX) or AF/A1PT. Include details of the proposed or revised Air Force 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 Air Force Personnel Tests in the Air Force Personnel Testing System under uniform conditions using standardized procedures. **(T-3)** Use the procedures in this chapter plus the additional instructions in each administration manual.

4.4.2. Preparing to Administer Tests: Before administering an Air Force 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-3)** Do not give any examinee a test booklet containing marks made by previous examinees. If errors are detected, the Test Control Officer mus notify AFPC Test Management Office. **(T-3)** For Weighted Airmen Promotion System printing errors, the Test Control Officer must also contact AETC SAS/AA. **(T-3)** Immediately order new booklets and destroy the faulty ones unless otherwise directed. **(T-3)**

4.4.2.2. Review the specific instruction manual for administering the Air Force Personnel Test to understand the purpose of the test, its directions, and the materials needed. **(T-3)** The Test Control Officer should rehearse the directions so he or she can read them 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-3)**

4.4.2.4. Reference Air Force Personnel Test 250, *Instructions for Administering United States Air Force Promotion Tests*, in **Attachment 1**. **(T-3)**

4.4.2.5. Verify that enough test booklets, answer sheets, special testing equipment, pencils, erasers, and scratch paper are current and available. **(T-3)**

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-3)** Do not use obsolete forms or form letters as scratch paper. **(T-3)** Never keep scoring keys in the testing room during testing unless locked in a safe. **(T-3)**

4.4.2.7. Determine which tests require additional equipment or have illustrations or inserts that need more tabletop space. **(T-3)** Provide proper space and privacy for the examinees to prevent the use of special equipment from distracting other examinees. **(T-3)**

4.4.2.8. Appoint the proper number of test proctors and brief them on their duties. **(T-3)**

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-3)**

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

4.4.3.1. Check each examinee's identification card to verify each examinee is the person scheduled for testing. **(T-3)** Distribute the booklets, answer sheets, and special equipment after the examinees are seated. **(T-3)** 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. Do not allow examinees to bring in or take out any notes or other study materials. **(T-3)**

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-3)** Excuse examinees affected by any of these things and schedule for another time. It is ultimately the examinees' responsibility to ensure she/he is 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 Test Control Officer or another Test Examiner. **(T-3) Exception***:* For Test of Basic Aviation Skills (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-3)**

4.4.3.5. Once all test materials are distributed, read the standardized directions aloud verbatim from the administration manual. **(T-3)** Do not paraphrase instructions, read instructions from notes or memory, or adapt instructions for local conditions. **(T-3)** If you must read local instructions, read them before those in the Air Force Personnel Test administration manual. **(T-3)**

4.4.3.6. Explain time limits to the examinees as specified in the Air Force Personnel Test administration manual. **(T-3)** 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-3)** When possible, use a timer with an auditory signal to eliminate the need for constantly watching the clock. If you use proctors, instruct them to check the timing independently and consult with you if they suspect an error in timing. Refer to the Test Control Officer/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. 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. **(T-3)** Collect and account for all test materials before dismissing the group. **(T-3)** If examinees finish testing before time expires, check all their materials before allowing them to leave the testing room. **(T-3)** 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-3)**

4.4.3.8. Reference Air Force Personnel Test 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 Air Force Personnel Test 230. **(T-3)** Never allow examinees access to test materials after they have been turned into Test Control Officer/Test Examiner. **(T-3)** Refer to **Table 4.1** for disposition of Air Force Personnel Tests 230. **(T-3)** 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. **(T-3)**

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. **(T-3)** Remain professional and objective. Do not give more assistance to a single examinee than to a group. **(T-3)**

4.4.3.11. Instruct examinees they may not write on the scratch paper provided until after the test starts. **(T-3)**

4.4.3.12. Post the return time for personnel returning for a second test prominently in the testing room. **(T-3)** Inform personnel who are returning to take a second test that they must return on or before the posted time. **(T-3)** Examinees must return to the testing room following an authorized break during a test administration (for Air Force Officer Qualifying Test, Weighted Airmen Promotion System Test, Armed Forces Classification Test, etc.) by the announced and posted time. **(T-3)** Terminate the test administration for examinees who fail to return on time. **(T-3)**

4.4.4. Specific test compromise prohibitions during test administration. Airmen 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. (**Note: Failure by Regular Air Force members, Air Force Reserve 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 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-3)** The test examiner will take the appropriate actions specified in this manual for test compromise situations. **(T-3)** RegAF Air Force Airmen who violate these prohibitions are subject to punishment for violation of Article 92, Uniform Code of Military Justice, violating a lawful general order or regulation, or other applicable articles of the Uniform Code of Military Justice.

4.4.4.2. Cheating/failure to follow instructions. The Test Examiner must notify the Test Control Officer 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-3)** If the Test Examiner discovers cheating/failure to follow instructions, the Test Examiner must terminate the examinee's test and collect all test materials. **(T-3)** The Test Examiner and Test Control Officer must notify their chain of command and the Airman's commander. **(T-3)** Forward the examinee's answer sheet to the appropriate agency (see **Table 4.1**) with a note explaining testing was terminated due to cheating/failure to follow instructions. **(T-3)** 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 the AFPC Test

Management Office. **(T-3).** RegAF Air Force Airmen who violate these prohibitions are subject to punishment for violation of Article 92, Uniform Code of Military Justice, violating a lawful general order or regulation, or other applicable articles of the Uniform Code of Military Justice.

4.4.5. Handling test interruptions:

4.4.5.1. Promotion testing**.** Follow procedures in Air Force Personnel Test 250, *Weighted Airmen Promotion System Test Administration Manual*, if an interruption occurs during promotion testing.

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

4.4.5.3. Tests Supported by the Automated Testing Platform: Follow established testing procedures in the Test of Basic Aviation Skills (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/ 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/reschedule the testing session.

4.4.5.5. Additional Guidance. In any test interruption situation, the Test Examiner must consult with the Test Control Officer first and then contact AFPC Test Management Office if he/she is unsure of proper procedures. **(T-3)** If the Test Control Officer has any doubts at all about what actions to take, contact AFPC Test Management Office prior to taking any action.

4.4.5.6. Follow up action**.** Immediately notify AFPC Test Management Office by message/e-mail with the reason testing was terminated, Air Force Personnel Test being administered, number of examinees involved, specific procedures followed, and the projected date testing is to be resumed/rescheduled. **(T-3)**

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), note time elapsed, collect all of the examinee's test materials, and remind the examinee not to discuss test material. 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 Airman, 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-3)** 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 Test Control Officer. 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 4D**. 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 4.5.3** **(T-3)**

4.4.8.3. Prepare answer sheets for mailing (if required) according to **Table 4.2**. Use **Table 4.1** to determine when and where to mail answer sheets and associated materials. **(T-3)**

4.4.8.4. Before destroying any test materials following a test session, the Test Examiner must ensure all answer sheets have been accounted to ensure none are inadvertently destroyed. **(T-3)**

4.4.8.5. Suspense a partially completed Air Force Personnel Test 230 for 7 calendar days from the date the examinee takes the test. **(T-3)** Do not allow examinees who return to complete PART III access to the test booklet. Destroy as CONTROLLED TEST MATERIAL Air Force Personnel Tests 230 which do **not** contain a source reference and justification. **(T-3)** Examinees may only return to complete PART III of an Air Force Personnel Test 230 that was initiated during the testing session. They may not return to initiate a new Air Force Personnel Test 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. **(T-3)** The Test Control Officer 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 Air Force Personnel Test materials to the testing location. **(T-3)** See **Chapter 4, Section 4D** 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 Test Control Officer at the geographically separated unit if the geographically separated

unit commander concurs. Special Test Control Officers must not delegate any of their duties to other individuals. **(T-3)** Special Test Control Officers must conform to the same restrictions and qualifications as regular Test Control Officer. **(T-3)** Before a Special Test Control Officer may be appointed, the servicing Test Control Officer must verify the Special Test Control Officer can secure test materials in a security container to which only authorized personnel have access. **(T-3).**

4.4.9.3. FSS/CC will appoint the Special Test Control Officer by memorandum. **(T-3)** Send two copies to the Special Test Control Officer. Special Test Control Officers 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-3)** The Special Test Control Officer will return one copy to the Test Control Officer for file and keeps one copy. FSS/CC will send an approved copy of the Special Test Control Officer letter to AFPC Test Management Office. **(T-3)**

4.4.9.4. In certain unique instances, such as the non-availability of Air Force personnel who meet Special Test Control Officer Requirements, the Air Force may appoint an individual from another branch of service as Special Test Control Officer. These Special Test Control Officers must meet the same requirements as Air Force Special Test Control Officers. **(T-3)** The servicing Test Control Officer must reach an appropriate agreement with the Special Test Control Officer's unit and branch of service and get final approval from the geographically separated unit commander. **(T-3)** The geographically separated unit commander will appoint the non-Air Force Special Test Control Officer by memorandum following procedures outlined in **paragraph 4.4.9.3**. **(T-3)** Because other services are usually not familiar with Air Force testing programs, the servicing Test Control Officer must be sure to thoroughly train the non-Air Force Special Test Control Officer on the Air Force Personnel Testing System. **(T-3)**

4.4.9.5. The servicing Test Control Officer must train the Special Test Control Officer on the Air Force Personnel Testing System, all testing procedures, security, and the importance of testing to an individual's career opportunities. **(T-3)** The servicing Test Control Officer must provide the Special Test **(T-3).** Control Officer all instructions and information required to properly handle and administer tests. The servicing Test Control Officer must verify testing facilities comply with requirements in this manual. **(T-3)** A statement from the geographically separated unit commander describing the facilities fulfills this requirement.

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

4.4.9.7. The servicing Test Control Officer or Test Examiner packages and mails all test materials to the Special Test Control Officer according to procedures in **Chapter 4, Section 4D**. The Test Control Officer 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 Test Control Officer, the Special Test Control Officer accounts for all materials in the package, signs and returns the receipt copy of the AF Form 310 to the Test Control Officer. The Special Test Control Officer administers the tests at the earliest practical time and return all test materials to the Test Control Officer within seven calendar days after use. Use the mailing procedures in **Chapter 4, Section 4D**.

4.4.10. General Test Scoring Procedures:

4.4.10.1. Test Scoring. The Test Examiner or Test Control Officer 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 Test Control Officer or another Test Examiner must double-check it. **(T-3)** Do not deviate from scoring instructions for specific Air Force Personnel Tests.

4.4.10.2. Scoring Keys. Do not reproduce answer keys. **(T-3)**

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 Air Force Personnel Test 851 or Air Force Personnel Test 987 answer sheets. Forward any unusual requests for using answer sheets to AFPC Test Management Office.

Table 4.1. Disposition of Answer Sheets and Test Queries.

R U L E		A	B	C
		Air Force Personnel Test Number	**Category**	**Disposition**
1		851	Weighted Airmen Promotion System/ United States Air Force Supervisory Examination 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 550 C Street West, Suite 9 JBSA-Randolph TX 78150-4711
2		230	Weighted Airmen Promotion System/United States Air Force Supervisory Examination 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 SAS/AAA 1550 5th Street East JBSA-Randolph TX 78150-4449

3		230 (see note)	Misc. Queries; i.e., Air Force Officer Qualifying Test, 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 JSBA-Randolph TX 78150-4711

RULE	A	B	C
	Air Force Personnel Test Number	**Category**	**Disposition**
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	DoD 1304-2AS	Armed Forces Classification Test Answer Sheet	Retain for 6 months and then destroy locally.

RULE	A	B	C
	Air Force Personnel Test Number	**Category**	**Disposition**
6	DoD 1304-2AS	Enlistment Armed Services Vocational Aptitude Battery Answer Sheets	Mail certified or commercially available express-mail service daily to: For Europe: MEPS/CTMS, Building 116 Ft Hamilton Brooklyn NY 11252-6700 For Far East: MEPS/CTMS, 300 Ala Moana Blvd P.O. Box 50266 Honolulu HI 96850-0001 For Central and South America: MEPS/CTMS, Building 2435 Marion Street Ft Jackson SC 29207-6025
7	DoD 1304-5AS	Student ASVAB Answer Sheets	Mail certified or commercially available express-mail service daily to: For Europe: MEPS/CTMS, Building 116 Ft Hamilton Brooklyn NY 11252-6700 For the Pacific: Honolulu HI MEPS 490 Central Ave Pearl Harbor HI 96860-0001

R U L E	A	B	C
	Air Force Personnel Test Number	**Category**	**Disposition**
8	705	Air Force Reading Abilities Test Answer Sheets	Retain for 6 months and then destroy locally.
9	81	Electronic Data Processing Test Answer Sheets	Retain for 6 months and then destroy locally.

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

Section 4D—Handling Administrative Tasks

4.5. Submitting a Requisition:

4.5.1. Only appointed Test Control Officers and Test Examiners may requisition Air Force Personnel Test materials indexed in the *Air Force Personnel Test Catalog* or *Enlisted Promotion References and Requirements Catalog*. If an unusual request for Air Force Personnel Test material should arise from an individual or agency outside the Air Force, contact or refer the requester to AFPC Test Management Office.

