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24 Mar 65

AR 611-205  
C 1

PERSONNEL SELECTION AND CLASSIFICATION  
ENLISTED EVALUATION SYSTEM

CHANGE  
No. 1

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 28 October 1964

AR 611-205, 17 February 1964, is changed as follows:

All references within this regulation to "MOS Evaluation Test Answer Documents" are changed to read, "MOS Evaluation Test Answer Cards."

3. **Definitions.** The following definitions apply for the Enlisted Evaluation System:

\* \* \*  
n. *Evaluation score.* A score which denotes \* \* \* scores are utilized—

✓ (2) *SMOS and AMOS evaluation scores.* (Superseded) Scores achieved from testing in secondary MOS or additional MOS. In some MOS the SMOS or AMOS evaluation score may be a composite score computed from scores achieved on performance tests and the applicable MOS evaluation test.

✓ 5. **Eligibility.** a. (Superseded) To be eligible for evaluation, the individual must—

- (1) Be in pay grade E-3 or higher.
- (2) Fulfill one of the following service requirements by the last day of the month preceding the regular test month:
  - (a) Be in Regular Army status and have completed 18 months or more of continuous active duty with a commitment obligating the individual for 4 or more total years of active service, or
  - (b) Have completed 24 months of active duty.
- (3) Be properly classified in accordance with AR 611-203 in an MOS and skill level digit announced for evaluation by Headquarters, Department of the Army.
- (4) Meet all eligibility criteria for evaluation prior to the first day of the test period.

b. The following personnel are exempt from MOS evaluation under this regulation:

- (1) Reserve component enlisted personnel (NGUS and USAR) on active duty who have not completed at least 3 consecutive months of active duty immediately preceding the first day of the test period.
- (2) Enlisted personnel attending officer candidate schools, warrant officer flight trainees, and participants in the Walter Reed Army Institute of Nursing Program (AR 601-235)
- (3) Enlisted personnel attending civilian colleges and universities under the provisions of AR 350-260, or paragraph 11, AR 621-5. Exemption terminates upon completion of or release from training status. These individuals will be evaluated during the next regularly scheduled testing period for their MOS subsequent to termination of exemption.
- (4) Enlisted personnel who have applied for retirement and whose requested effective retirement date is not later than 3 months subsequent to the first day of the test period.
- (5) When Department of the Army announces certain MOS to be evaluated by Commander's Evaluation Report only, those enlisted personnel who have these MOS as an awarded secondary or additional MOS will not be evaluated.
- (6) Specific categories or groups of personnel as may be announced by Headquarters, Department of the Army.

6. **Responsibilities.**

\* \* \*  
c. The Commanding Officer, U.S. Army Enlisted Evaluation Center will—

- ✓ (2) Request test items and other evaluation test materials from Commanding General, USCONARC, Fort Monroe, Va., heads of Headquarters, Department of

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Army agencies, and with their concurrence, Department of Defense agencies, as required.

\* \* \* \* \*

g. Installation commanders will—

- ✓(3) (Superseded) Furnish two copies of orders appointing or relieving test control officers or alternate test control officers to the U.S. Army Enlisted Evaluation Center.

\* \* \* \* \*

## 7. MOS evaluation testing.

✓d. *Frequency of testing.* MOS evaluation testing in primary, secondary, and additional MOS will be conducted annually or biennially, as indicated below, as scheduled in quarterly Department of the Army MOS evaluation test announcement.

- \* \* \* \* \*
- ✓(2) SMOS and AMOS testing—biennially, on an alternate year basis.

\* \* \* \* \*

## 8. Actions required.

\* \* \* \* \*

c. Commanders maintaining custody of personnel records.

- ✓(1) Immediately upon receipt of a pre-printed test aid requisition through the Test Control Officer or receipt of test announcement circular, commanders will—

- \* \* \* \* \*
- ✓(7) When notified by \* \* \* a permanent entry. This method will also be used for recording secondary and additional MOS tests.

