

S/S 1 Oct 75

AR 611-5
C 3

Change }
No. 3 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 27 August 1975

PERSONNEL SELECTION AND CLASSIFICATION

ARMY PERSONNEL TESTS

Effective 27 September 1975

This change implements the Privacy Act of 1974 (5 U.S.C. 552a) by adding Privacy Act Statements for forms prescribed in this publication that are covered under the act.

AR 611-5, 10 March 1969, is changed as follows:

- 1. The following form(s) (colm b) will be reproduced locally on 8 x 10 1/2 inch paper and made available on and after 27 September 1975 to the individual supplying data on form(s) in column a.

Column a

Column b

DA FORMS 6000 Series-	-----	DA FORMS 6000 Series-R, Privacy Act Statement
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- 2. Page 3-1. Subparagraphs h and i, paragraph 3-2 are relettered i and j, respectively. Subparagraph h is added, as follows:
 - "h. Immediately before the directions are read by the test examiner, the examinees will be handed a locally-reproduced copy of DA Forms, 6000 Series-R, Privacy Act Statement, 26 Sep 75. The test examiner will then explain that the information is being furnished as required by law and that any individual who wishes to do so may keep the form.
- 3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this publication is the US Army Military Personnel Center.
 (Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-FMP-T) Alexandria, VA 22331.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Selection and Classification. Active Army, ARNG & USAR: A Qty rqr block no. h02).

DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 U.S.C. 552a)

TITLE OF FORM

DA FORMS, 6000 SERIES, ANSWER SHEETS

PRESCRIBING DIRECTIVE

AR 611-5

1. AUTHORITY

- a. Disclosure of SSN - Presidential Executive Order No. 9397, 22 Nov 43.
- b. Collection of other personal data - 10 US Code 3012.

2. PRINCIPAL PURPOSE(S)

- a. Identification of answer sheet with examinee.
- b. Measurement of examinee's aptitude and potential for training and appointment as a commissioned or warrant officer or assignment to various other Army jobs.

3. ROUTINE USES

- a. Verify that the examinee's scores are collated with and transcribed to the examinee's Army records.
- b. Examinee's responses to personal questions; such as date and place of birth, sex, knowledge, past or present behavior, background, attitudes, or beliefs; are scored, transcribed to appropriate Army records, and furnished to the evaluating board or official.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

- a. Mandatory.
- b. Mandatory: Failure to answer any or all questions might result in nonselection or disqualification for preferred training or duty assignment.

6000 Series-R

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 8 September 1969

**PERSONNEL SELECTION AND CLASSIFICATION
ARMY PERSONNEL TESTS**

Effective 1 November 1969

This change incorporates provisions of DA message 917374, 23 July 1969, with regard to policies and procedures for safeguarding FOR OFFICIAL USE ONLY Army personnel test materials and information, and reporting loss and/or compromise of Army personnel test materials and information.

AR 611-5, 10 March 1969, is changed as follows:

1. Paragraphs which have been changed are indicated by a star.
2. Remove pages 2-1, 2-2, and 2-3 and insert revised pages 2-1, 2-2, and 2-3.
3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

Distribution:

Active Army, NG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Selection and Classification—A (qty rqr block No. 464).

*This change supersedes DA message 917374, 23 July 1969.

CHANGE

No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 2 July 1969

PERSONNEL SELECTION AND CLASSIFICATION

ARMY PERSONNEL TESTS

AR 611-5, 10 March 1969, is changed as follows:

- ✓ 1. Paragraphs which have been changed are indicated by a star.
2. Remove pages 2-1 and 2-2 and insert revised pages 2-1 and 2-2.
3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
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Chief of Staff.

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Major General, United States Army,
The Adjutant General.

Distribution:

Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-9, requirements for AR, Personnel Selection and Classification—A (quantity block No. 464).

S/S 1 Oct 75

ARMY REGULATION

C 1, 2, 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 10 March 1969

No. 611-5

PERSONNEL SELECTION AND CLASSIFICATION
ARMY PERSONNEL TESTS

Effective 1 June 1969

This revision replaces a directive of identical title; provides updated forwarding addresses for inquiries and requests dealing with Army personnel tests; eliminates machine instructions relating to test scoring machines of specific manufacture; and establishes more stringent security and requisitioning procedures for Army personnel tests. Local limited supplementation of this regulation is permitted, but is not required. If supplements are necessary, one copy of each will be furnished to the next higher headquarters.

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*This regulation supersedes AR 611-5, 15 September 1965, including C 1; and DA Message 865825, 27 May 1968.

CHAPTER 1

GENERAL

1-1. Scope. *a. General provisions.* This regulation contains policies and procedures governing the administration, safeguarding, scoring and use of Army personnel tests. Army personnel tests, in this context, is interpreted to mean not only the test booklet containing questions, but also all ancillary materials including scoring keys, conversion tables, manuals, and answer sheets. Army personnel tests include paper-and-pencil tests and related instruments such as evaluation reports, board interview procedures and scoring forms, and self-report forms which are used in programs for the selection of applicants and selective service registrants for entry into the Army, for selection of applicants for appointment as commissioned or warrant officers, for initial or subsequent classification of enlisted personnel, and for selection of officers and enlisted personnel for assignment to training or duties requiring specialized aptitudes or qualifications.

b. Tests included under this regulation. This regulation applies only to policies and procedures for Army personnel tests listed in DA Pam 310-8 (Index of Army Personnel Tests and Measures). It does not govern the special testing programs included under the Enlisted Evaluation System (AR 600-200), the General Educational Development program of the U.S. Armed Forces Institute (AR 621-5), or other specialized testing programs under the direction of Army research agencies. Tests used by clinical psychologists for diagnostic purposes are not listed in DA Pam 310-8. They are available through medical supply channels.

1-2. Responsibilities. *a.* The Deputy Chief of Staff for Personnel is responsible for—

(1) Establishing policies governing the employment of Army personnel tests for accomplishing specific selection and classification objectives.

(2) Providing guidance regarding the priorities for the development of new or revised Army personnel tests and related instruments to meet specific selection and classification objectives.

b. The U.S. Army Behavioral Science Research Laboratory is responsible for—

(1) Performing professional psychological

research in order to provide the Army with tests and related instruments required for effective personnel management in accordance with objectives contained in AR 70-8.