4.5.2. Submit requisitions according to procedures in the *Air Force Personnel Center Catalog* or *Enlisted Promotion References and Requirements Catalog*. 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 Air Force Personnel Tests to the using activities as they are published. Test Control Officers must order all other Air Force Personnel Test materials upon announcement or as needed. **(T-3)** Check the *Air Force Personnel Test Catalog*, letters, and messages for announcements of new or revised Air Force Personnel Test materials. The Test Control Office must submit requisitions for test materials only when you have a recurring requirement. **(T-3)** For example, do not order every language test listed in the *Air Force Personnel Test Catalog.*

4.5.4. Upon receipt of tests, the Test Control Officer and Test Examiner must jointly verify receipt of materials listed on the document receipt, sign the receipt form, and return the receipt to the AFPC Test Management Office for non-promotion tests. **(T-3)** For enlisted promotion tests they will add the booklets to the AETC SAS/AA online inventory. Refer to the "Test Control Officer Guidebook for Enlisted Promotion Tests" document for procedures. The AFPC

Test Management Office will not fill requistions for accounts whose document receipts are delinquent by more than 30 days until the delinquency is resolved. **(T-3)**

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, they must be conducted in a manner that is above reproach. Account for all test materials with the Test Material Inventory listing during each inventory. The Test Control Officer/Test Examiner Training Guide contains guidance for conducting Test Material Inventories.

4.6.2. The AFPC Test Management Office produces the Test Material Inventory for each Test Control Officer account on 1 July each year. All Test Material Inventories will be sent electronically to each Test Control Officer. **(T-3)** Test Material Inventories must be completed by 15 August unless the Air Force Personnel Center Test Management Office approves an exception to policy. **(T-3)** The AFPC Test Management Office may waive this requirement only under extreme circumstances. In addition, conduct test material Inventories when a new Test Control Officer or primary Test Examiner is appointed. Complete AETC SAS/AA enlisted promotion Test Material Inventories using the online inventory program. Refer to the Test Control Officer Guidebook for Enlisted Promotion Tests document on the AETC SAS/AA website for procedures.

4.6.3. The Test Control Officer conducts the July Test Material Inventory with an impartial official (see **paragraph 4.6.5**). Choose a person who does not have duties associated with the testing organization (not in the Force Support Squadron chain of command) to ensure objectivity and strict control. **Exception:** Air Force Reserve Officers' Corps 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-3)**

4.6.4. When a new Test Control Officer is appointed the current Test Control Officer and previous Test Control Officer conduct a Test Material Inventory within 7 calendar days of appointment. When a new Test Examiner is appointed the Test Control Officer and the new Test Examiner conduct a Test Material Inventory within 7 calendar days of appointment.

4.6.5. The Impartial Official. This is a commissioned officer or a Department of the Air Force civilian with a minimum grade of GS-07 from outside of the Force Support Squadron. The impartial official conducts only front cover reviews to verify Air Force Personnel Test and copy numbers and must not see the test material. **(T-3)** 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-3)**

4.6.6. Test Material Inventory listings. The AFPC Test Management Office listing shows all Air Force Personnel Tests (except promotion tests) charged to the Test Control Officer account. The AFPC Test Management Office only removes Air Force Personnel Tests from the lists after receiving an AF Form 310 from the Test Control Officer account or the official documents show a discrepancy on the Test Material Inventory listing. All AETC SAS/AA enlisted promotion tests are listed in the online inventory. These tests are removed from the inventory when a Test Control Officer uses a scanner to annotate a destruction.

4.6.7. Obsolete Air Force 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 Air Force Personnel Tests. 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-3)**. Use the online inventory program to document the AETC SAS/AA enlisted promotion test inventories/destructions.

4.6.9. Disposition of Test Material Inventory Listings. The AFPC Test Management Office (for non-promotion Air Force Personnel Tests) transmits the Test Material Inventory listing electronically. After completing the Test Material Inventory, the Test Control Officer keeps one annotated copy. For AETC SAS/AA, enlisted promotion tests use the online inventory program to print a listing after the inventory is completed.

4.6.9.1. If the AETC SAS/AA 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 Test Control Officers from ordering test material. **(T-3)**

4.6.9.2. For the non-promotion Test Material Inventory AFPC Test Management Office will send a copy of the completed Test Material Inventory out to the Test Control Officers for verification for Test Material Inventory. All Test Control Officers will verify their Test Material Inventory and provide accurate account of their inventory. **(T-3)**

4.6.9.3. Each Test Control Officer account will provide which test booklet numbers are in their possession.

4.6.9.4. Test Control Officers annotate all changes on a completed AF Form 310 signed by their Squadron Commander. **(T-3)** The FSS/CC must authenticate the Test Material Inventory listing by co-signing. 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 (i.e., 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 Test Control Officer or Test Examiner must advise AFPC Test Management Office. **(T-3)** The Test Control Officer or Test Examiner must also notify AETC SAS/AA if the discrepancies concern promotion tests. **(T-3)** If the Test Control Officer cannot resolve the differences after contacting AFPC Test Management Office or AETC SAS/AA, the Test Control Officer must initiate a test compromise investigation within 7 calendar days from the date of initial discovery following the procedures in paragraph 4.12.12 of this publication. **(T-3)**

4.7. Destroying Air Force Personnel Test Materials:

4.7.1. Test Control Officers will burn or shred Air Force Personnel Tests when authorized by the *Air Force Personnel Test Catalog* or directed by AFPC Test Management Office. Test Control Officers will destroy superseded editions of Air Force Personnel Tests within 30 days of receiving revised editions or other instructions, except if otherwise directed by AFPC Test Management Office. **(T-3)** Destroy AETC SAS/AA enlisted promotion tests within 30 days of the expiration date listed on the booklet. Destroy Air Force 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 "For Official Use Only" materials.

4.7.3. A witnessing official must be present when the Test Control Officer or Test Examiner destroys CONTROLLED TEST MATERIAL. **(T-3)** The witness must meet at least civilian Test Examiner grade requirements or be a commissioned officer. **(T-3)** The Test Control Officer and Test Examiner must not serve together as the destroying and witnessing officials. **(T-3)** The witnessing official must be from outside the agency (not in the Force Support Squadron chain of command). **(T-3)** The witnessing official must verify destruction based on front cover inspection only. **(T-3)** **Exception:** In Air Force Reserve Officers' Training Corps units, the witnessing official may be assigned to the detachment but must not have duties associated with the unit's testing program.

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 SAS/AA enlisted promotion tests. The Test Control Officer must include the Test Control Officer Number, Air Force Personnel Test numbers and edition dates, booklet copy numbers, and destruction date on the destruction certificate. **(T-3).** Print a destruction document for AETC SAS/AA enlisted promotion tests from the online inventory program and use an AF 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 the AFPC Test Management Office for non-promotion tests. The Test Control Officer, Test Examiner, or the responsible custodian must maintain the original destruction certificate or document until the materials are removed from the Test Material Inventory.

4.8. Mailing Air Force 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 Air Force Personnel Test materials. If the package needs identification, use a local control number. For tracking and accountability purposes, Test Control Officers must not include CONTROLLED TEST MATERIAL packages as part of a larger consolidated package. **(T-3)** 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. Do not use a shipping receipt. Include a transmittal memorandum, Air Force Personnel Test 237, 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 Air Force Personnel Test 237. 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. Air Force Personnel Test 230, *Air Force Personnel Test Query*. For queries containing classified information mail registerd or FEDEX express-mail service (stateside only). For all other queries mail using certified or commercially available express-mail service. Do not use

a shipping receipt. Refer to Air Force Personnel Test 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.

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 an Air Force Personnel Test, suspected test material, or any materials identified as CONTROLLED TEST MATERIAL.

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

RULE	If package to be mailed contains...	Then...
1	completed answer sheets for scoring	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 (Air Force Personnel Test 237 or computer list). Include original test roster in the package 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 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 TEST CONTROL OFFICER ONLY." Place stamping over tape seal so that any attempt to compromise contents will be exposed Place package in corrugated cardboard carton or other suitable container to protect sheets from damage. Gross weight must not exceed 10 pounds Seal with heavy-duty tape. Affix mailing labels to outside and inside envelopes

RULE	If package to be mailed contains...	Then...
2	a carton of test material (actual and suspected)	Include a shipping receipt (normally AF Form 310) in two copies 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. 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 TEST CONTROL OFFICER ONLY." Place stamping over tape seal so that any attempt to compromise contents will be exposed Affix to the package a label reading: FOR TEST CONTROL OFFICER ONLY. THIS PACKAGE CONTAINS Air Force Personnel Test NR. ____ COPIES NUMBERED THROUGH _ Tape seal so that any attempt to compromise contents will be exposed Affix one copy of completed shipping receipt (normally AF Form 310) to cover of the inner wrapper 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 Seal with heavy-duty tape. Band with nylon tape when available. Affix mailing labels

RULE	If package to be mailed contains...	Then...
3	an envelope of test material (actual or suspected)	Include a shipping receipt (normally AF Form 310) in two copies 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. 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 TEST CONTROL OFFICER ONLY." Place stamping over tape seal so that any attempt to compromise contents will be exposed Affix to the package a label reading: FOR TEST CONTROL OFFICER ONLY. THIS PACKAGE CONTAINS Air Force Personnel Test NR. ____ COPIES NUMBERED THROUGH _ Tape seal so that any attempt to compromise contents will be exposed Affix one copy of completed shipping receipt (normally AF Form 310) to cover of the inner wrapper Place in envelope and seal appropriately.

Section 4E—Safeguarding CONTROLLED TEST MATERIAL

4.9. CONTROLLED TESTING MATERIAL Classification:

4.9.1. Introduction. This chapter 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 Airmen under the Uniform Code of Military Justice and Department of the Air Force civilians under AFI 36-704, *Discipline and Adverse Actions of Civilian Employees,* for violating these prohibitions.

4.9.2. Authority. Title 5 U.S.C. § 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 Department of the Air Force established an identification or notation to protect material vital to the Air Force Military Personnel Testing System. This identification, CONTROLLED TEST MATERIAL, applies to Air Force 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 U.S.C. § 552), as implemented by DoDM 5400.07_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.

4.9.3. Safeguarding Air Force Personnel Tests. Anyone involved in any fashion with testing or test materials must protect Air Force Personnel Tests from unauthorized access and disclosure **AT ALL TIMES**. **(T-1)** To help provide this protection, the majority of Air Force Personnel Tests and most other actual test materials are marked accordingly. Safeguard all Air Force Personnel Tests and related materials at their maximum classification level. Only AF/A1PT Testing Policy or the AFPC Test Management Office may authorize release of CONTROLLED TEST MATERIAL to persons, agencies, or foreign governments otherwise not entitled to it. 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 "For Official Use Only."

4.9.3.2. Test answer sheets listed in the Air Force 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 Air Force 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. Department of Defense tests and related materials unless otherwise specified by AFPC Test Management Office.

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. The sender is also obligated to notify AFPC Test Management Office 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-3)** Only the following individuals are authorized access to CONTROLLED TEST MATERIAL (exception to this policy requires written approval from AFPC Test Management Office):

4.10.1.1. Test Control Officers, Test Examiners, and Special Test Control Officers 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 SAS/AA (and attached DLA representatives) (for promotion tests), AFPC Test Management Office, AFPC/DSYX, and AF/A1PT.

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 **paragraph 4.12.2**.

4.10.1.4. Senior noncommissioned officers, civilians, and officers specifically named by test development agencies to review certain personnel tests when authorized in writing by AFPC Test Management Office. In addition, AETC SAS/AA may grant access to previous subject matter experts and other individuals who must use their expertise 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 Test Control Officer or Test Examiner. In extraordinary cases, inspectors may review test material if authorized by AFPC Test Management Office. Send complete justification for the review to AFPC Test Management Office. Include the names, social security numbers, grades, Air Force Specialties, and units of assignment of the reviewing individuals in the justification memorandum.

4.10.1.6. Only AFOSI special agents who are commissioned officers or Department of Defense civilians may access test materials in the performance of official duties. Non-AFOSI investigators must obtain written approval from AFPC Test Management Office before gaining access to CONTROLLED TEST MATERIAL when investigating test compromise cases. **(T-3)**

4.10.1.7. During or following a test compromise investigation, it may be necessary for the staff judge advocate, commander, defense counsel, and others involved in the legal process to review CONTROLLED TEST MATERIAL. The AFPC Test Management Office will authorize or deny access in writing. Military judges, staff judge advocates, commanders at

all levels and defense counsels must ensure that the material is safeguarded in accordance with this publication. **(T-3)** 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 Test Management Office or otherwise granted pursuant to Miliary Rule of Evidence 506**. (T-3)**

4.10.1.8. Avoid public disclosure of CONTROLLED TEST MATERIAL during a court-martial whenever possible. **(T-3).** Prior to a trial by court-martial, trial counsel must submit a written request to AFPC Test Management Office to seek authorization for court participants, including the accused, 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 discolure. **(T-3)**

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 Test Management Office. **(T-3)** This includes any individual above, below, or lateral to the Test Control Officer. Investigate unauthorized access that constitutes a test compromise. In the case of a court-martial, report to AFPC Test Management Office 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-3)** (Future reference to security containers includes steel cabinets or vaults. The AFPC Test Management Office must authorize in writing use of other containers). **(T-3)**

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-3)** Do ***not*** use an IN/OUT basket for disposition of CONTROLLED TEST MATERIAL documents.

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-3)**

4.11.6. Only Test Control Officers and Test Examiners may have access to security container combinations. Normally, only two individuals (the TEST CONTROL OFFICER 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 Test of Basic Aviation Skills passwords within 7 calendar days of the date of the letter relieving a Test Control Officer or Test Examiner. Also, change security container combinations and Test of Basic Aviation Skills 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/unsecured.