- \* \* \* \* \*
- ✓(10) (Superseded) File one copy of the individual MOS Evaluation Data Report in semipermanent section of Military Personnel Records Jacket (DA Form 201) as prescribed in AR 640-10. Reports will be filed with the primary MOS report on top and secondary MOS and additional MOS reports beneath.

- \* \* \* \* \*
- ✓(12) (Superseded) MOS Evaluation Data Reports for individuals who have been

reassigned, relieved from active duty, discharged, retired, or deceased will be disposed of as follows:

- (a) *Reassigned.* Obtain recommendation for award or nonaward of Proficiency Pay (Superior Performance) for individual concerned from former unit commander as required by AR 611-208, and immediately forward report to the gaining unit commander.

- (b) *Relieved from active duty, discharged, retired, or deceased.* Destroy all copies.

\* \* \* \* \*

✓13. *Regular makeup testing.* a. (Superseded) Regular makeup testing is authorized in primary, secondary, and additional MOS. Eligible enlisted personnel who are not tested in their primary, secondary, or additional MOS during the regular test period will be tested during the prescribed makeup period provided the individual met the eligibility criteria prior to the first day of the regular test period; the individual is available and is capable of reporting to the test area and able to take the test; and makeup testing is approved by the installation commander or monitoring commander.

\* \* \* \* \*

✓14. *Special makeup testing.* a. (Superseded) Special makeup testing is authorized only in primary MOS. Normally, all testing in PMOS will be accomplished during the prescribed regular or makeup test periods. However, when administrative failures or other conditions beyond the control of the individual occur and testing is not accomplished, special makeup testing may be authorized for any of the reasons listed below:

- (1) In a travel or delay enroute status incident to PCS. This will include the failure of losing organization commander to evaluate the individual prior to departure if he departed subsequent to the first day of the testing period.
- (2) In a patient status and for medical reasons not capable of reporting to the testing area or taking the test, provided the hospital commander or his authorized representative attests to the incapability.
- (3) Dismissed from the scheduled test period because of illness, urgent military re-

quirements, or arrival after oral test instructions had started.

- (4) In leave status under emergency conditions and testing was not possible.
- (5) Absent from home station by competent military authority, performing duty in a geographical area where testing was not practical.
- (6) On a classified mission.
- (7) Not tested because of administrative error clearly beyond the control of the individual concerned. The nature of the administrative error will be specifically stated.
- (8) Not available because of operational necessity when such absence is authorized by the appropriate commander.
- (9) Tested in wrong MOS or wrong skill level provided it is clearly indicated that paragraph 8e(4) was complied with, and reasonable grounds existed to cause the individual to believe that proper test was being taken.
- (10) Loss or destruction of test materials, provided that the loss or destruction was not the fault of the individual concerned.

\* \* \* \* \*

✓ c. (Superseded) Requests will be initiated by the unit commander or the commander responsible for the custody of personnel records as soon as it is determined that an eligible individual will not be or was not tested during the test period. Requests will be prepared and submitted in accordance with appendix VII.

\* \* \* \* \*

c. Installation commanders—

✓ (1) (Superseded) May approve special makeup testing under any of the conditions listed in a (1) through (9) above provided the justification clearly demonstrates that lack of testing during the test period was beyond the control of the individual.

\* \* \* \* \*

f. Monitoring commanders will \* \* \* will be taken:

\* \* \* \* \*

✓ (4) (Added) Only those requests with policy implications and those involving loss or destruction of test materials will be forwarded for final determination to the Chief of Personnel Operations, ATTN: EPPMC, Department of the Army, Washington, D.C., 20310.

\* \* \* \* \*

## APPENDIX I

### MONITORSHIP RESPONSIBILITY

2. Monitoring commanders will \* \* \* their geographical area.

\* \* \* \* \*

✓ b. Approval or disapproval of requests for

makeup testing, except for those requests which may be approved by installation commanders and those requiring approval at Department of the Army.