(2) Providing advice and guidance regarding the operational application of research findings.

c. The Chief of Personnel Operations is responsible for—

(1) Developing detailed procedures and management systems for the administration and safeguarding of Army personnel tests.

(2) Preparing, or providing technical advice and assistance in the preparation of, regulations and directives which prescribe the use of Army personnel tests for specific personnel procurement, selection, classification, utilization, and retention programs.

(3) Developing systems and procedures for collecting and processing operational test score data required to increase the effectiveness of Army personnel tests.

(4) Controlling release of Army personnel test materials and information to other Government agencies, private organizations and individuals, and foreign governments, in conformance with established policies.

d. Major commanders are responsible for—

(1) Reviewing the accuracy of the scoring of test answer sheets and the computation of composite scores on score transmittal forms or work sheets which accompany applications for personnel actions processed through headquarters.

(2) Assuring that selection or evaluation boards which they appoint correctly administer prescribed Army personnel tests and related evaluation instruments.

(3) Appointing or designating test control officers as required by appropriate directives to perform advisory and scoring functions for personnel selection or evaluation boards, and insuring that Army personnel test material is effectively safeguarded from loss or possible compromise.

(4) Providing adequate facilities for the administration of Army personnel tests.

1-3. Methods of prescribing use of Army personnel tests. *a.* The use of Army personnel tests for specific purposes is normally prescribed in Army regulations which govern the operation of the specific program for which the test is to be used. A listing of the regulations prescribing the use of each Army personnel test is contained in DA Pam 310-8. The following information covering the use of Army personnel tests will be found in these referenced regulations, when appropriate:

- (1) Description of test materials to be used.
- (2) Designation of activity or organization responsible for administering and scoring the prescribed tests, and for reporting or processing test results and related information.
- (3) Specific protective measures to be observed in handling the test materials.
- (4) A description of qualifications required of examinees in order to be eligible to take designated tests.
- (5) Instructions for recording test scores on personnel records and reports.
- (6) Policies governing retesting.

b. Department of the Army circulars are issued to announce availability of new test materials or to announce changes in the use of existing Army personnel tests. Guidance is provided in these circulars for administration of new or revised test material in support of specific programs, pending revision or changes to appropriate Army regulations.

1-4. Identification of test materials. All Army personnel tests (not including MOS evaluation tests, USAFI test materials, and clinical psychology diagnostic test materials) are listed in DA Pam 310-8. All components of each test or battery are identified by appropriate titles and numbers. The components of a typical test include an administration and scoring manual, one or more test booklets, answer sheets, scoring keys, and, where applicable, optical scanner test scoring machine control forms (Q & K). The quantity of each test component required to administer and score the test described by the official title is prescribed in DA Pam 310-8. The quantity indicated is to be used as a guideline by test control officers (TCO's) when requisitioning test components.

CHAPTER 2

TEST CONTROL AND RECORDS

2-1. Test control officer. *a. Appointment.* A test control officer (TCO) will be appointed, and relieved where applicable, on special orders to serve at each organization or activity where Army personnel tests are required to be handled, stored, administered and scored. Special order format TC 350 will be used. One copy of the special orders appointing or relieving test control officers will be forwarded to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315. One copy of the special orders will also be forwarded to the Commanding Officer, U.S. Army AG Publications Center, 2800 Eastern Boulevard, Baltimore, Maryland 21220. The TCO designated under the provisions of paragraph 5-13, AR 600-200, or under AR 621-5, may also be appointed as TCO under the provisions of this regulation. Consolidation of TCO functions should be accomplished to the greatest extent possible, so that the experience gained in test administration and scoring may be used to the maximum advantage, and procedures and facilities for safeguarding test materials may be made more effective. The TCO will be either a commissioned officer or warrant officer. However, when it is considered desirable to consolidate testing under this regulation with testing at U.S. Army Education Centers (normally supervised by a civilian education adviser), or when there are no available commissioned or warrant officers, a Department of the Army civilian employee (GS-5 or higher) may be appointed as test control officer.

b. Responsibility. The Test Control Officer will be responsible for—

(1) Advising the installation commander on administration of personnel testing programs under jurisdiction of the command.

(2) Establishing and monitoring procedures for the requisitioning, handling, storing, and disposition of test materials.

(3) Establishing and maintaining a records system for administrative operations of the testing facility.

★(4) Establishing and monitoring procedures governing security of test materials in accordance

with this regulation, designating personnel who are authorized to handle test material and insuring that these personnel are thoroughly indoctrinated regarding test security. Personnel authorized access to the testing material will be designated in a written order.

(5) Inspecting testing sessions to determine that tests are properly handled and administered, insuring that test booklets, scoring keys, and completed answer sheets after each test administration are handled only by personnel authorized to handle test material.

(6) Checking periodically to determine that test scores are recorded correctly on appropriate personnel records.

(7) Determining that personnel who administer and score tests are qualified to perform their duties, and have demonstrated that they understand the procedures for administering and scoring each assigned test.

(8) Providing technical assistance to selection and evaluation boards regarding proper use of interview report forms completed by board members. Scoring completed interview report forms and, where required by appropriate directives, computing composite scores on test instruments for applicants screened by selection and evaluation boards.