4.11.8. Those who have access to security containers must prepare and maintain Standard Form (SF) 700, *Security Container Information*, according to AFI 16-1404, *Air Force Information Security Program*. **(T-3)**

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 AFI 16-1404. 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. 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. All Airmen, to include civilian employees, contract employees, and uniformed members of the RegAF, Air Force Reserve (AFR) and ANG are strictly prohibited from engaging in the behaviors listed in **paragraphs 4.12.2**. through **4.12.8**. and their subparapraphs. **(T-1)**

4.12.1.1. Failure by military members to obey this prohibition will constitute a violation of Article 92 of the Uniform Code of Military Justice, violating a lawful general order or regulation, or other applicable articles of the Uniform Code of Military Justice.

4.12.1.2. Air Force civilian employees who violate these prohibitions are subject to adverse administrative action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

4.12.1.3. Members of the ANG and the AFR who violate these prohibitions are subject to punishment under the provisions of Article 92, Uniform Code of Military Justice, or other applicable Uniform Code of Military Justice articles, when under the jurisdiction of the Uniform Code of Military Justice. Otherwise, members of the Air National Guard and the Air Force Reserve who violate these prohibitions are subject to adverse administrative

action under applicable state provisions or other applicable rules, 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, Airmen 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 the subparagraphs to this **paragraph 4.12.2.**, and may be held accountable through the Uniform Code of Military Justice articles or any other applicable punitive article (**Note: Failure by Regular Air Force members, Air Force Reserve 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 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. Specifically, Airmen are prohibited from:

4.12.2.1. Possessing, distributing, reviewing, copying, transmitting, having access to actual test material, or allowing/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 4.12.7.1**). **(T-1)**

4.12.2.4. Questioning examinees for the purpose of determining test content. **(T-1) Exception:** The AFPC Test Management Office 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 Test Management Office. However, they must have authorization from their unit, division, or flight security manager. **(T-1) Exception 2:** AFOSI detachments may reproduce or copy suspected test material without authorization from AFPC Test Management Office when necessary for investigative analysis; however, the material must be safeguarded in accordance with the rules stated herein and access/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 SAS/AA 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, materials will be made available for review by all counsels and appropriate witnesses at the AFOSI office or AETC SAS/AA 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 SAS/AA to AETC SAS/AA 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 Air Force Personnel Center Test Management Office. **(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 Test Management Office. **(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 SAS/AA 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 Air Force Personnel Tests by inspection team members or any other reviewing officials at any level of command without written approval from AFPC Test Management Office. **(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 Test Control Officer or Test Examiner. **(T-1)**

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

4.12.2.9. Taking the same promotion Air Force Personnel Test revision a second time without written approval from Air Force Personnel Center Test Management Office.

4.12.2.10. Knowingly taking the wrong promotion test.

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 Test Control Officer 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. Test Control Officers, 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 Test of Basic Aviation Skills (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 Test Control Officer 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. 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/divulging actual test material or the specific contents of testable material. **(T-1).** Some examples of this type of compromise would be: 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 Test Control Officer channels from AFPC Test Management Office. **(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. This includes but is not limited to all test booklets or portions of test booklets, marked answer sheets, any

documents marked CONTROLLED TEST MATERIAL; 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 Test Control Officer 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 Airman'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 Airman'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. To eliminate the potential for intentional or inadvertent test compromise of Air Force Personnel Tests, examinees and potential examinees are prohibited from using government computers to create, store, or transfer their personal study notes, regardless of whether or not they contain actual test content. Potential examinees may use government computers to review electronic versions of official study references (i.e., AF Handbook (AFH) 1, *The Airman Handbook*, 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 an Air Force Personnel Test with any other person or discussing / 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).** A***ny 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 Test Control Officer, Test Examiner, or special Test Control Officer ***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 Air Force Officer Qualifying Test study prep materials that are available on the Pilot Candidate

Selection Method website for review by examinees (**http://access.afpc.af.mil/pcsmdmz**). 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**: Air Force Officer Qualifying Test examinees may complete training such as a college class or flying training that focuses on improving abilities assessed by the Air Force Officer Qualifying Test 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)**

4.12.5.3.3. Participating in or conducting upgrade training, on-the-job training, qualification training, or training to improve general military knowledge. 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 AF Handbook 1, 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. 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 Air Force Personnel Test. **(T-1)**

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

4.12.6. Airmen who have access to Air Force 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 Air Force 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 Airman who has taken the Air Force Officer Qualifying Test is prohibited from developing a study guide for the Air Force Officer Qualifying Test. **(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. Similarly, government funds will not be used to purchase commercial study guides. **(T-1)**

Use of legally developed commercial study guides, alone, though not recommended, endorsed, or supported by the Air Force, 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 Air Force 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 Test Control Officer 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 For Official Use Only. 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 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 Test Control Officer. **(T-1)**

4.12.8.2. The Test Control Officer must immediately report this information to the FSS/CC or Test Control Officer'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 one day of notification of a suspected compromise of CONTROLLED TEST MATERIAL

4.12.8.3.1. Notify the Air Force Office of Special Investigations 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/she conducts the investigation if the Air Force Officer 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.

4.12.8.4. The Investigating Officer upon appointment will notify the Air Force Test Management Office by memorandum, electronic media, or message (e-mail preferred). Include all appropriate details. **(T-1)** Mark correspondence "FOR OFFICIAL USE ONLY-- SENSITIVE PERSONNEL DATA." Do not publicize any further. **(T-1)**

4.12.8.5. The Air Force Office of Special Investigation will make a determination as to criminal intent and determine whether they will conduct the investigation. **(T-1)** If the AFOSI detachment declines to investigate, prepare a memo indicating the Air Force 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 AFOSI declines to investigate, the Investigating Officer will **(T-1)**:

4.12.8.6.1. Conduct a formal investigation (not an inquiry) using Commander-Directed Investigation Guide found at **https://www.ig.hq.af.mil/igq/Downloads/CDIGuide.doc**.

4.12.8.6.2. Review this manual before beginning the investigation and coordinate findings with the Air Force Office of Special Investigation before submitting a final report. 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. **Note:** The Investigating Officer must determine whether subjects or witnesses are represented by counsel prior to questioning. Make all communications with the counsel, rather than directly with the subject or witness.

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 Test Management Office informed of the status.

4.12.8.8. Treat documents that allegedly compromise actual test material as CONTROLLED TEST MATERIAL until proven otherwise by an official analysis. Since such documents are also evidence, they must receive special handling as government evidence. Investigating officers must consult with the Uniform Code of Military Justice and staff judge advocate before seizing documents. **(T-3)** Forward suspected test materials to AFPC Test Management Office for analysis. **(T-3)** For documents associated with enlisted promotion tests send to AETC SAS/AA 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.

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 Test Management Office. 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. Identify all other reports as FOR OFFICIAL USE ONLY (TEST CONTROL PERSONNEL).

4.12.8.10. The special court-martial convening authority indorses and forwards the completed report to the AFPC Test Management Office. In certain instances the AFPC Test Management Office may consult with the AFPC legal office prior to closing/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 Test Management Office. The new suspense must not exceed 30 days from original suspense. **(T-3)** **Note*:*** In some instances, the AFOSI may conduct a test compromise investigation without informing the Test Control Officer. When this happens, the AFOSI will notify AFPC Test Management Office in accordance with applicable AFOSI directives, and the normal reporting and processing requirements in paragraph 4.12.12 are waived.

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 Air Force test must 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 an Air Force test; use a substitute or parallel item instead. Do 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 Air Force 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/A1PT 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 Air Force test. Open release (without strict controls) includes release or sale of the test or any part of the test to: 1) a non-Air Force agency or individual, 2) Air Force 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. 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 (i.e., available via a download on the web, published in a book, included in a commercial or research database).

Chapter 5

AIR FORCE SURVEYS

Section 5A—Program Operational Roles and Responsibilities

5.1. Survey Confidentiality:

5.1.1. All personnel shall maintain strict confidentiality concerning the identity of individual survey respondents.

5.1.1.1. 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 Air Force, except as required by law (i.e., Freedom of Information Act or appropriate authority (e.g., Congress, Court Order).

5.1.1.2. Do not take adverse or administrative action against individuals because of their response(s) to an official Air Force survey, except in the case of criminal activity/behavior, or threats of harm to the individuals or others.

5.1.2. The Air Force Survey Office cannot provide confidentiality to a participant regarding comments involving criminal activity/behavior, or statements that pose a threat to the participant or others.

5.1.3. Personnel should be encouraged, but not directed to complete surveys.

5.2. Survey Participants: Provide responses to surveys accurately and honestly to provide the best possible data for analysis. Do NOT include classified and/or operationally sensitive information or the names of individuals in a response to any survey item. Survey participation is voluntary.

5.3. Air Force Survey Office (AFPC/DSYS) Process:

5.3.1. Provide oversight of all Air Force attitude and opinion surveys. Ensure surveys meet mission requirements and fulfill the information needs of functional authorities. Protect Airmen's time from surveys and/or survey items that are not actionable, not mission essential, or may be detrimental to the Air Force. Use statistical methods to select the best sample size, thus minimize over-surveying the Total Force as a whole. Support 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.

5.3.2. Advise Air Force organizations on survey administration, processes, and analysis.

5.3.3. Develop and implement procedures for survey operations, including Department of Defense surveys conducted within the Air Force in accordance with DoDI 1100.13.

5.3.4. Represent the Air Force on the Inter-Service Survey Coordinating Committee in accordance with DoDI 1100.13.

5.3.5. Assess the attitudes, opinions, and intentions of Air Force military and civilian members, using focus groups, questionnaires, polls, and interviews. Review requests for surveys and, where appropriate, issue a Survey Control Number for approved surveys. Refer activities that could constitute research with human subjects to an Air Force Exemption Determination Official; if further review is necessary, the Air Force Exemption Determination

Official refers requester to an Air Force Institutional Review Board. Do not initiate surveys without appropriate Institutional Review Board determination in accordance with **paragraph 5.19.2.2**. Inform functional authorities that all survey data collected may be releasable to the public in accordance with the DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program* and advise requester(s) to consider Operations Security implications.

5.3.6. Develop, administer, analyze and report on attitude and opinion survey data as requested by Air Force senior leaders.

5.4. Installation and Unit Commander Process:

5.4.1. Ensure individuals under their functional authority submit all requests to conduct attitude and opinion surveys to the Air Force Survey Office for review and determination of approval. See exemptions listed under **paragraph 5.16**.

5.4.2. Notify the Civilian Personnel Section of any surveys, which include bargaining unit civilian employee(s) to determine union impact.

5.5. Survey Sponsor(s)/Functional Authority: Sponsor/Functional Authority is 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. Survey Sponsor(s)/Functional Authority will:

5.5.1. Obtain survey approval from the Air Force Survey Office. Obtain approval prior to award of a contract for survey administration, if applicable.

5.5.2. Maintain oversight of the project to include ensuring the organization conducting the survey complies with all requirements identified in this manual.

5.5.3. Approve estimate of cost and time required to complete survey.

5.5.4. Accept responsibility for use and release of survey results.

5.5.5. Share aggregate results, as appropriate, with other functional authorities to preclude redundancy in survey administration and data collection efforts. **See Releasing Survey Results in Section 5D.**

5.5.6. Appoint a central point of contact to coordinate survey approval with the Air Force Survey Office, if sponsoring more than 10 surveys per calendar year.

5.6. Survey Requester(s) Process:

5.6.1. Contact the Air Force Survey Office for approval to conduct the survey prior to entering into a contract and/or obligating funds for survey development and administration.

5.6.2. Ensure the survey collection tools administered via the commercial Internet (e.g., .net, .com, etc.) complies with AFGM2018-17-02, *Air Force Enterprise Information Technology Management*. Personnel designing and conducting surveys must use government provided equipment, government information technology services, or Internet-based capabilities accessed from government equipment except as authorized by this manual.

5.6.2.1. Ensure surveys developed using commercial software/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.

5.6.2.2. Ensure the use of commercial servers or services (including cloud computing services) outside of military or government cybersecurity boundaries is approved by Air Force Space Command A2/A3/A6 for use, regardless of applicability of certification and accreditation requirements.

5.6.3. Notify the Civilian Support Branch (AFPC/DP3FS) of any surveys that include bargaining unit civilian employees prior to releasing an approved survey. For questions, contact the Civilian Support Branch (AFPC/DP3FS) at: **AFPC.DP3FS.CivilianSupportBr@us.af.mil**.

5.6.4. Obtain approval on all survey requests from Headquarters Air Force functional authority (minimum three-letter) prior to submission of AF Form 4453, *Request for Air Force Survey Control Number (SCN)*. The Air Force Survey office will not approve survey requests without this endorsement. **Note:** Surveys sent to Air Force personnel by any Air Force individual/organization without official authorization survey control number will be sent a Cease and Desist administration of the survey until proper authorization is in place; the Air Force Survey Office may notify Air Force members to refrain from participating.

5.6.5. Follow the survey requester process as outlined in **paragraph 5.6** above.

5.7. Major Command, Field Operating Agencies, and Direct Reporting Units: Will provide Air Force Survey Program with survey support such as marketing, validation of administrative data, and distribution of final results.

Section 5B—Survey Development Guidelines

5.8. Survey Development: A survey (e.g., questionnaires, focus groups, polls, interviews, etc.) is 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. Follow the guidelines below when developing a survey project.

5.9. Survey Utility: To support effective survey research and minimize survey redundancy and Airmen fatigue, the survey requester must ensure:

5.9.1. Survey items are actionable and the expected benefits to the Air Force outweigh the potential costs (e.g., use of Airmen's time, impact to morale and/or readiness, and potential for negative publicity).

5.9.2. Survey results contribute significantly to the study of relevant Air Force policy or program issues.

5.9.3. Surveys contain the minimum amount of items necessary to meet stated survey objective(s).

5.9.4. Data reported is representative of the population being surveyed or provide a disclaimer stating otherwise.

5.9.5. ***Surveys*** are ***NOT*** administered to gather information to meet requirements for award of an academic degree or serve as a springboard for future research. All students pursuing an academic degree, regardless of their funding source, are considered private citizens.

5.9.6. Surveys will ***NOT*** over-burden certain populations (e.g., pilots); this may result in surveys of those populations being disapproved.

5.10. Respondent Confidentiality: Use administrative procedures, which protect participant's identity and responses in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

5.11. Target Population: Survey requester identifies demographics of the target population (e.g., military, civilian, skill sets, rank, grade, etc.). The target population is a particular group of people that is identified as meeting the criteria of the intended survey project.

5.11.1. Select an appropriate sample size to ensure survey results represent the attitudes and opinions of the target population and reasonably achieve an acceptable confidence level. The Air Force Survey Office reserves the right to limit the sample size when necessary. Surveys that include all members of a target population (census) are discouraged.

5.11.2. Contract and foreign national employees may not be surveyed, as they are considered members of the public.

5.12. Survey Questions: The Air Force Survey Office reserves the right to remove or modify questions failing to comply with the following guidelines. To obtain optimal survey results, ensure survey questions are:

5.12.1. Based on a need-to-know rather than merely gathering information.

5.12.2. Grammatically correct and easily understood by the respondents.

5.12.3. Treated as though they are intended for public release.

5.12.4. Not of a sensitive nature or unnecessarily intrusive.

5.12.5. Do ***NOT*** require an excessive amount of time and/or effort to respond.

5.13. Survey Format and Structure:

5.13.1. Ensure the survey invitations and instructions identify the survey as either anonymous or confidential and that individual responses are kept confidential.

5.13.2. If copyrighted scales, subscales, or questions are used, the requester is required to obtain permission from the author(s) (if necessary) and cite the author(s) in any subsequent report or summary. **(T-0)**. Questions concerning copyright issues can be directed to: The Air Force Legal Operations Agency, Commercial Law and Litigation, 1500 W. Perimeter Road, Suite 1780, Joint Base-Andrews, MD 20762, or email: AFLOA/**JAQ@us.af.mil**.

5.13.3. Each topic should be covered sufficiently, asked in a logical sequence and avoid redundancy. The survey should present a neat and professional appearance. Contact the Air Force Survey Office if further guidance is needed.

5.13.4. Ensure the survey meets psychometric standards. Failure to comply may delay issuance of a Survey Control Number.

5.14. Response Scales:

5.14.1. Response scales should be balanced (i.e., 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).

5.14.2. Ensure response scales are complete, covering the full range of possible answers. An "I don't know," "I do not wish to answer," "None of the above," "N/A," or "Neither/Nor" response may be necessary.

5.14.3. Ensure response options within a scale are mutually exclusive (i.e., clearly different from one another, do not overlap) and response range is all-inclusive for continuous variables such as time, weight, etc.

5.15. Prohibited Survey Topics: Certain topics are prohibited from surveys. This includes, but is not limited to:

5.15.1. Surveys attempting to measure intelligence.

5.15.2. Surveys that may prove harmful to mission accomplishment if the results are disclosed to the public.

5.15.3. Classified information or operational security information.

5.15.4. Political views.

5.15.5. Opinions about specific individuals or their job performance.

5.15.6. Sexual assault, unless authorized by the Director, Air Force Sexual Assault Prevention and Response (AF/A1Z).

5.15.7. Equal Opportunity, unless authorized by the Defense Equal Opportunity Management Institute.

5.16. Survey Projects Exempt (excused from control measures of this manual):

5.16.1. Occupational Analysis surveys with an assigned Air Force Personnel Test number and controlled in accordance with **Chapter 6**.

5.16.2. Internal reporting requirements, including statistical, summary, or status information that must be licensed and approved with a Reports Control Symbol number in accordance with AFI 33-324, *The Air Force Information Collections and Reports Management Program.*

5.16.3. 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.

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

5.16.5. Customer Service surveys, when the intent is to measure customer satisfaction with services provided (e.g., how quickly was your call answered; was the representative able to answer all your questions, etc.). Contact the Air Force Survey Office for additional guidance.

http://www.esd.whs.mil/Directives/collections_pub/ and
https://www.gpo.gov/fdsys/pkg/FR-2006-09-22/pdf/06-8044.pdf and
https://www.gpo.gov/fdsys/pkg/FR-2016-10-12/pdf/2016-24607.pdf and
https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/assets/OMB/inforeg/pmc_survey_guidance_2006.pdf

5.16.6. Inspector General organizations conducting surveys under the purview of Title 10, United States Code, Section 9020, *Inspector General*; Title 32, United States Code, Section

105, *Inspections*; and its implementing Policy Directives are exempt from the control measures of this manual, but may utilize the assistance of Air Force Survey Office.

5.17. Survey Projects *Not* Authorized by the Air Force Survey Office:

5.17.1. All surveys submitted by non-Federal employees, will be returned without action.

5.17.2. Unauthorized Surveys. An unauthorized survey is a survey sent to Air Force Personnel at an official Air Force address (i.e., government email, office address) and does not have a current Air Force Survey Control Number or DoD Washington Headquarters Service Report Control Symbol, or an Office of Management and Budget number.

5.17.3. Personnel receiving an unauthorized survey should not participate and should forward the email to the Air Force Survey Office workflow box at **af.surveys@us.af.mil** immediately with subject line: "unauthorized survey solicitation".

Section 5C—Survey Requests Procedures

5.18. Procedures for requesting survey support: Requests from career field managers to evaluate career field standards should be routed through AFAPT.

5.18.1. Follow the Survey Development Guidelines in **Section 5B** of this manual and include the following:

5.18.1.1. Requester completes AF Form 4453 obtained from the Air Force Survey Office or online through the Air Force Portal, Air Force Survey Office webpage.

5.18.1.2. Requester ensures appropriate level sponsor's digital signature is obtained on AF Form 4453. An appropriate level sponsor is the three-letter at the Secretary of the Air Force (SAF)/Headquarters Air Force (HAF) level who has functional authority over the population surveyed and every question asked; the sponsor must be able to make, change or eliminate policies, programs or procedures in response to survey findings. Surveys that cross-functional lines will require additional three-letter SAF/HAF functional authority signatures for each functional area addressed in the survey. Surveys without appropriate sponsorship will be returned to the requester as incomplete.

5.18.1.3. The requester must:

5.18.1.3.1. State the purpose, justification, and benefits of conducting the proposed survey.

5.18.1.3.2. Indicate actions to be taken because of the survey (e.g., develop training, publication of results, policy implementation, or program evaluation). All survey items must be actionable.

5.18.1.3.3. Specify an Action Officer (must be Air Force personnel), e-mail address, and telephone number. **(T-1)**

5.18.1.3.4. Provide draft survey instrument formatted in a word processing document, along with protocol or supporting documentation.

5.18.1.3.5. Specify proposed survey contract cost, if using a contractor.

5.18.1.3.6. Specify mode of data collection (e.g., computer administered, telephone interview, or face-to-face interview), and HTML link for online surveys.

5.18.1.3.7. State projected analysis plan, target population (e.g., pilots, engineers, etc.), size of the proposed sample, and sampling strategy.

5.18.1.3.8. State projected data collection start/end dates and frequency of survey administration (e.g., annually, biannually, biennially, etc.).

5.18.2. Send completed package to the Air Force Survey Office, at **af.surveys@us.af.mil**.

5.19. Processing Time:

5.19.1. Requests for the Air Force Survey Office to host a survey initiates a workload acceptance determination that is allotted 5 business days. Acceptance of the workload is contingent upon existing Air Force level survey obligations and current workload.

5.19.2. Requests for the Air Force Survey Office to review and provide determination of a survey are allotted 20 business days; review time is contingent upon receipt of a complete package from customer. Approval time may be impacted based on customer response time to requests for additional information, incorporation of feedback from review team by the customer, and return of final draft to the Survey Office.

5.19.2.1. 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.

5.19.2.2. Criteria for Institutional Review Board approval is established by Title 32, Code of Federal Regulations, Part 219, *Protection of Human Subjects*, directed by DoDI 3216.02_AFI 40-402, *Protection of Human Subjects and Adherence to Ethical Standards in Air Force Supported Research*. Forward the submission to an Institutional Review Board, as appropriate. Processing time that is separate from survey requests is determined by individual Institutional Review Boards, and is not controlled by the Air Force Survey Office.

Section 5D—Releasing Survey Findings

5.20. Survey Results:

5.20.1. All requests for survey results are processed in accordance with DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*. Results are released if request meets all requirements.

5.20.2. Results from surveys administered by the Air Force Survey Office are released only as aggregate data to the action officer(s) and/or survey requester(s).

5.20.3. Public Affairs must coordinate on all public release of survey results. 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)**

5.21. Survey Results Not Released. Do not release record-level data which identifies, or potentially identifies, individuals based on their response(s) and/or demographics except as required by law (i.e., Freedom of Information Act or appropriate authority (e.g., Congress, Court Order, etc.))

5.22. Commander Surveys. Commanders who conduct a survey may release the survey instrument or results to the public or media by forwarding them through the unit Public Affairs office. Unless requested and approved under the criteria of DoDM 5400.07_AFMAN 33-302, commanders are not required to release surveys or survey results, except as required by law (i.e., Freedom of Information Act or appropriate authority (Congress, Court Order, etc.)).

Chapter 6

OCCUPATIONAL ANALYSIS

Section 6A—Overview

6.1. Program Description: Air Education and Training Command (AETC) houses the Air Force Occupational Analysis Program within the AETC Studies and Analysis Squadron, Occupational Analysis Division (AETC SAS/OA). The purpose of this Air Force Program is to equip senior leaders and managers of Air Force personnel and training programs with objective and factual information about Air Force occupations and civilian occupational series. The role of AETC SAS/OA is to conduct occupational studies, develop survey instruments, analyze the data collected, and provide actionable AF Specialty information. Decision-makers associated with personnel program responsibilities for AF Specialties use Occupational Analysis data to justify or change personnel policies and to refine and maintain occupational structures. Decision-makers associated with training program responsibilities for AF Specialties use Occupational Analysis data to develop, validate, evaluate, and adjust training. Additionally, Occupational Analysis data is provided to personnel within the AETC Studies and Analysis Squadron, Airman Advancement Division (AETC SAS/AA) to support the Weighted Airman Promotion System to ensure relevant, fair, and reliable promotion test content.

6.2. Program Purpose: Occupational analysis provides objective, actual, and actionable data for optimizing decisions for personnel classification and utilization; capabilities-based training; and Weighted Airman Promotion System testing. Occupational analysis supports personnel classification and utilization by identifying duties and tasks performed at each career stage and validating occupational structures. Occupational analysis supports capabilities-based training by identifying knowledge and training that will optimally meet job performance and operational requirements. Occupational analysis supports Weighted Airman Promotion System testing identifies operationally relevant duties and tasks for test development content to promote and retain the best Airmen.

Section 6B—Occupational Survey Process

6.3. Overview:

6.3.1. AETC SAS/OA conducts occupational studies on enlisted AF Specialties based on anticipated force development requirements, customer need, and upon request. Special studies, to include Air Force-directed initiatives, officer AF Specialties, and civilian occupational series, are conducted upon request. All career field members have pivotal roles with the constructive outcomes of occupational studies. (**Note**: additional guidance, processes and procedures, outside of this publication, may be employed for special studies.)

6.3.2. Occupational analysts coordinate all occupational studies with appropriate career field and functional managers, and the training community for matters such as:

6.3.2.1. Confirming need and appropriate time to conduct an occupational study.

6.3.2.2. Verifying site visit and clearance.

6.3.2.3. Establishing unique data collection procedures and requirements.

6.3.2.4. Establishing guidance on use and reporting of occupational study results.

6.4. Occupational Study Requests: The Air Force Career Field Manager for the AF Specialty being studied initiates and/or approves commencement of an occupational study for their AF Specialty. 6.4.1. Submit requests and supporting information following the format contained within **Attachment 19.**

6.4.2. Requests for information must include:

6.4.2.1. Issues and requirements for the occupational study.

6.4.2.2. AF Specialty, family of AF Specialties, or civilian occupational series to be studied.

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

6.4.2.4. Recommended site visits for subject-matter expert interviews during the job inventory development phase.

6.4.2.5. Points of contact.

6.5. Data Collection Instruments: AETC SAS/OA analysts develop:

6.5.1. A comprehensive job inventory comprised of tasks performed or knowledge areas applied by members of an AF Specialty or civilian occupational series. The job inventory development process begins with examining core training and classification documents such as, but not limited to:

6.5.1.1. Career field education and training plans (CFETPs), focusing on course training standards and specialty training standards contained in CFETP, Part II; and plans of instruction.

6.5.1.2. Classification documents, such as Air Force Enlisted Classification Directory, Air Force Officer Classification Directory, and Office of Personnel Management Handbook of Occupational Groups and Families.

6.5.1.3. Appropriate Air Force directives (e.g., AFIs, AFMANs).

6.5.1.4. Previous occupational studies.

6.5.1.5. Career upgrade and development course material (addressing the CFETP, parts I and II).

6.5.2. A task or knowledge listing (job inventory) by visiting training centers and operational locations, selected by AF Career Field Managers, to interview subject matter experts who assist:

6.5.2.1. Development of the content and organization of the job inventory (duty areas and task or knowledge statements).

6.5.2.2. Development of AF Specialty background questions of interest.

6.5.2.3. In the association of duty areas and task or knowledge statements (job inventory) to core training and classification documents.