★**2-2. Security.** *a. General provisions.* Security requirements established in this regulation exceed the requirements for "FOR OFFICIAL USE ONLY" material established in AR 340-16. Army personnel tests have been developed for the purpose of improving the quality of personnel selected for any personnel program for which tests are employed. Their value is lost to the Army when the contents of any Army personnel test component is compromised through improper release of information to unauthorized personnel. Test components bear the designation "FOR OFFICIAL USE ONLY," except for answer sheets which have not been completed by examinees. Test components are to be shown to no one, inside or outside of the Army, unless it has been determined that such disclosure is essential to the performance of official

duties prescribed in appropriate directives, and concerned with test administration or scoring. Completed test answer sheets will not be returned to the examinees. The only information that may be furnished to the examinee is the test score or subscores and other administrative information found in the identification portion of the answer sheet. Test security is a command responsibility. Functions required to be performed in the establishment and maintenance of adequate procedures for test security may be delegated to the TCO who must exercise close supervision over all phases of test receipt, storage, protection, issue, administration, scoring, and destruction. Security measures will be established at all installations or activities where Army personnel tests are handled, administered, or stored. These will include, at a minimum, logging test components in and out of security containers, maintaining stock inventory and disposition records, and storing test components in locked rooms or cabinets where they are not accessible to unauthorized individuals.

b. Procedures concerning test security. The following are specific procedures concerning test security and control that will be complied with—

(1) An inventory of test materials, including test booklets, administration and scoring manuals, scoring keys, and optical scanner test control forms (Q & K) will be made once a month by the TCO and upon change of TCO. More frequent inventories may be conducted at the discretion of the TCO. Locally developed inventory and control forms for test components will include the following minimum information:

- (a) DA pamphlet or form number.
- (b) Title of test (abbreviated).
- (c) Number on hand (total).
- (d) Number in storage.
- (e) Number in use.
- (f) Date.
- (g) Signature of responsible individual.

(2) In cases where the "FOR OFFICIAL USE ONLY" designation has not been preprinted on test components, the material will be so marked.

(3) Test booklets, manuals, scoring keys, and optical scanner test scoring machine control forms (Q & K) will be serially numbered for internal security control. The prefix to the serial number will consist of the correspondence office symbol of

the activity or the next higher headquarters which has an assigned correspondence office symbol. Serial numbers will be indelible. Serial numbers of previously destroyed materials will not be assigned to newer test materials.

★(4) Loss or possible unauthorized disclosure of Army personnel test materials has been determined to have potential Army-wide implications. Upon discovery of loss and/or compromise, the local commander will notify through command channels, the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315. Notification will include a description of the material lost and/or compromised; identity of the releasing party, the recipient, and all other persons involved; the circumstances surrounding the loss and/or compromise; and the corrective action which has been taken to prevent the recurrence of such an incident.

(5) If the circumstances surrounding loss and/or compromise of Army personnel test information indicate that an investigation conducted under the provisions of AR 15-6 is appropriate, results of the investigation will be forwarded to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315, when completed. Investigation under AR 15-6 will in no way preclude or delay the submission of reports required by (4) above.

(6) DA Label 87, prescribed for attachment as a cover sheet to "FOR OFFICIAL USE ONLY" material when it is removed from locked containers or locked facilities, need not be attached to Army personnel test material when the material is actually being used for test administration and scoring purposes, whenever the attachment of the label would interfere with the efficient utilization of the material. Specifically, the label need not be attached to answer sheets and test booklets which have been distributed, under the supervision of qualified test examiners and proctors, to examinees assembled for the purpose of taking Army personnel tests. The label need not be attached to scoring keys, test manuals, or related materials when its attachment would interfere with the use of these materials by authorized test examiners engaged in scoring or administering Army personnel tests. DA Label 87 will be attached to envelopes or

wrappings containing test materials when such materials are removed from storage spaces for use at locations not in proximity to storage spaces.

(7) All test materials marked "FOR OFFICIAL USE ONLY" which are packaged for shipment or mailing will be double wrapped. When such materials are to be mailed, they will be mailed by registered mail. The inner envelope or packaging material will be stamped with the following notation:

FOR OFFICIAL USE ONLY
TEST MATERIAL

TO BE OPENED BY TEST CONTROL OFFICER ONLY
These inner envelopes will not be opened by message center or mail room personnel, but will be delivered direct to the TCO upon receipt.

(8) When test components, except answer sheets, are taken from and returned to the locked room or cabinet, exact counts of these components will be made. All components must be accounted for.

(9) Mutilated materials and marked components which cannot be rendered usable by erasing will be destroyed by burning, mulching, or shredding. Destruction of test components will be by the appropriate TCO or under his supervision. No destruction certificate is required of most materials; however, the TCO will maintain records of destruction which will list the serial number of destroyed booklets, answer keys and optical scanner control forms.

(10) Test materials, except for blank answer sheets, will be kept in a locked container or room by the using unit when not in transit or in use for testing, scoring or reference purposes. Test scoring keys and optical scanner control forms (Q & K) will not be stored in the same drawer as test booklets and blank answer sheets. Keys and combinations to storage facility locks will be made available only to persons whose duties require use of the stored test materials.

★(11) Army personnel test material is exempted from automatic time-phased downgrading in accordance with paragraph 13c, AR 340-16. Army personnel test material will remain FOR OFFICIAL USE ONLY indefinitely unless specific instructions are issued by the Chief of Personnel Operations, Department of the Army.

2-3. Records of testing. Activities administering Army personnel tests will retain for one year copies of correspondence prepared for the purpose of transmitting test scores to custodians of personnel records, to selection and evaluation boards, or to other agencies authorized to receive test scores. This requirement does not apply to test scores resulting from personnel processing at Armed Forces Examining and Entrance Stations and U.S. Army Reception Stations. Records will contain, as a minimum, the individual's name, service number or Social Security Account Number, organization, and all part and composite scores recorded on personnel qualification records or applications for which the test was administered.

CHAPTER 3

TEST ADMINISTRATION

3-1. Authorized test instructions. Specific directions for test administration and scoring are contained in manuals which accompany each Army personnel test. They must be adhered to strictly. Test examiners and proctors will use no other test materials, such as commercial tests, in preparation for or during Army test administrations. General directions for test administration are given in the following paragraphs.

3-2. Conditions of test situation. *a.* The testing room should be quiet and free of distractions. Noise which continues steadily at a moderate and fairly even level of intensity can be considered as not overly distracting.

b. The examiner's voice must be clearly audible to all personnel being tested.

c. The testing room will be well-lighted and ventilated. There must be sufficient illumination on the working surface to prevent eye strain.

d. The examiner should be provided with a raised platform or rostrum in a part of the room where he can see and be seen by all personnel being tested.

e. The space allotted to each individual must be wide enough to accommodate both a test booklet and a separate answer sheet. Chairs with writing arms should not be used for testing.

f. When seating arrangements do not permit adequate separation of examinees, alternate versions of the same test, where available, will be used in the same testing session, and distributed alternately so that adjacent examinees do not take identical forms of the test.

g. No examinee will be allowed to give or receive aid on the meaning of test questions during a test administration. The use of partitioned booths or of alternate seating will help to prevent collaboration. Normally, one proctor will be provided for every 25 examinees or fraction thereof; but there will always be at least one proctor in the room if the group contains less than 25 examinees.

h. Testing will not be done following hard exercise, long hours of waiting in line, or immunization "shots." In all cases, the test control officer, examiner, and proctors will be alert to signs of

genuine distress and affected persons will be excused.

i. When more than one test is to be given, scheduling should avoid undue fatigue. Testing should not continue for more than 2 hours without a break nor more than 4 hours in one session. When more than one session is required for the same examinees, separate sessions should be scheduled on separate days, preferably mornings. Testing during the evening should be avoided as not conducive to adequate evaluation of the examinee's performance.

3-3. Preparation for testing session. *a. General.* The examiner will be selected for the quality of his speaking voice and for his ability to handle groups of men. His accent should either be indigenous to the group being tested or, if the examinees comprising the group are from many parts of the country, easily understood by all examinees. Good testing administration requires:

- (1) Careful selection of the testing team.
- (2) Thorough preparation.
- (3) Following directions exactly.
- (4) Accurate timing.
- (5) Care of test materials.

b. Examiner's preparation. The examiner will make a careful study of the pamphlet prescribing procedures for administration of the test to make sure that he knows the purpose of the test, the materials needed to give the test, the directions to be read, and the problems which are likely to arise. He will study those directions to be read aloud until he can read them in a normal manner. Familiarity with the contents of the test itself is essential. Examiners and proctors will take each test in the normal fashion before attempting to administer it, except when prohibited from doing so by instructions in specific test manuals. Results achieved by individuals tested under these provisions will be recorded in their Enlisted Qualification Record (DA Form 20). This procedure will be standard whenever a new test is installed or new examining personnel are trained. In this way, the examiner gains an appreciation of the examinee's viewpoint on the test and learns how to anticipate questions which most commonly arise.

c. Duties of proctors. The examiner will be responsible for instructing the proctors in their specific duties. Regular testing teams will be designated to administer and to score tests, if practicable. Each proctor will be assigned a certain section of the room for which he will be responsible. Before the testing period, he will check the materials to be used to make sure that they are in good condition and order and that there are enough of them. He will know the order in which these materials are to be distributed and collected. While directions are being read and the test is being taken, he will patrol his assigned area. He is responsible for:

(1) Carrying out all instructions given by the examiner, following each step in sequence as called for by the examiner.

(2) At the proper time, seeing that each examinee has the necessary materials for taking the test.

(3) Insuring that each examinee is following directions correctly and understands what he is to do and how he is to do it. The proctor should be alert to detect and rectify incorrect methods of marking answers where separate answer sheets are employed. The proctor should observe each examinee in his section to determine that each examinee is working on the proper part of the test during the prescribed time period.

(4) Seeing that each examinee is doing his own work, independent of his neighbors.

(5) Excusing from the examination any person who is or becomes too ill to continue without discomfort.

3-4. Administration of test. *a. Standard directions.* Oral directions will include a standard brief statement explaining the test to be given, how results will be used, and why it is important for a person to do his best. The aim of these remarks is to dispel anxiety and release tension and yet to stress the necessity for earnest effort. The examiner will inform the examinees of what they are to do by reading aloud the directions provided in the manual. The directions must have been thoroughly practiced and should be read verbatim, not paraphrased, given from notes or memory, or adapted to the examiner's idea of what is more appropriate for local conditions. At the conclusion of the reading of directions, questions will be asked for and answered.

b. Time limits. Time limits which are specified in the test pamphlet or manual must be strictly observed. Start and stop times for each test or sub-test will be conspicuously posted in the event an elapsed-time indicator is not used in the testing facility. Examiners will review test manuals carefully before administering a test to be certain that they know how the time limits are to be applied. Some tests have parts which are separately timed. Examiners must assure that individuals stop work when the time limit for a part of the test is reached, and do not start to work on the next part of the test until the time for that part begins. Correct timing requires that examinees do not work on another part of a test during the time prescribed for the part being administered.

3-5. Answering examinees' questions. Routine questions asked by examinees prior to testing in most cases should be answered. Permissible questions are those pertaining to testing procedures, time limits, purpose and uses of the test. Administrators and proctors will be careful at all times to avoid revealing information that might influence the proper evaluation of the individual. Explanations or answers to test questions will not be furnished. At the completion of testing and at all times thereafter, no examinee will be permitted to have access to his individual answer sheet.

3-6. Collection and disposition of test materials. *a. Collection.* After the signal to stop work has been given, the materials will be collected as quickly as possible. All test forms and scratch paper, if provided, must be strictly accounted for. Test booklets must be collected from all examinees and counted before examinees are dismissed.

b. Dismissal of examinees. Frequently, some of the examinees will give up or finish before the time limit for the test has expired. Care will be taken to insure that these men, if permitted to leave the testing room, do not disturb other examinees when leaving. If individuals are permitted to leave during the testing of others, the test administrator will assure that they have complied with all the directions in the administration manual and have turned in all testing materials and scratch paper. Test materials will be checked for completeness prior to the dismissal of an examiner from the testing room for any reason.

c. Disposition of mutilated or marked materials.

10 March 1969

AR 611-5

After each testing session, all answers or stray marks of any kind will be erased from test materials which are to be reused. If marks cannot be erased, or if the booklet is worn or torn, it will be destroyed in accordance with paragraph 2-2b(9). All used scratch paper will be destroyed. All tests and testing supplies will be stored according to test security procedures specified in paragraph 2-2.

d. Retention of scored answer sheets. Unless other provisions are made in directives governing

administration of particular tests, answer sheets from Army testing programs shall be retained by the organization administering the tests for at least thirty days. During this period the answer sheets should be organized by date of testing so as to facilitate identification of answer sheets accomplished by particular individuals or groups. Unless directives for specific tests make other provisions, answer sheets shall be destroyed after the thirty day retention period by shredding, mulching or burning.