6.5.3. Schedules and coordinates issues with customers: AF Career Field Manager, Major Command (MAJCOM) functional managers, training pipeline managers, and technical training managers.

6.5.4. Additional survey instruments to collect data from select samples of survey participants (e.g., 7- and 9-skill level members, and when warranted, Chief Enlisted Managers). These survey instruments collect task factor data (i.e., training emphasis and task learning difficulty ratings) reported for tasks contained within the job inventory.

6.6. Survey Administration:

6.6.1. Surveys are administered to all eligible personnel in the targeted AF Specialty or civilian occupational series through direct e-mail. The survey sample is based on population distributions and personnel listings generated by the Air Force Personnel Center (AFPC).

6.6.2. Due to the nature and critical uses of occupational survey data (reference **Section 6C**); all Air Force members (RegAF, ANG, and AFRC) must complete occupational surveys. Identified civilians are strongly encouraged to participate.

6.6.3. Leadership at all levels will ensure selected members of their organizations complete and return surveys accurately and promptly.

6.6.4. Failure of personnel to complete and return occupational surveys negatively impacts the development of AF training programs, Weighted Airman Promotion System examinations, and the efficient and effective use of personnel and resources.

6.7. Survey Analyses and Reports: AETC SAS/OA analysts:

6.7.1. Track survey returns to ensure a representative distribution of the survey sample is collected.

6.7.2. Analyze subsets of the occupational survey data, to include identification of:

6.7.2.1. Member groupings based on percent members performing work, and percent time spent performing work; according to the tasks selected by the survey respondents.

6.7.2.2. Similarities and differences among work identified.

6.7.2.3. Patterns of career progression by skill level and experience groups.

6.7.2.4. Distinctions between tasks performed by surveyed home-stationed and deployed members.

6.7.2.5. Distinctions in duties and tasks among MAJCOM groups and components.

6.7.2.6. Task training emphasis ratings reported by 7- and 9-skill level members.

6.7.2.7. Task learning difficulty ratings reported by 7- and 9-skill level members.

6.7.2.8. Background characteristics of skill level and experience groups, MAJCOM groups, home-stationed and deployed groups, and other targeted subsets.

6.7.2.9. Patterns formed by members of identified groups in response to job satisfaction, retention, and work-life balance questions.

6.7.2.10. Operational relevance of training programs by associating occupational survey data to core training documents, such as CFETPs (course training standards and specialty training standards) and plans of instructions.

6.7.3. Prepare an occupational analysis report documenting:

6.7.3.1. Survey methodology.

6.7.3.2. Analysis results.

6.7.3.3. Implications/Recommendations.

6.8. Analysis Products: Provide historical documentation for:

6.8.1. Air Force personnel or training specialists.

6.8.2. Outside agency requests.

6.8.3. Source references for longitudinal research and studies on AF Specialties and civilian occupational series.

6.8.4. A repository of published occupational and special studies.

6.9. Customers: AETC occupational analysts communicate the results of occupational studies through briefings that encompass discussion of the occupational analysis outcomes, and provide guidance with understanding, interpreting, and application of the data. Customers include: Career field leadership; training managers and specialists; personnel classification and research specialists including the Strategic Personnel Research & Assessment Program in support of AF/A1P force development and management; and personnel responsible for Weighted Airman Promotion System test development.

Section 6C—Uses of Occupational Analysis Information

6.10. Force Development:

6.10.1. AETC SAS/OA provides research and analysis support for education and training program development of Airmen in order to produce adaptable, capable, and lethal warfighting assets to combatant commanders.

6.10.2. AETC SAS/OA provides task-based occupational survey data and analysis support for use with the instructional system development (ISD) process in the development of dynamic, capabilities-based technical training programs for the Total Force.

6.10.3. AETC SAS/OA reviews, optimizes, creates and implements survey instruments to solicit feedback on Air Force institutional competency development programs and assessment systems; measure their effectiveness on performance-databased criteria, and close identified gaps in order for Airmen to possess the optimal combination of both occupational and institutional competencies.

6.10.4. AETC SAS/OA data provides critical support to the AF/A1P Strategic Personnel Research & Assessment Program assessment development and validation of selection and classification processes to optimize force development and management of Air Force human resources.

6.11. AF Specialties: Personnel classification specialists (AFI 36-2101, *Classifying Military Personnel* (*Officer and Enlisted*)) use occupational analysis outcomes to:

6.11.1. Identify AF Specialty distinctive responsibilities.

6.11.2. Validate classification documents and guidance.

6.11.2.1. Remove responsibilities (e.g., duties) from classification documents no longer accomplished.

6.11.2.2. Identify and document new responsibilities.

6.12. Personnel Utilization: AF Career Field Managers use occupational analysis outcomes as an objective source in constructing and updating CFETPs and in making other personnel and resource utilization decisions. AF Career Field Managers and MAJCOM functional managers consider occupational analysis outcomes at Specialty Training Requirements Teams, Utilization and Training Workshops, and other AF Specialty planning workshops to:

6.12.1. Revise occupational or classification structures (e.g., AF Enlisted Classification Directory).

6.12.2. Revise personnel and resource utilization practices.

6.13. Air Force Training Programs: Occupational survey data is integral to the analysis and evaluation phases of the Instructional Systems Development process (MIL-HDBK-29612-2A, *Department of Defense Handbook-Instructional Systems Development/Systems Approach to Training and Education; and* AF Handbook 36-2235, *Information for Designers of Instructional Systems*, under the overarching philosophy of continuous process improvement. Occupational survey data provides training developers the supporting information to develop a concise list of operationally relevant tasks performed and knowledge areas applied by an AF Specialty or civilian occupational series. This data determines areas requiring training, when the training is warranted along the training continuum, and suggests the optimal training setting. Analysis results provide factual data used to validate and refine CFETPs (course training standards and specialty training standards) and other training documents; develop new courses, validate or revise existing courses, or discontinue unnecessary training programs (AFI 36-2651, *Air Force Training Program*).

6.13.1. AETC SAS/OA provides support data, such as occupational analysis reports and special occupational survey data extracts, to the AF Career Field Managers, training pipeline managers, and technical training managers prior to the Specialty Training Requirements Team or Utilization and Training Workshop. AETC SAS/OA analysts present occupational study results at Specialty Training Requirements Teams, Utilization and Training Workshops, and other training planning meetings. The training managers of a technical training or flying training program must review newly published occupational analysis reports for implications on current courses.

6.13.2. Training development personnel focus on:

6.13.2.1. Tasks performed by a large percentage of members.

6.13.2.2. Tasks with high task training emphasis ratings.

6.13.2.3. Tasks with high task learning difficulty ratings.

6.13.2.4. Duty areas comprised of tasks with high percentage of time spent by members.

6.13.3. For training development in initial skills, advanced, and specialized courses training personnel focus on training tasks performed by substantial percentages (30 percent or more) of relevant criterion groups, such as:

6.13.3.1. Total Force groups.

6.13.3.2. Personnel in their first job or first enlistment.

6.13.3.3. Personnel at the 3-, 5-, and 7-skill levels.

6.13.3.4. Targeted groups.

6.14. Promotion Tests for the Weighted Airman Promotion System: Occupational survey data provides a valuable and reliable measure for Air Force enlisted promotion specialty knowledge tests for the Weighted Airman Promotion System. Test development experts and subject-matter experts use occupational analyses outcomes to aid in determining valid, data-supported test content within AF Specialty domains (**Chapter 4**). The occupational survey data provided to AETC Studies and Analysis Squadron Airman Advancement Division for Weighted Airman Promotion System test development includes:

6.14.1. Predicted testing importance ratings (comprised of percent members performing, percent time spent, and task factor ratings).

6.14.2. Performance by pay grade and skill level groups of specific duty areas and tasks.

6.15. Published Occupational Studies: To access published occupational studies under the category of Unlimited Distribution, refer to the following website: **http://oa.aetc.af.mil/**. 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: AU AND USAFA

7.1. Air University Institutional Program Assessment:

7.1.1. The Air University Commander and President (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, analysis, 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 C.F.R. 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 AFI.

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/program completers and alumni, stakeholder, and supervisors. For Air University, individuals should contact the Chief of Institutional Effectiveness (AU HQ – A3) 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 the Air Force Survey Office.

7.2. United States Air Force Academy Institutional Program Assessment:

7.2.1. The Superintendent of the United States Air Force Academy (USAFA/CC) oversees institutional program assessment.

7.2.2. Institutional program assessment includes:

7.2.2.1. Institutional, program, and course level plans, analysis, 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 Title 32, Code of Federal Regulations, Part 219, *Protection of Human Subjects*, 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 AFI.

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/program completers and alumni, stakeholder, and supervisors. For USAFA, individuals should contact the USAFA Survey Control Program (HQ 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.

SHON J. MANASCO
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

5 U.S.C. § 301

10 U.S.C. § 9020

32 U.S.C. § 10532

32 CFR, Part 219

Freedom of Information Act (5 U.S.C. § 552)

Paper Reduction Act (44 U.S.C. §§ 3501-3521)

Privacy Act (5 U.S.C. § 552a)

DoD 5200.1-R, *Information Security Program,* January 1997

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

DoDI 3216.02_AFI 40-402, *Protection of Human Subjects and Adherence to Ethical Standards in Air Force Supported Research,* 10 September 2014

DoDM 1145.02, *Military Entrance Processing Station (MEPS),* 23 July 2018

DoDM 5400.7_AFMAN 33-302, *Freedom of Information Act Program,* 27 April 2018

AFPD 36-20, *Recruiting Program and Accession of Air Force Military Personnel,* 19 February 2019

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel,* 20 June 2017

AFPD 36-25, *Military Promotion and Demotion,* 2 November 2018

AFPD 36-26, *Total Force Development and Management,* 18 March 2019

AFGM2018-17-02, *Air Force Enterprise Information Technology Management,* 3 May 2018

AFH1, *The Airman Handbook,* 1 October 2017

AFH 36-2235, Information for Designers of Instructional Systems – Guide to Needs Assessment, Vol 6, 1 Nov 2002

AFH 36-2235, *Information for Designers of Instructional Systems – Application to Technical Training,* Vol 9, 1 Nov 2002

AFH 36-2235, *Information for Designers of Instructional Systems – Application to Education,* Vol 12, 1 Nov 2002

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AFI 10-701, *Operations Security (OPSEC),* 8 June 2011

AFI 16-1404, *Air Force Information Security Program,* 29 May 2015

AFI 31-122, *Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) Program*, 31 July 2015

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-704, *Discipline and Adverse Actions of Civilian Employees,* 3 July 2018

AFI 36-2002, *Enlisted Accessions,* 11 July 2017

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted),* 25 June 2013

AFI 36-2651, *Air Force Training Program*, 3 January 2019

AFI 36-2502, *Airman Promotion/Demotion Programs,* 6 January 2017

AFI 36-4005, Total *Force Language, Regional Expertise & Culture Program,* 10 May 2019

AFMAN 33-363, *Management of Records,* 1 March 2008

Air Force Personnel Test Catalog, *Index of Personnel Tests*

Air Force Personnel Test 230, *Air Force Personnel Test Query*

Air Force Personnel Test 237, *Test Roster*

Air Force Personnel Test 851, Answer Sheet

Air Force Personnel Test 250, *Weighted Airmen Promotion System Test Administration Manual*

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

MIL-HDBK-29612-2A, *Instructional Systems Development/Systems Approach to Training and Education (Part 2 of 5 Parts),* 31 Mar 2016

Air Force Enlisted Classification Directory

Enlisted Promotion References and Requirements Catalog

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 310**,** *Document Receipt and Destruction Certificate*

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

AF Form 1566, *WAPS Test Verification*

United States Military Entrance Processing Station Command (USMEPCOM) Form 680-3A-E, *Request for Examination*

Standard Form 700**,** *Security Container Information*

SF 701, *Activity Security Checklist*

SF 702, *Security Container Check Sheet*

Prescribed Forms

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

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

Abbreviations and Acronyms

ABM—Air Battle Manager

AETC—Headquarters Air Education and Training Command

AETC/SAS/AAD—Airman Advancement Division

AETC SAS/OA—Air Education and Training Command, Studies and Analysis Squadron, Occupational Analysis Division

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

AF/A1P—Directorate of Force Management Policy

AF/A1PPR—Rated Force Management

AF/A1PT—Accessions and Training Division

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

AF/RE—Chief of Air Force Reserve

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

AF/SG—The Surgeon General

AF-WIN—Air Force Work Interest Navigator

AFCA—Air Force Compatibility Assessment

AFRAT—Air Force Reading Abilities Test

AFSC—Air Force Specialty Code

AFECD—Air Force Enlisted Classification Directory

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFOQT—Air Force Officer Qualifying Test

AFPC—Air Force Personnel Center

AFPC/DP3FS—Air Force Personnel Center, Civilian Support Branch

AFPC/DP3SP—Promotions, Evaluations, and Recognition Branch

AFPC/DSYS—Air Force Personnel Center, Air Force Survey Office

AFPC/DSYX—Strategic Research and Assessment Branch

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

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

AFRCRS/CC—Commander, Air Force Reserve Command Recruiting Service

AFOSI—Air Force Office of Special Investigations

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

AFRS/RSOA—Air Force Recruiting Service Operations Division's Analysis Branch

AFS—Air Force Specialty

ANG—Air National Guard

APT—Armed Services Vocational Aptitude Battery Predictor Test

AU—Air University

ASVAB—Armed Services Vocational Aptitude Battery

CFETP—Career Field Education and Training Plan

CSO—Combat Systems Operator

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

DLAB—Defense Language Aptitude Battery

DLPT—Defense Language Proficiency Test

EDPT—Electronic Data Processing Test

DoDM—Department of Defense Manual

EPQT—Enlisted Pilot Qualifying Test

MAJCOM—Major Command

MAPWG—Manpower Accession Policy Working Group

MEPS—Military Entrance Processing Station

METS—Military Entrance Test Sites

NGB—National Guard Bureau

NGB/A1—Formal Training & Force Development Division

NGB/A1PO—Officer Programs and Policy Branch

NGB/A1Y—Recruiting and Retention Division

NGB/A1D—Development and Sustainment Division

NGB/A1PP—Force Management Programs

NGB/CF—Director of the Air National Guard

PCSM—Pilot Candidate Selection Method

PFE—Promotion Fitness Examination

RegAF—Regular Air Force

RPA—Remotely Piloted Aircraft

SDI—Self-Description Inventory

SJT—Situational Judgment Test

SKT—Specialty Knowledge Tests

TAPAS—Tailored Adaptive Personality Assessment System

TBAS—Test of Basic Aviation Skills

USAFA—United States Air Force Academy

WAPS—Weighted Airman Promotion System

Terms

Exempt Determination Official—Official authorized to make Institutional Review Board 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, etc.); measures that will be utilized in the study (e.g. survey instruments, questionnaires, interview scripts, recruitment material, etc.); and other materials specific to the proposed study.

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 AF Specialty or civilian occupational series, such as demographics, equipment and systems used.

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 Air Force Specialties. 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, job structure, skill level analyses, MAJCOM 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.

Task Factor Ratings—Task training emphasis and task learning difficulty ratings reported by 7- and 9-skill level members of an AF Specialty; each AFSC-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 AF Specialty or civilian occupational series report the task factor ratings.)

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: Air Force Officer Qualifying Test, 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 (outlines, scratch paper, etc.); 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.

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 4E** for rules concerning the use of these products.

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 4E**.

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 Promotion Fitness Examination or is in the testing room taking the Promotion Fitness Examination is considered a Promotion Fitness Examination examinee. However, an individual who has taken the Air Force Officer Qualifying Test is not considered a Promotion Fitness Examination examinee because they are different Air Force Personnel Tests.

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 AF Handbook 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.

Knowledge—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.

Potential Examinee—Certain individuals who may be administered a specific Air Force Personnel Test in the reasonably foreseeable future. For example, civilians and Airmen may take the Air Force Officer Qualifying Test and are therefore potential examinees for the Air Force Officer Qualifying Test. 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 (multiple choice, fill in the blank, matching, essay, etc.). According to **Chapter 4, Section 4E 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.

Suspected Test Material—Any material that is believed by authorities (i.e., AFOSI, Test Control Officer, 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 test ponies.

Testable Material—Includes, but is not limited to, , commercial study guides developed by an authorized source, Career Development Courses, Air Force instructions, documentary material produced and distributed through official channels, and personal study material. According to **Chapter 4, Section 4E of** this manual, testable material only compromises actual test material when it is shared between, used, or observed by more than one examinee or potential examinee or any unauthorized individual with the intent of improving test scores or to aid in studying for an Air Force Personnel Test. This includes any documents, electronic media, or notes containing information from promotion test study references listed in the *Enlisted Promotions References and Requirements Catalog*.

Testing Administration Period—The date and time allotted for examinees to take Air Force Personnel Tests.

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. Air Force Officer Qualifying Test 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 Remotely Piloted Aircraft), Combat Support Officer, and air battle manager training are required to take the Air Force Officer Qualifying Test. 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 Air Force Reserve Officers' Corps, Officer Training 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 Air Force Personnel Test 990, *Air Force Officer Qualifying Test Manual for Administration*. Normally, only administer the AFOQT to those individuals your 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 (including Remotely Piloted Aircraft (RPA)), Combat Support Officer (CSO), 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.

A2.4.2. When Test Control Officers 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. If the Test Control Officer 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."

A2.4.2.1. Include the social security number, date, and Test Control Officer account number in the disclaimer. A witness must also sign it. File the original copy of the disclaimer in the individual's records and provide a copy to the Test Management Office.

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

A2.5. Scoring the Air Force Officer Qualifying Test. All Air Force Officer Qualifying Test answer sheets are centrally scored at the Test Management Office. Results are posted to the AFPC Testing Office website within 1 week of receipt of answer sheets from the testing facility.

A2.6. Retesting:

A2.6.1. Conditions for Retests. Do not administer a retest until at least five months have passed from the date the Air Force Officer Qualifying Test was previously administered. Advise applicants to consider retests only when scores achieved on the last test are unobtainable, incomplete, or not indicative of their current skills and abilities (in the opinion of the recruiting official or commander). Give the alternate form and version from the previous administration.

A2.6.2. Three test administrations are authorized, but before the third test administration can be authorized the examinee must provide substantive proof of having completed (since the previous Air Force Officer Qualifying Test administration) at least one college course in a subject relevant to the Air Force Officer Qualifying Test, gained significant flying experience, or improved other skills and abilities measured by the Air Force Officer Qualifying Test. **(T-1)**

A2.6.2.1. Test Control Officers must forward all requests for an individual's second retest (third test administration) to the AFPC Testing Office for authorization. **(T-1)**

A2.6.2.2. Authorization requests must include documentation of all education and experience with grades achieved and other relevant measures.

A2.6.3. Applicants who desire to retest within the 150-day period must send justification for exception to policy to the AFPC Testing Office (HQ AFPC/DP3SP) for review and determination. AF/A1P is the waiver authority for all exceptions. **(T-1)**

A2.6.4. Air Force Officer Qualifying Test Preparation. Self-study Air Force Officer Qualifying Test preparatory materials are available on the Pilot Candidate Selection Method website at **http://access.afpc.af.mil/pcsmdmz/AFOQTPrepMaterials.html**. Formal or informal group study is prohibited.

A2.7. Longevity of Scores. Only Air Force Officer Qualifying Test T1/T2 and T7/T8 scores are valid. Scores from the most recent test are used as the scores of record. Earlier test scores are no longer valid and may not be used for official purposes. No waivers will be granted. **(T-1)** In addition, scores from different forms or administrations of the Air Force Officer Qualifying Test may not be combined. **(T-1).**

A2.8. Distributing and Recording Air Force Officer Qualifying Test Scores. Scores may be accessed on the test score website, **https://w20.afpc.randolph.af.mil/afoqtsnet20/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 Direct Access Number from the country you are in, 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. The Air Force has established minimum Air Force Officer Qualifying Test standards for commissioning and classification for all line officer commissioning programs. For pilot training applicants, the Air Force Officer Qualifying Test score of record will be used to compute the Pilot Candidate Selection Method score. **(T-1)**

Table A2.1. Air Force Officer Qualifying Test Minimum Standards

Air Force Officer Qualifying Test Minimum Standards					
	Verbal	Quantitative	Pilot	Combat	ABM
Commissioning	15	10			
Pilot (including Remotely Piloted			25	no min	no min
Combat Support			no min	25	no min
Air Battle			no min	no min	25

Note 1: Submit exception to policy requests to waive any of the minimum AFOQT standards or time between test administrations to the AFPC Testing Office (HQ AFPC/DP3SP) for review and determination. The request must include a memo with the Commander's concurrence, individual AFOQT scores, and other information relevant to the request. If necessary, AFPC/DP3SP will elevate to AF/A1P who is approval authority for all exceptions. **(T-1)**

Note 2: If an Air Force Reserve Officer Corps cadet is being removed from the Air Force Reserve Officers' Corps program because of failure to meet the Air Force Officer Qualifying Test Verbal and Quantitative minimum scores and is going to be required to enlist in the Air Force, their package must be forwarded to AF/A1PT for review to determine whether a waiver of minimum scores or a retest is authorized. **(T-1)**

Note 3: Prior-service officers entering the Air Force Reserve or ANG are not required to have Air Force Officer Qualifying Test scores since they have already met the minimum requirements during their RegAF service. The Air Force Officer Qualifying Test 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.

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 Air Force Officer Qualifying Test Worksheet (Air Force Personnel Test 238) with examinees' names, social security numbers, and other required entries.

A2.11. Package Control. Set up a control log for Air Force Officer Qualifying Test mailing at the beginning of each calendar year. Number packages sequentially beginning each calendar 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, etc.) If a Test Control Officer has a 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: **Example**: TEST CONTROL OFFICER 5325-096-200 LAST PACKAGE CY 2011. Indicate the assigned package number and the TEST CONTROL OFFICER 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 - TEST CONTROL OFFICER account number, 012 – calendar year 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 TEST CONTROL OFFICER account, the Air Force Personnel Center Testing Office notifies the TEST CONTROL OFFICER 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 Test Management Office. An examinee's request for verification of test scores will only be considered when there is substantial evidence a scoring error may have occurred. Requests based solely on an individual's belief that test scores do not properly reflect aptitude will be disapproved. **(T-3)**

Attachment 3

TEST FOR BASIC AVIATION SKILLS (TBAS)

A3.1. Purpose. The TBAS measures cognitive, multi-tasking, and psychomotor attributes predictive of success in Air Force pilot (including Remotely Piloted Aircraft (RPA)) training programs. A pilot candidate's AFOQT Pilot score (or, where applicable, Enlisted Pilot Qualifying Test (EPQT) score) and Federal Aviation Administration certified flying hours are combined with the TBAS measurements to formulate a Pilot Candidate Selection Method (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 Support Officer (CSO), and air battle manager (ABM) training programs.

A3.4. Administering the Test of Basic Aviation Skills. Administer the TBAS according to procedures specified by the TBAS Operator's Manual, AFPC Test Management Office, 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 Test Control Officers 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. If the Test Control Officer 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 Test Control Officer account number in the disclaimer. A witness must also sign it. File the original copy of the disclaimer in the individual's records and provide a copy to the AFPC Test Management Office.

A3.4.2. Test Control Officers 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 Test of Basic Attributes Test. 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 Pilot Candidate Selection Method composite score.

A3.6. Updating Flying Hours. To update flying hours, candidates must 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, Ste 45 JBSA-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. Only two TBAS test administrations are authorized. Do not administer a retest (second test administration) until at least six months have passed since the first administration. TBAS scores remain valid indefinitely. Test Control Officers and Test Examiners must inform all examinees that only two administrations of the TBAS are authorized. **(T-1)** Scores from the most recent AFOQT (or, where applicable, EPQT), TBAS, and updated flying hours are used to compute the PCSM score of record. Earlier test scores are no longer valid and may not be used for official purposes. Note: For applicants who have taken both the AFOQT and EPQT, the PCSM score of record is based on the most recent test date (i.e., 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). Submit exception to policy requests to waive the minimum time between test administrations or waiver of the required minimum score to the PCSM help desk who will in turn submit to the AFPC Testing Office (HQ AFPC/DP3SP) 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/DP3SP will elevate to AF/A1P who is approval authority for all exceptions. **(T-1)**

A3.8. Distributing and Recording Pilot Candidate Selection Method Scores. Pilot Candidate Selection Method scores are available online at **http://access.afpc.af.mil/pcsmdmz/index.html**. Questions can be directed to the PCSM Program Office at (877) 977-8995.

A3.9. Minimum Requirements. Test of Basic Aviation Skills (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 "FOR OFFICIAL USE ONLY."

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

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 Armed Services Vocational Aptitude Battery Predictor Test 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 Armed Services Vocational Battery testing programs--Student and Enlistment. The Student Testing Program applies to Armed Services Vocational Battery testing in educational institutions such as high schools and vocational trade schools. The Enlistment Testing Program applies to Armed Services Vocational Battery testing in authorized accessions testing facilities such as MEPS and METS. The Army is the executive agent for the overall Armed Services Vocational Battery Testing Program. The Defense Personnel Assessment Center in the Office of People Analytics is the executive agent for Armed Services Vocational Battery research and development.

A5.2. Description. The Air Force computes four composite scores for the Armed Services Vocational Battery: 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 Armed Services Vocational Battery to all prior and non-prior service applicants for enlistment into the active Air Force, ANG, and Air Force Reserve Command.

A5.4. Ordering Materials. Only overseas RegAF Test Control Officers and Test Examiners authorized to administer the Armed Services Vocational Battery may order the materials listed in the *Air Force Personnel Test Catalog*.

A5.5. Administering the Armed Services Vocational Battery:

A5.5.1. Student Testing Program. Military Entrance Processing Station personnel administer and control student versions of the Armed Services Vocational Battery. The United States Military Entrance Processing Command (USMEPCOM) assigns schoolteachers or school officials to assist in administering and proctoring Armed Services Vocational Battery testing sessions. Responsibilities for student testing in Department of Defense schools overseas are assigned regionally to the recruiting services of the Armed Forces. In England and Spain Military Testing Facility Test Control Officers and Test Examiners assist Air Force Recruiting Service by administering student versions of the Armed Services Vocational Battery in Department of Defense schools as requested, scheduled, and coordinated by Air Force recruiters. Military Testing Facility Test Control Officers and Test Examiners control the student version of the Armed Services Vocational Battery used for overseas testing.

A5.5.2. Enlistment Testing Program. MEPS and METS conduct enlistment testing for RegAF requirements. At overseas locations, Military Testing Facility Test Control Officers and Test Examiners administer and control enlistment versions of the Armed Services Vocational Battery. 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 Armed Services Vocational Battery 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 Armed Services Vocational Battery for refining or changing classification decisions. **(T-1).**

A5.6.3. Administer the Armed Services Vocational Battery 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 Armed Services Vocational Battery retesting policy through the recruiting squadron via AFRS/RSOP to AF/A1PT. Only AF/A1PT has authority to approve waivers.