CHAPTER 4

TEST SCORING

4-1. Authorized scoring instructions. Test scoring instructions are normally contained in the manual for administering an Army personnel test. For some tests, there are separate manuals of instructions for scoring. Scoring instructions must be followed exactly.

4-2. Meaning of scoring formula. The statement of how the score is obtained is called the "scoring formula" for the test and is stated in the scoring directions. It also appears in abbreviated form on the scoring key as, for example:

"R" The score is the number of right answers.

"R - W" The score is the number of right answers minus the number of wrong answers.

"R - 1/3W" The score is the number of right answers minus one-third the number of wrong answers.

4-3. Computation of composite scores. Many Army personnel tests are parts of a test battery, for which a composite score, employing the scores on the individual tests of the battery, is computed. In some test batteries, the scores of one or more of the individual tests are adjusted, usually by multiplying by a prescribed weight or constant such as 2 or 3, in order that the individual test score may be weighted, as required in the design of the test battery. When test manuals prescribe that a weighted composite score will be computed, directions governing the computation will be provided in the manual. The directions prescribe entry of test scores in appropriate boxes of answer sheets, for adjustment of test scores to provide appropriate weighting, and for computation of the composite score. Care must be taken to assure that such computations are correctly made and that appropriate tables and charts are used. Failure to adjust the score on one or more tests by multiplying by the prescribed weights before adding the scores is a common error in test scoring. This type of error has serious consequences because of the large discrepancies in numerical values associated with such errors. Applicants can be severely penalized through failure of test scorers to compute this type of score correctly. Test control officers and other personnel responsible for the

accuracy of test scoring will make frequent spot checks of test scoring to assure that composite scores are computed correctly.

4-4. Types of scoring. *a. General.* Some tests must be hand scored, and others, when special answer sheets and pencils are used, may be scored either by hand or by means of the IBM Model 805 test scoring machine or the DIGITEK Model 100 optical scanner scoring machine. All machine-scorable tests may also be hand scored for purposes of quality control. Both hand and machine scoring methods make use of scoring formula. When the formula requires subtraction of a proportion of wrong answers, the necessary arithmetic is performed automatically by the scoring machine; by proper adjustment of the controls, the machine yields the adjusted score directly. Specific procedures for machine scored tests are found in scoring directions for that test. General operating instructions are provided with the operator's manual for each type of scoring machine. The general method for hand scoring all Army personnel tests is found in the appendix to this regulation.

b. Machine scoring.

(1) *Requisites.* Machine scoring of answer sheets has two advantages over hand scoring: speed and accuracy. In order to utilize these advantages, four requisites must be met—

(a) Examinees must properly record their responses on the answer sheet.

(b) The scoring machine must be in proper functioning order.

(c) The operator must set up and operate the machine correctly.

(d) Each type of scoring machine must be used with its specific operating equipment. All scoring machines require specially printed answer sheets, and in the case of the IBM Model 805, special electrographic pencils. The design of the answer sheets and the alignment of the marking spaces on the answer sheets and control forms must be compatible with the type of machine being used, and must meet the specifications necessary for the proper functioning of the type of scoring machine involved.

(2) *Familiarity with scoring instructions.* All personnel involved in machine scoring will become thoroughly familiar with the operator's manual for the machine used and machine scoring procedures for the specific test being scored. Assistance in scoring procedures not described in the appropriate test administration and scoring manual may be obtained from the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315.

(3) *Checks on accuracy of machine scores.* In the absence of quality control instructions in the

manual for a specific test, the following procedures will be used. As a quality control of machine scored tests, five percent of all machine scored test answer sheets (if the total number of tests of a single type administered exceeds 20), on at least two out of total number of tests of a single type administered (if the number is twenty or less) will be rescored by hand. Samples from machine scored test batches will be randomly selected from the top third, middle third and lower third of each batch of test answer sheets.

CHAPTER 5

PROCUREMENT AND RELEASE OF ARMY PERSONNEL TEST MATERIALS

5-1. Procurement. *a. By test control officers.* Newly developed Army personnel test materials designed for use at activities primarily concerned with personnel testing and processing are initially distributed directly to those activities. Army personnel test materials designated for use by Test Control Officers of other installations and organizations are not normally given automatic initial distribution but must be requisitioned from the U.S. Army AG Publications Center, Baltimore, Maryland 21220 for supply requisitioning. Test components are supplied by the U.S. Army AG Publications Center only upon receipt of requisitions from designated Test Control Officers of specific activities or organizations of the Active Army or the Reserve components at which use of specific Army personnel test components is authorized or directed by appropriate Army regulations. Test control officers will use DA Form 17 (Requisition for Publications and Blank Forms) to requisition test materials, indicating in item 2 of the form the justification for the requisition as follows:

Required for authorized administration by -----

(name and grade of TCO)
TCO aptd per SO -----
(SO number) (organization or unit)

(date)

Test control officers will submit requisitions for test materials to:

Commanding Officer
U.S. Army AG Publications Center
2800 Eastern Boulevard
Baltimore, Maryland 21220

b. Special use of Army personnel tests. When test materials are desired for a purpose not specifically authorized in a directive, the requisition for or request to use Army personnel test materials will be sent to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315, for necessary action. A detailed statement of justification must accompany such a requisition or request. The justification will state fully the purpose for which the test will be used, the number and type of personnel to

be tested, and the qualifications of those who will administer the test. Under no circumstances will a test be used for purposes not currently authorized until approval for its use has been obtained from the Department of the Army.

c. Testing of Army civilian employees. Army personnel tests are not normally employed in civilian personnel administration. If used for such purposes, their use must be approved by Chief of Personnel Operations in accordance with *b* above, and must be consistent with the guidance regarding the use of personnel tests issued by the U.S. Civil Service Commission or contained in Civilian Personnel Regulations issued by the Department of the Army.

5-2. Release of test materials. *a. General.* Copies of Army test components may be released to proper representatives of Federal, State, or local government agencies or friendly foreign governments provided such release does not jeopardize the usefulness of these materials for current or future Army purposes. Requests for such material will be sent to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315. In cases of such release, the gaining agency or governments may be requested to furnish the Office of Personnel Operations copies of operating statistics resulting from the use of these materials.

b. Special control for foreign government requests. Correspondence and material to be forwarded to friendly foreign countries will be reviewed by Chief of Personnel Operations for technical factors or reasons of sensitivity and transmitted as follows:

(1) Replies which contain any classified material will be routed through the Assistant Chief of Staff for Intelligence, Foreign Disclosure Office of Security (ACSI-CIMF) when sent to—

(a) Military Assistance Advisory Groups and Missions.

(b) Friendly foreign attachés in Washington, D.C.

(c) Friendly governments to addresses outside CONUS.

(2) Replies which contain only unclassified material will be routed:

(a) Direct to Military Assistance Advisory Groups and Missions.

(b) Through ACSI-CIMF when sent to foreign attachés or other officials of friendly foreign governments.

(c) Through ACSI-CIMF when sent to any unofficial representative or nongovernmental person of a friendly foreign country.

c. Determination of doubtful requests. If doubt exists as to whether requests for material should be honored or refused, the request, with appro-

priate recommendation, will be forwarded to the Deputy Chief of Staff for Personnel for final determination.

d. Release to private individuals or organizations. Copies of Army test components which are currently in operational use by the Army or are likely to be used in the future will not be released to private individuals or organizations. Decision as to whether or not obsolete tests will be so released will be made by the Chief of Personnel Operations following consultation with the U.S. Army Behavioral Science Research Laboratory.

APPENDIX

HAND SCORING ARMY PERSONNEL TESTS

A-1. General. All Army personnel tests can be hand scored even though they may also be machine scorable. The directions below apply to all tests which are hand scorable and which have only one correct answer for each question. Specific directions for scoring a test with more than one correct answer for each question are given in the appropriate scoring manual or scoring section of the manual for administering and scoring that test.

A-2. Preparing answer sheets for scoring. *a. Tests having rights (R) score only.* Examine each answer sheet for test questions to which more than one answer has been marked and where there is no clear indication of the intended answer. For any such questions, draw a blue line through each answer mark. Draw the blue line only through the marks and not through blank boxes for the item.

b. Tests with rights (R) and wrongs (W) in the scoring formula. Examine each answer sheet for omissions and/or for questions to which more than one response has been marked (i.e., multiple responses). For each question that has more than one response marked, and there is no clear indication of the intended answer, draw a blue line through all marked responses. Do not draw the blue line through the blank responses for these questions. Draw a red line through all answer spaces of questions for which no response has been marked (omissions).

A-3. Scoring the answer sheet. *a. Counting right Answers.* Place the rights scoring key, printed side up, over the answer sheet so that the edge of the key opposite the identification margin of the key is aligned with the edge of the answer sheet opposite the identification margin of the answer sheet. Count all marks that appear through the holes except those with the blue line drawn through them. This is the number right (R). Record the number in the box on the answer sheet as indicated in the scoring directions for the particular test.

b. Counting wrong answers. To count wrong answers, align the rights scoring key again over the answer sheet and count all unmarked answer spaces and all answer spaces having a blue line drawn through them. (Do not count those having red lines drawn through them.) This is the number wrong (W). Record the number in the box on the answer sheet as indicated in the scoring directions for the particular test.

c. Checking. All scoring must be checked. The accuracy of the count can be checked by totaling the number of red lines (omissions), the number of wrong answers and the number of right. The total should equal the maximum score for the test. This maximum score will be indicated in the scoring directions. Check to be certain that the response positions for all omitted questions have been marked with a red line through all response positions. Otherwise, omitted questions will be counted as wrong and the raw score will be incorrect.

A-4. Raw scores. For tests having a rights (R) scoring formula, the number right is called the raw score. For tests with the scoring formula rights minus a fraction of wrongs, hand scoring tables are usually provided in the scoring directions so that the raw score is read directly from a table. If there are no tables included in the directions, the proportion of wrong answers indicated in the scoring instructions will be subtracted from the number right and the result will be the raw score. The raw score will be recorded in the box on the answer sheet as indicated in the scoring directions.

A-5. Converted scores. If the test requires conversion of raw scores, conversion tables are provided in scoring manuals which contain directions for deriving percentile scores or standard scores from raw scores.

10 March 1969

AR 611-5

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements to Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

Distribution:

Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Selection and Classification—A (quantity block No. 464).

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CHAPTER 2

TEST CONTROL AND RECORDS

2-1. Test control officer. *a. Appointment.* A test control officer (TCO) will be appointed, and relieved where applicable, on special orders to serve at each organization or activity where Army personnel tests are required to be handled, stored, administered and scored. Special order format TC 350 will be used. One copy of the special orders appointing or relieving test control officers will be forwarded to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315. One copy of the special orders will also be forwarded to the Commanding Officer, U.S. Army AG Publications Center, 2800 Eastern Boulevard, Baltimore, Maryland 21220. The TCO designated under the provisions of paragraph 5 13, AR 600-200, or under AR 621-5, may also be appointed as TCO under the provisions of this regulation. Consolidation of TCO functions should be accomplished to the greatest extent possible, so that the experience gained in test administration and scoring may be used to the maximum advantage, and procedures and facilities for safeguarding test materials may be made more effective. The TCO will be either a commissioned officer or warrant officer. However, when it is considered desirable to consolidate testing under this regulation with testing at U.S. Army Education Centers (normally supervised by a civilian education adviser), or when there are no available commissioned or warrant officers, a Department of the Army civilian employee (GS-5 or higher) may be appointed as test control officer.

b. Responsibility. The Test Control Officer will be responsible for--

(1) Advising the installation commander on administration of personnel testing programs under jurisdiction of the command.

(2) Establishing and monitoring procedures for the requisitioning, handling, storing, and disposition of test materials.

(3) Establishing and maintaining a records system for administrative operations of the testing facility.

★(4) Establishing and monitoring procedures governing security of test materials in accordance

with this regulation and AR 345-15, designating personnel who are authorized to handle test material and insuring that these personnel are thoroughly indoctrinated regarding test security. Personnel authorized access to the testing material will be designated in a written order.