A5.7. Recording Armed Services Vocational Battery 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 18**. Give copy two to the recruiter and maintain copy three at the testing facility.

A5.8. Using Scores:

A5.8.1. Enlistment. Refer to AFI 36-2002, *Enlisted Accessions*, for using Armed Services Vocational Aptitude Battery scores and Armed Forces Qualifying Test scores required to select applicants for enlistment in the active Air Force and Air Force Reserve Command. For ANG enlistment, using Armed Services Vocational Battery scores to select applicants without prior ANG service.

A5.8.2. Classification and Assignment. Refer to Air Force Enlisted Classification Directory for using Armed Services Vocational Battery scores in the classification and assignment of Airmen.

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 AFI 36-2002 for additional information about enlistment in the Air Force and Armed Services Vocational Battery testing.

Attachment 6

ARMED FORCES CLASSIFICATION TEST

A6.1. Purpose. The Armed Forces Classification Test evaluates Airmen in the same four aptitude areas as the Armed Services Vocational Aptitude Battery (ASVAB) (i.e., the Mechanical, Administrative, General, and Electronics composites). These aptitude areas relate to training success in particular groups of Air Force Specialties. Minimum scores are required for entry into certain Air Force Specialties that indicate the likelihood of training success in the Air Force Specialty.

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

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. **(Note:** The Armed Services Vocational Battery title is referenced throughout the material but should have been updated with pen-and-ink changes to Armed Forces Classification Test.) 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 Department of Defense prohibits the administration of the ASVAB to RegAF, Reserve, or Guard airmen. The Armed Forces Classification Test is administered instead. Test Control Officers or Test Examiners may administer the Armed Forces Classification Test to officers who plan to enlist after separation. They may also give it to Airmen in the Regular Air Force, ANG, or Air Force Reserve Command 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's abilities. This could be based on discrepancies between the Airman'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 Test Control Officer to the Air Force Personnel Center Test Management Office.

A6.6. Recording Armed Forces Classification Test Scores. The Test Control Officer 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 Test Control Officer or Test Examiner gives the Defense Language Aptitude Battery to:

A7.3.1. Officers and Airmen 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 Colonel-selects within 120 days of notification of promotion selection. Do not test colonel-selects if they already have Defense Language Aptitude Battery scores on record. Line Colonel-selects must contact the Military Testing Facility to schedule testing. **(T-1)**

A7.3.4. Department of Defense 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 DLAB 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 Test Control Officer to Air Force Personnel Center Test Management Office. 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 Airmen 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 Test Control Officer or Test Examiner gives the Electronic Data Processing Test to Airmen applying for career fields with an Electronic Data Processing Test requirement as specified in Air Force Enlisted Classification Directory 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 Air Force Enlisted Classification Directory 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 Specialty Knowledge Tests and Promotion Fitness Examinations). 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 Specialty Knowledge Test measures specialty knowledge associated with a specific Air Force specialty. The Promotion Fitness Examination measures general military and supervisory knowledge. **Note:** The United States Air Force Supervisory Examination measured military, supervisory, and managerial knowledge and was a requirement for promotion cycles 19E7 and earlier.

A9.3. Description of Promotion Tests: Specialty Knowledge Test and Promotion Fitness Examination: 100-item, multiple-choice tests, each taking approximately 2 hours to administer, including instructions.

A9.3.1. Specialty Knowledge Test. Measures specialty knowledge of their career field for a specific Air Force specialty. Test content is normally limited to references listed in the Career Field Education and Training Plan. Publications used as Specialty Knowledge Test references must be available Air Force-wide. All study references used to support Specialty Knowledge Test 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 SAS/AA web page.

A9.3.2. Promotion Fitness Examination. 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 SAS/AA web page.

A9.4. Promotion Test Development. AETC SAS/AA 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 Specialty Knowledge Test. 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 SAS/AA Test Development guidance maintained by AETC SAS/AA. 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/she is ineligible or unable to test for medical reasons (see **paragraph A9.11.3**). Always administer the current revision.

A9.5.1. Specialty Knowledge Tests. Administer the Specialty Knowledge Test to all Airmen eligible for and desiring promotion consideration to the grades of staff and technical sergeant. Administer the Specialty Knowledge Test for the Air Force Specialty Code in which Airmen are competing for promotion. Refer to the current *Enlisted Promotions References and Requirements Catalog* for specific Specialty Knowledge Test waivers. Refer to AFI 36-2502, *Airman Promotion/Demotion Programs*, for information on Specialty Knowledge Test exemptions.

A9.5.2. Promotion Fitness Examinations. Administer the Promotion Fitness Examination 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 United States Air Force Supervisory Examination and Promotion Fitness Examination test development projects, AETC SAS/AA announces nomination and subject matter expert requirement procedures by memorandum approximately 120 days before each project date. For Specialty Knowledge Tests, 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 SAS/AA will:

A9.6.1.1. Select RegAF Chief Master Sergeants to write the Promotion Fitness Examinations. Selection will be optimized to ensure maximum Air Force Specialty, major command, and demographic participation.

A9.6.1.2. Select Master Sergeants or Senior Master Sergeants to write Specialty Knowledge Tests 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 AFOSI for a quality review.

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

A9.6.2. Unit Commanders. Personally interview each nominee to ensure he / 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 Specialty Knowledge Tests, 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 Air Force Specialty 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.

A9.6.2.1.8. Must have been promoted to the current grade through the Weighted Airmen Promotion System.

A9.6.2.2. For Promotion Fitness Examinations and United States Air Force Supervisory Examinations. AETC SAS/AA will provide subject matter expert requirements with the nomination procedures referred to in **paragraph A9.6**. Unit commanders will ensure each selectee meets the requirements specified by AETC SAS/AA.

A9.6.2.3. For all promotion tests. Unit commanders will advise subject matter experts they are responsible to AETC SAS/AA for their test-writing duties before, during, and after their test development temporary duty. Any subject matter expert test-related concerns after their test project must only be addressed to AETC SAS/AA or the Air Force Personnel Center Test Management Office. Use only information approved and or released by AETC SAS/AA in a subject matter expert trip report.

A9.6.3. Military Personnel Flights/Units.

A9.6.3.1. Adhere to required timelines, nomination, and special experience requirements specified in the Test Planning Document on the AETC SAS/AA 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 SAS/AA 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 SAS/AA funds these TDYs. Advise selected subject-matter experts to contact AETC SAS/AA 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 SAS/AA 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 SAS/AA 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 Air Force Personnel Center will provide a spreadsheet with estimated number of booklets by Test Control Officer and Air Force Personnel Test. Using the spreadsheet as a guide, Test Control Officers will log in to the online inventory system and order the number of booklets required by Air Force Personnel Test. Refer to the Test Control Officer Guidebook for Enlisted Promotion Tests document on the AETC SAS/AA website for details on ordering enlisted promotion test booklets. **(T-3)**

A9.8.2. On receipt of the tests, the Test Control Officer and Test Examiner must jointly verify the correct quantity, booklet numbers, and types of tests received using the online inventory system.

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 Test Control Officer will not be able to order any additional test materials until the discrepancy is resolved.

A9.8.3.2. Account suspension. If an account is suspended, the Test Control Officer will lose access to the online inventory until the discrepancy or discrepancies are resolved and the FSS/CC requests removal of the suspension and Air Force Personnel Center Military Testing Office approves.

A9.9. Maintaining the Required Air Force Personnel Test Revision. Generally, enlisted promotion tests (Specialty Knowledge Tests, Promotion Fitness Examinations, and United States Air Force Supervisory Examinations) are valid for a one-year administration period based on the promotion eligibility cutoff date. Test Control Officers 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**).

A9.10. Scheduling Promotion Testing. Test Control Officers and Test Examiners will adhere to the following promotion testing windows and schedule all promotion eligibles during the allocated testing window for each grade. When examinee population exceeds the capacity to complete testing within the window without undue hardship (overtime, accountability, shipment, odd shifts, etc.), send a request to extend the testing window to Air Force Personnel Center Test Management Office.

Cycle	Testing Window
Staff Sergeant	1 May - 15 Jun
Technical Sergeant	15 Feb - 15 Mar

A9.10.1. Airmen must be prepared to test on the first day of the testing administration window.

A9.10.2. If an Airman is present for any portion of the testing administration window, he/she must test at home station during the administration window.

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 eligibles 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-3)**

A9.10.6. Personnel Departing Permanent Change of Station. If you 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 Air Form 1566. 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.

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. Test Control Officers and Test Examiners will use the following procedures for personnel who deploy to real-world contingency operations before their testing window begins.

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. 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-3)**

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. 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.

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 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 indicted 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 AFI 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 A9.10.8** 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 from a military treatment facility. The AF Form 422 will indicate if the Airman is or is not medically able to study during this period. Schedule testing after the release date of the temporary restriction listed on the AF Form 422. If the condition still exists after that date, the Airman must obtain a new AF Form 422. 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. 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 indicating they may need a restroom break during testing. Enlisted escorts must be at least one grade level higher than the examinee.

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. Test Control Officers/Test Examiners will maintain a current list of all nonweighable examinees for all cycles in the Weighted Airmen Promotion System Information Retrieval System (WIRE) with documented reason for the delay and projected test date. Update reason for delay in testing and projected test date in WIRE no later than 30 days after the end of the testing window. Test Control Officers/Test Examiners must track and verify all changes in status. Review status and updated on a monthly basis.

A9.11.5. Commanders, through the unit Weighted Airmen Promotion System monitor, will notify the Base Test Control Officer when a member who requires testing has returned from a temporary duty, deployment, hospitalization etc., and direct the member to contact the Test Control Officer immediately for scheduling. Any member who fails to immediately contact the Test Control Officer 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/DP3SP. Always give the current revision. Never administer an obsolete test for supplemental promotion consideration.

A9.13. Testing Notification. Test Control Officers/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. 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 **A9.14**). The Airman completes AF Form 1566. The Weighted Airmen Promotion System monitor returns the original to the Test Control Officer 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 Specialty Knowledge Test exemption.

A9.13.2. Airmen who decline promotion testing must complete the 1st endorsement, paragraph 2 of the AF Form 1566. 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. 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/DP3SP is the approval authority for withdrawal of a declination statement.

A9.13.4. If an Airman elects not to complete the AF Form1566, 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 suspense the Airman's Commander's Support Staff to return the notification letter within 5 calendar days. 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 authorityfor rescheduling. Rescheduling will not be authorized for reasons within the Airman's control. 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.

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 Specialty Knowledge Test. When an Airman has taken the wrong Specialty Knowledge Test, 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 Specialty Knowledge Test for the wrong shredout of an Air Force Specialty Code, request testing instructions from AFPC/DP3SP. Regardless of the circumstances, forward all answer sheets with any answers marked to Air Force Personnel Center Test Management Office. 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. Under no circumstances may an Airman retake the same test. Airman will be contacted by AFPC/DP3SP concerning specific testing requirements.

A9.16. Preparing and Mailing Materials for Scoring:

A9.16.1. Answer Sheets and Test Rosters. Review all answer sheets (Air Force Personnel Test 851) and test rosters (Air Force Personnel Test 237) for accuracy. See **Table 4.1** for mailing procedures.

Note: Test Control Officers/Test Examiners are responsible for the accuracy of sections A through J of the Air Force Personnel Test 851 and must verify that these sections are completed and bubbled in correctly.

A9.16.2. Packaging and Mailing. Test Control Officers and Test Examiners may mail Weighted Airmen Promotion System and United States Air Force Supervisory Examination 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 or United States Air Force Supervisory Examination 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 you have a Special Test Control Officer, mail test materials within 7 calendar days of receipt from the Special Test Control Officer.

A9.16.5. Package Control. Set up separate control logs for Weighted Airmen Promotion System and United States Air Force Supervisory Examination accounts at the beginning of each calendar year. Number packages sequentially beginning each year with Do not skip sequence numbers or use these control logs for any other mailings (i.e. queries, other types of test answer sheets, etc.) If you have 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: **Example**: TEST CONTROL OFFICER 1325-096-300 PAST PACKAGE CY 08. Indicate the assigned package number and the Test Control Officer 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 (TEST CONTROL OFFICER 1560-012-050) McChord AFB WA 98438-5016. The numbers illustrate: 1560 - Test Control Officer account number, 012 – calendar year 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 Test Control Officer

account, Air Force Personnel Center Test Management Office notifies the Test Control Officer 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 when there is substantial evidence a scoring error may have occurred. The FSS/CC disapproves requests for verification based on identical test scores, same score as previous year, several identical scores within the same Air Force Specialty Code 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 Air Force Personnel Center Test Management Office for action.

A9.19. Release of Promotion and Testing Results. Any Airman not specifically authorized by Air Force Personnel Center/DPS, Director of Personnel Services, 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 Specialty Knowledge Test, Promotion Fitness Examination, and United States Air Force Supervisory Examination scores is to assess an Airman's specialty and general military knowledge for promotion consideration in the Weighted Airmen Promotion System/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 Department of Defense 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/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 Airmen in the regular Air Force, ANG, or Air Force Reserve Command and Air Force Civilians who claim proficiency in one or more foreign languages. You must also: **(T-3).**

A10.3.1. Support, as able, testing other Service members and Department of Defense civilians who request a test under the Defense Language Proficiency Test System.

A10.3.2. Dependents of military Airmen and Department of Defense civilians if required for a special duty assignment.

A10.3.3. Personnel identified by Air Force Personnel Center Test Management Office and the Air Force Senior Language Authority.