(5) Inspecting testing sessions to determine that tests are properly handled and administered, insuring that test booklets, scoring keys, and completed answer sheets after each test administration are handled only by personnel authorized to handle test material.

(6) Checking periodically to determine that test scores are recorded correctly on appropriate personnel records.

(7) Determining that personnel who administer and score tests are qualified to perform their duties, and have demonstrated that they understand the procedures for administering and scoring each assigned test.

(8) Providing technical assistance to selection and evaluation boards regarding proper use of interview report forms completed by board members. Scoring completed interview report forms and, where required by appropriate directives, computing composite scores on test instruments for applicants screened by selection and evaluation boards.

2-2. Security. *a. General provisions.* Army personnel tests have been developed for the purpose of improving the quality of personnel selected for any personnel program for which tests are employed. Their value is lost to the Army when the contents of any Army personnel test component is compromised through improper release of information to unauthorized personnel. Test components bear the designation "FOR OFFICIAL USE ONLY," except for answer sheets which have not been completed by examinees. Test components are to be shown to no one, inside or outside of the Army, unless it has been determined that such disclosure is essential to the performance of official duties prescribed in appropriate directives, and concerned with test administration or scoring. Completed test answer sheets will not be returned

to the examinees. The only information that may be furnished to the examinee is the test score or subscores and other administrative information found in the identification portion of the answer sheet. Test security is a command responsibility. Functions required to be performed in the establishment and maintenance of adequate procedures for test security may be delegated to the TCO who must exercise close supervision over all phases of test receipt, storage, protection, issue, administration, scoring, and destruction. Security measures will be established at all installations or activities where Army personnel tests are handled, administered, or stored. These will include, at a minimum, logging test components in and out of security containers, maintaining stock inventory and disposition records, and storing test components in locked rooms or cabinets where they are not accessible to unauthorized individuals.

b. Procedures concerning test security. The following are specific procedures concerning test security and control that will be complied with—

(1) An inventory of test materials, including test booklets, administration and scoring manuals, scoring keys, and optical scanner test control forms (Q & K) will be made once a month by the TCO and upon change of TCO. More frequent inventories may be conducted at the discretion of the TCO. Locally developed inventory and control forms for test components will include the following minimum information:

- (a) DA pamphlet or form number.
- (b) Title of test (abbreviated).
- (c) Number on hand (total).
- (d) Number in storage.
- (e) Number in use.
- (f) Date.
- (g) Signature of responsible individual.

★(2) In cases where the "FOR OFFICIAL USE ONLY" designation has not been preprinted on test components, the material will be so marked.

(3) Test booklets, manuals, scoring keys, and optical scanner test scoring machine control forms (Q & K) will be serially numbered for internal security control. The prefix to the serial number will consist of the correspondence office symbol of the activity or the next higher headquarters which has an assigned correspondence office symbol. Serial numbers will be indelible. Serial numbers of

previously destroyed materials will not be assigned to newer test materials.

★(4) Loss or possible unauthorized disclosure of Army personnel test materials has been determined to have potential Army-wide implications. Consequently, reports required by paragraph 14*d*, AR 345-15 will be initiated in all such cases, and will not be withheld by any echelon between the individual initiating the report and The Adjutant General. An additional copy of the required report will be sent directly to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315.

(5) If the circumstances surrounding loss and/or compromise of Army personnel test information indicate that an investigation conducted under the provisions of AR 15-6 is appropriate, results of the investigation will be forwarded to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315, when completed. Investigation under AR 15-6 will in no way preclude or delay the submission of reports required by (4) above.

(6) DA Label 87, prescribed for attachment as a cover sheet to "FOR OFFICIAL USE ONLY" material when it is removed from locked containers or locked facilities, need not be attached to Army personnel test material when the material is actually being used for test administration and scoring purposes, whenever the attachment of the label would interfere with the efficient utilization of the material. Specifically, the label need not be attached to answer sheets and test booklets which have been distributed, under the supervision of qualified test examiners and proctors, to examinees assembled for the purpose of taking Army personnel tests. The label need not be attached to scoring keys, test manuals, or related materials when its attachment would interfere with the use of these materials by authorized test examiners engaged in scoring or administering Army personnel tests. DA Label 87 will be attached to envelopes or wrappings containing test materials when such materials are removed from storage spaces for use at locations not in proximity to storage spaces.

(7) All test materials marked "FOR OFFICIAL USE ONLY" which are packaged for shipment or mailing will be double wrapped. When such materials are to be mailed, they will be mailed by registered mail. The inner envelope or

packaging material will be stamped with the following notation:

**FOR OFFICIAL USE ONLY
TEST MATERIAL**

TO BE OPENED BY TEST CONTROL OFFICER ONLY

These inner envelopes will not be opened by message center or mail room personnel, but will be delivered direct to the TCO upon receipt.

(8) When test components, except answer sheets, are taken from and returned to the locked room or cabinet, exact counts of these components will be made. All components must be accounted for.

(9) Mutilated materials and marked components which cannot be rendered usable by erasing will be destroyed by burning, mulching, or shredding. Destruction of test components will be by the appropriate TCO or under his supervision. No destruction certificate is required of most materials; however, the TCO will maintain records of destruction which will list the serial number of destroyed booklets, answer keys and optical scanner control forms.

(10) Test materials, except for blank answer

sheets, will be kept in a locked container or room by the using unit when not in transit or in use for testing, scoring or reference purposes. Test scoring keys and optical scanner control forms (Q & K) will not be stored in the same drawer as test booklets and blank answer sheets. Keys and combinations to storage facility locks will be made available only to persons whose duties require use of the stored test materials.

2-3. Records of testing. Activities administering Army personnel tests will retain for one year copies of correspondence prepared for the purpose of transmitting test scores to custodians of personnel records, to selection and evaluation boards, or to other agencies authorized to receive test scores. This requirement does not apply to test scores resulting from personnel processing at Armed Forces Examining and Entrance Stations and U.S. Army Reception Stations. Records will contain, as a minimum, the individual's name, service number or Social Security Account Number, organization, and all part and composite scores recorded on personnel qualification records or applications for which the test was administered.

CHAPTER 2

TEST CONTROL AND RECORDS

2-1. Test control officer. a. Appointment. A test control officer (TCO) will be appointed, and relieved where applicable, on special orders to serve at each organization or activity where Army personnel tests are required to be handled, stored, administered and scored. Special order format TC 350 will be used. One copy of the special orders appointing or relieving test control officers will be forwarded to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315. One copy of the special orders will also be forwarded to the Commanding Officer, U.S. Army AG Publications Center, 2800 Eastern Boulevard, Baltimore, Maryland 21220. The TCO designated under the provisions of paragraph 5-13, AR 600-200, or under AR 621-5, may also be appointed as TCO under the provisions of this regulation. Consolidation of TCO functions should be accomplished to the greatest extent possible, so that the experience gained in test administration and scoring may be used to the maximum advantage, and procedures and facilities for safeguarding test materials may be made more effective. The TCO will be either a commissioned officer or warrant officer. However, when it is considered desirable to consolidate testing under this regulation with testing at U.S. Army Education Centers (normally supervised by a civilian education adviser), or when there are no available commissioned or warrant officers, a Department of the Army civilian employee (GS-5 or higher) may be appointed as test control officer.

b. Responsibility. The Test Control Officer will be responsible for—

(1) Advising the installation commander on administration of personnel testing programs under jurisdiction of the command.

(2) Establishing and monitoring procedures for the requisitioning, handling, storing, and disposition of test materials.

(3) Establishing and maintaining a records system for administrative operations of the testing facility.

(4) Establishing and monitoring procedures governing security of test materials in accordance

with this regulation and AR 345-15; designating personnel who are authorized to handle test material and insuring that these personnel are thoroughly indoctrinated regarding test security. Personnel authorized access to the testing material will be designated in a written order.

(5) Inspecting testing sessions to determine that tests are properly handled and administered, insuring that test booklets, scoring keys, and completed answer sheets after each test administration are handled only by personnel authorized to handle test material.

(6) Checking periodically to determine that test scores are recorded correctly on appropriate personnel records.

(7) Determining that personnel who administer and score tests are qualified to perform their duties, and have demonstrated that they understand the procedures for administering and scoring each assigned test.

(8) Providing technical assistance to selection and evaluation boards regarding proper use of interview report forms completed by board members. Scoring completed interview report forms and, where required by appropriate directives, computing composite scores on test instruments for applicants screened by selection and evaluation boards.

2-2. Security. a. General provisions. Army personnel tests have been developed for the purpose of improving the quality of personnel selected for any personnel program for which tests are employed. Their value is lost to the Army when the contents of any Army personnel test component is compromised through improper release of information to unauthorized personnel. Test components bear the designation "FOR OFFICIAL USE ONLY," except for answer sheets which have not been completed by examinees. Test components are to be shown to no one, inside or outside of the Army, unless it has been determined that such disclosure is essential to the performance of official duties prescribed in appropriate directives, and concerned with test administration or scoring. Completed test answer sheets will not be returned

to the examinees. The only information that may be furnished to the examinee is the test score or subscores and other administrative information found in the identification portion of the answer sheet. Test security is a command responsibility. Functions required to be performed in the establishment and maintenance of adequate procedures for test security may be delegated to the TCO who must exercise close supervision over all phases of test receipt, storage, protection, issue, administration, scoring and destruction. Security measures will be established at all installations or activities where Army personnel tests are handled, administered, or stored. These will include, at a minimum, logging test components in and out of security containers, maintaining stock inventory and disposition records, and storing test components in locked rooms or cabinets where they are not accessible to unauthorized individuals.

b. Procedures concerning test security. The following are specific procedures concerning test security and control that will be complied with:

(1) An inventory of test materials, including test booklets, administration and scoring manuals, scoring keys, and optical scanner test control forms (Q & K) will be made once a month by the TCO and upon change of TCO. More frequent inventories may be conducted at the discretion of the TCO. Locally developed inventory and control forms for test components will include the following minimum information:

- (a) DA pamphlet or form number.
- (b) Title of test (abbreviated).
- (c) Number on hand (total).
- (d) Number in storage.
- (e) Number in use.
- (f) Date.
- (g) Signature of responsible individual.

(2) In cases where the "FOR OFFICIAL USE ONLY" designation has been preprinted on test components, the material will be so marked.

(3) Test booklets, manuals, scoring keys and optical scanner test scoring machine control forms (Q & K) will be serially numbered for internal security control. The prefix to the serial number will consist of the correspondence office symbol of the activity or the next higher headquarters which has an assigned correspondence office symbol. Serial numbers will be indelible. Serial numbers of previously destroyed materials will not be assigned to newer test materials.

(4) Loss or possible unauthorized disclosure of Army personnel test materials has been determined to have potential Army-wide implications. Consequently, reports required by paragraph 14d, AR 345-15, will be initiated in all such cases, and will not be withheld by any echelon between the individual initiating the report and The Adjutant General. An additional copy of the required report will be sent directly to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315.

(5) If the circumstances surrounding loss and/or compromise of Army personnel test information indicate that an investigation conducted under the provisions of AR 15-6 is appropriate, results of the investigation will be forwarded to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315, when completed. Investigation under AR 15-6 will in no way preclude or delay the submission of reports required by (4) above.

(6) DA Label 87, prescribed for attachment as a cover sheet to "FOR OFFICIAL USE ONLY" material when it is removed from locked containers or locked facilities, need not be attached to Army personnel test material when the material is actually being used for test administration and scoring purposes, whenever the attachment of the label would interfere with the efficient utilization of the material. Specifically, the label need not be attached to answer sheets and test booklets which have been distributed, under the supervision of qualified test examiners and proctors, to examinees assembled for the purpose of taking Army personnel tests. The label need not be attached to scoring keys, test manuals, or related materials when its attachment would interfere with the use of these materials by authorized test examiners engaged in scoring or administering Army personnel tests. DA Label 87 will be attached to envelopes or wrappings containing test materials when such materials are removed from storage spaces for use at locations not in proximity to storage spaces.

(7) All test materials marked "FOR OFFICIAL USE ONLY" which are packaged for shipment or mailing will be double wrapped. When such materials are to be mailed, they will be mailed by registered mail. The inner envelope or