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 Lanugage 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 Lanugage Proficiency Bonus qualification or to satisfy a mandatory requirement.

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 Air Force Personnel Center Test Management Office 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 Test Control Officer.

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 Test Control Officer.) **(T-3)**

A10.5.6. Suspense date for interview.

A10.5.7. Date of last interview, if available. **Note*:*** Air Force Personnel Center Test Management Office will forward request to Defense Language Institute Foreign Language Center for scheduling. Advise Airmen 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.

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 Test Management Office. 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.govtilr.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 Lanauge 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 Airmen 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 FOR OFFICIAL USE ONLY.

A11.3. Personnel Tested. Any Airman may take the Air Force Reading Abilities Test.

A11.4. Administering the Air Force Reading Abilities Test. Air Force Personnel Center Test Management Office approves administration of the Air Force Reading Abilities Test by personnel other than an authorized Test Control Officer 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 Test Control Officer. 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. The Air Force Liaison noncommissioned officers assigned to MEPCOM conduct the strength test as part of the classification and counseling process per United States Entrance Processing Station Command Regulation 40-1. 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 Military Entrance Processing Station personnel by AFRS/RSO.

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 until the handles reach or exceed 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 Air Force Specialty 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 Air Force Enlisted Classification Directory.

Attachment 13

AIR FORCE WORK INTEREST NAVIGATOR

A13.1. Purpose. The purpose of the Air Force Work Interest Navigator 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 Air Force Work Interest Navigator is an Internet-based delivered interest inventory that matches examinees' interests on the dimensions of functional communities, job contexts, and work activities to Air Force Specialty Code job profile markers to identify their "best fit" Air Force Specialties. 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 Air Force Work Interest Navigator for enlisted Air Force Specialty Codes 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 Air Force Specialty Codes. The second version is for use closer to commissioning when finalizing the Air Force Specialty Code assigned to a cadet upon commissioning.

A13.3. Personnel Tested. The Air Force Work Interest Navigator 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 Air Force Work Interest Navigator does not require a proctor and can be accessed with an entry code received from recruiting or training personnel. The Air Force Work Interest Navigator is available on AF.COM, myPers website and at the following link: **https://afwin.oesglobal.com/AFWIN/DODSecurityStmt.aspx**

A13.5. Retesting. There is no retesting period. An examinee can retake the assessment at any time. The purpose of the assessment if for an examinee to accurately reflect their understanding of their interests to identify the "best fit" Air Force Specialty to their interests.

A13.6. Recording Scores. Air Force Work Interest Navigator scores are maintained on the Air Force Work Interest Navigator server for providing to training and recruiting personnel for use in recruiting and accessions processes.

Attachment 14

AIR TRAFFIC SCENARIOS TEST

A14.1. Purpose. The Air Traffic Scenarios Test is part of the classification screening process for candidates for the enlisted Air Traffic Control (ATC) Air Force Specialty Code.

A14.2. Description. The Air Traffic Scenarios Test consists of simulated Air Traffic Control scenarios where the examinee is scored on how effectively they manage the departure, landing, tracking, etc. of aircraft with minimal safety violations. The test is administered on the TBAS testing platform and takes about an hour to complete

A14.3. Personnel Tested. Any recruit interested in entering the Air Force as an Air Traffic Controller or member wanting to retrain in the Air Traffic Control AF Specialty must take the Air Traffic Scenarios Test.

A14.4. Administration. The Air Traffic Scenarios Test is available at Military Entrance Processing Stations and other Test Control Officer locations that have a Test of Basic Attributes testing platform.

A14.5. Retesting. Applicants are allowed one retest. Wait at least 150 days from the date of the last test before retesting.

A14.6. Recording Scores. Transmit Air Traffic Scenarios Test data by e-mail to the Test of Basic Attributes Program Office (**afpc.pcsm@us.af.mil**) for scoring. The Pilot Candidate Selection Method Program Office's Test Processing Station will combine a candidate's most recent Air Traffic Scenarios Test data, Armed Services Vocational Battery score, and Tailored Adaptive Personality Assessment System score to compute the overall Air Traffic Control model score.

Attachment 15

ENLISTED PILOT QUALIFYING TEST

A15.1. Purpose. The Enlisted Pilot Qualifying Test is used to help select candidates for the enlisted Remotely Piloted Aircraft training program. Enlisted Remotely Piloted Aircraft applicants may take either the Enlisted Pilot Qualifying Test or Air Force Officer Qualifying Test.

A15.2. Description. The Enlisted Pilot Qualifying Test includes subtests (Math Knowledge, Table Reading, Instrument Comprehension, and Aviation Information) that parallel the subtests on the pilot portion of the Air Force Officer Qualifying Test. It is administered on Test of Basic Aviation Skills testing platform.

A15.3. Personnel Tested. The Enlisted Pilot Qualifying Test is administered to applicants for the enlisted Remotely Piloted Aircraft flying training program. Applicants for the enlisted Remotely Piloted Aircraft flying training program must take either the Enlisted Pilot Qualifying Test or Air Force Officer Qualifying Test; applicants are ineligible to take the Enlisted Pilot Qualifying Test if they have taken the Air Force Officer Qualifying Test within the last 150 days. **(T-1)**

A15.4. Administration. Administer the Enlisted Pilot Qualifying Test according to procedures specified by the Test of Basic Aviation Skills Operator's Manual, Air Force Personnel Center Test Management Office, and the Pilot Candidate Selection Method Program Office. Allow approximately 15 minutes for Enlisted Pilot Qualifying Test administration. The Enlisted Pilot Qualifying Test is given in conjunction with the Test of Basic Aviation Skills.

A15.5. Retesting. Wait at least 150 days from the date of the last Enlisted Pilot Qualification Test or Air Force Officer Qualifying Test before retesting. If you have taken the Enlisted Pilot Qualifying Test and the Air Force Officer Qualifying Test twice, you are ineligible to test again on either the Enlisted Pilot Qualifying Test or the Air Force Officer Qualifying Test.

A15.6. Recording Scores. Transmit Enlisted Pilot Qualifying Test data by e-mail to the Test of Basic Aviation Skills Program Office (**afpc.pcsm@us.af.mil**) for scoring. The Pilot Candidate Selection Method Program Office's Test Processing Station will combine a candidate's Enlisted Pilot Qualifying Test score (or Air Force Officer Qualifying Test-Pilot score), Test of Basic Aviation Skills data, and flying hours to compute the overall Pilot Candidate Selection Method composite score.

Note: For applicants who have taken both the Air Force Officer Qualifying Test and Enlisted Pilot Qualifying Test, the Pilot Candidate Selection Method score of record is based on the most recent test date (i.e., for applicants who took the Enlisted Pilot Qualifying Test first and then later took the Air Force Officer Qualifying Test, the Air Force Officer Qualifying Test score is used to calculate the Pilot Candidate Selection Method score of record).

Attachment 16

TAILORED ADAPTIVE PERSONALITY ASSESSMENT SYSTEM

A16.1. Purpose. The Tailored Adaptive Personality Assessment System is used as one factor in classification model scores for selected Air Force Specialty Codes.

A16.2. Description. The Tailored Adaptive Personality Assessment System 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 Military Entrance Processing Station at the same time they complete the Armed Services Vocational Battery. It is also administered on the Test of Basic Aviation Skills platform for selected retraining Air Force Specialty Codes.

A16.3. Personnel Tested. The Tailored Adaptive Personality Assessment System is administered to all new recruits as part of their selection and classification testing at the Military Entrance Processing Stations and to Airmen retraining into selected Air Force Specialty Codes.

A16.4. Administration. For Airmen retraining, administer the Tailored Adaptive Personality Assessment System according to procedures specified by the Test of Basic Aviation Skills Operator's Manual and the Pilot Candidate Selection Method Program Office. Allow approximately 30 minutes for Tailored Adaptive Personality Assessment System administration.

A16.5. Retesting. Wait at least 6 months from the date of the last Tailored Adaptive Personality Assessment System administration before retesting.

A16.6. Recording Scores. When administered on the Test of Basic Aviation Skills platform, transmit Tailored Adaptive Personality Assessment System data by e-mail to the Test of Basic Aviation Skills Program Office (**afpc.pcsm@us.af.mil**) for scoring. The Pilot Candidate Selection Method Program Office's Test Processing Station will combine a candidate's Tailored Adaptive Personality Assessment System data with other model score inputs to compute the retraining Air Force Specialty classification model score.

Attachment 17

JOB COMPATIBILITY ASSESSMENT

A17.1. Purpose. The Job Compatibility Assessment is a required assessment which is part of the screening process for hiring civilian Security Forces weapons-bearing positions.

A17.2. 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 the American with Disability Act. The Job Compatibility Assessment provides a score that is one factor used by the hiring official in the selection process. See AFI 31-122, *Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) Program*, paragraph 2.2.1.6.

A17.3. Personnel Tested. The Job Compatibility Assessment is administered to all applicants to Security Forces weapons-bearing civilian positions.

A17.4. 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 Test Control Officers is to support ordering of answer sheet Air Force Personnel Test 987 dated 1 April 2004 when requested by Security Forces. Contact the AFPC test management office (AFPC/DP3SP) for further information about the Job Compatibility Assessment.

A17.5. Scoring the Job Compatibility Assessment. All Job Compatibility Assessment answer sheets are centrally scored by the Test Management Office. Results are posted to the AFPC Testing Office website within 1 week of receipt of answer sheets from the testing facility.

A17.6. Retesting. Wait at least 6 months from the date of the last Job Compatibility Assessment administration before retesting.

A17.7. Distributing and Recording the Job Compatibility Assessment Scores. Scores may be accessed on the test score website, **https://w45.afpc.randolph.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 18

LETTER OF APPOINTMENT FOR TEST CONTROL OFFICER/TEST EXAMINER

MEMORANDUM FOR AFPC/DP3SP (Date)
Headquarters AETC SAS/AA (For enlisted promotion TCO accounts)

FROM: ORGANIZATION
Unit Mailing Address

SUBJECT: Appointment of Test Control Officer and Test Examiner(s) for Test Control Officer Account XXXX.

1. The following individuals are appointed as Test Control Officer/Test Examiner for the below listed account. They are required to read and follow the procedures listed in AFMAN 36-26XX and the *Enlisted Promotions References and Requirements Catalog*.

Test Control Officer

NAME:	**GRADE**	**DSN #**	**TES Test Control Officer #**	**E-MAIL**
JON PUBLIC	GS-7	487-xxxx	1xxx/9xxx	**jon.public@us.af.mil**

Test Examiner

NAME(S):	**GRADE**	**DSN #**	**Test Control Officer #**	**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 Test Control Officer/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 Test Control Officer's supervisor:

6. I certify by signing this letter all required test material inventories were accomplished and all safe combinations were changed (when/if a Test Control Officer/Test Examiner change) in accordance with AFMAN 36-26XX and published changes.

//SIGNED//
(Force Support Squadron Commander's Signature Block)
COMMANDER

Attachment 19

OCCUPATIONAL SURVEY REQUEST

SUBMIT REQUEST TO: surveymanager@us.af.mil.
SUBJECT: Information to Support the Occupational Study for Air Force Specialty (XXXXX)

1. Highlight issues and requirements that prompted the occupational study request, such as: (provide dates/timeframes)

a. Notable changes in mission. (e.g., changes in work or management procedures or practices)
b. Anticipated AFS transformation. (e.g., creation, merger of AFSs)
c. Optimization/modernization of technical training programs. (e.g., transformation from podium to online training delivery mediums)
d. Development of new training programs. (e.g., just-in-time courses for 5- and 7-skill level Airmen)
e. New weapons systems, new equipment.
f. Update AFS classification documents. (e.g., AFECD)
g. Occupational survey data is dated (old) and needs to be refreshed. (e.g., promotion test data needs update)
h. Force Development initiatives.

(**Note**: If available, provide reports, literatures, tech papers, or minutes of meetings that identify or discuss the background to the issues/requirements.)

2. Provide the population groups to be surveyed, take into consideration the following:

a Do you need more than one AFS surveyed?
b. Do you need enlisted, officers, civilians, contractors, RegAF, ANG, or AFRC groups?
c. Do you need a 'full' occupational study, or a limited scope/targeted occupational study? (e.g., a mission or training program change only impacted a portion of the AFS)

(**Note**: If requesting more than one AFS to be surveyed, provide separate requests for each AFS to be surveyed, unless you want the Occupational Analysis Division to survey multiple populations together.)

3. Provide the purpose for and application of the data, such as: (provide dates/timeframes)

a. Programmed or forecasted Specialty Training Requirements Team session, Utilization and Training Workshop, or training workshops.
b. Force Development initiatives.

(**Note**: To optimize the outcomes, schedule the occupational study 9-12 months before needing the final occupational analysis report or data extracts for application. Additionally, if the AFS has experienced a notable change with the AFS' classification or training, for example, the occupational study should start no earlier than 9-12 months after the date of the change. This passage of time allows a truer assessment on the impact(s) of the change.)

4. Provide the organizations for the Occupational Analyst's onsite interviews/data collection; include the following:

a. List commands, bases, and organizations representative of the variety of jobs and duties performed by the AFS; consider duties/jobs across the AFS, such as, stateside, overseas, deployed, and unique missions. (the objective is to capture a 360-degree view of the AFS)
b. Identify functions or bases critical to successful survey development, administration, and analyses outcomes.

5. Provide the name and contact information of the project officer. (The career field manager or MAJCOM functional manager, a position that possesses the proper authority, usually serves as the project officer. Ensure that the individual appointed has the authority to make decisions regarding the occupational study.)