## APPENDIX II

### TEST PERSONNEL

#### 1. Test Control Officer (TCO).

\* \* \* \* \*

c. Duties. The test control officer will—

\* \* \* \* \*

✓ (12) (Superseded) Retain test answer cards for personnel tested for whom a Commander's Evaluation Report has not been received and forward test answer

cards and Commander's Evaluation Report at the earliest possible date but not later than the last day of the test period. For newly assigned personnel, the provisions of paragraph 2d, appendix III, apply.

\* \* \* \* \*

## APPENDIX III

INSTRUCTIONS FOR COMPLETION OF COMMANDER'S EVALUATION REPORT  
(DA FORM 2166)

## 2. When rendered.

*d.* (Superseded) A new Commander's Evaluation Report will be prepared when the files of newly assigned soldiers eligible for evaluation in their primary MOS do not contain a Commander's Evaluation Report and tracer action fails to obtain one from the former unit commander within 30 days after arrival at the new duty station.

*3. Raters.* *a.* (Superseded) The raters will be the immediate supervisor of the individual to be rated. Enlisted personnel designated as raters must be in pay grade E-6 or above, and be at least one pay grade higher than the individual being rated. Noncommissioned officers will not be rated by specialists.

*e.* Whenever the rater or indorser is a general officer or a civilian employee in grade of GS-16,

or higher, an indorser and/or reviewing officer is not required.

*6. Preparation and entries.* *a. General.* The Commander's Evaluation Report will be submitted on DA Form 2166.

*c. Entries in section I.* This section will \* \* \* to insure accuracy.

*(7) Item 7.* (Superseded) Enter the MOS code in which the individual is being tested as announced in the Department of the Army MOS Evaluation Test announcement circular. The MOS recorded in this item must be the same as that recorded on the MOS Evaluation Test Roster (DA Form 2165) and on MOS evaluation test answer cards.

## APPENDIX IV

INSTRUCTIONS FOR COMPLETION OF THE MOS EVALUATION TEST ROSTER  
(DA FORM 2165)

*3. Completion of items.* Ink or typewritten entries only are authorized.

*c. Item 3, MOS.* (Superseded) Enter MOS and skilled level in which individuals will be tested. For personnel classified in MOS 965, enter the seven digit MOS code which reflects the appropriate language code. MOS will be preceded by P, S, or A to denote testing in primary, secondary, or additional MOS. *Examples:* "P 965-1727" "S 111.1"

*m. Item 13, typed name and grade of unit personnel officer.* Unit personnel officer will sign below typed name after all entries have been completed.

*n. Item 14, typed name and grade of test control officer.* After an administrative check for completeness, the test control officer will sign below typed name.

## APPENDIX VI

### PROCUREMENT AND SECURITY OF TEST MATERIALS

✓ So much of paragraph 1a (1), (3), and (4) as reads "U.S. Army Signal Communications Security Agency" is changed to read "U.S. Army Strategic Communications Command."

#### 1. Procurement.

\* \* \* \*

✓ c. Basis for requisitioning MOS evaluation test materials. (Superseded).

Test materials	Quantity
Manual for administration of MOS Evaluation Tests.	Two per test examiner, as needed.
MOS Evaluation Test Aids.	One per eligible examinee plus 10 percent.
MOS Evaluation Test Booklets.	One per eligible examinee plus 10 percent.
MOS Evaluation Test Answer Cards.	One each A and B answer card per eligible examinee plus 10 percent. (Answer cards will be requisitioned in lots of 50.)

Materials required for performance testing will be requisitioned as directed by appropriate MOS evaluation test announcement circular.

## APPENDIX VII

### INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF REQUEST FOR SPECIAL MAKEUP TESTING

1. Individual concerned, unit commander, or commander responsible for custody of personnel records will—

\* \* \* \*

✓ c. Insure that request contains the name, grade, SN, primary MOS, organization, and station of the individual concerned and reasons which precluded testing in primary MOS during the test [EPDD]

period. Reasons may be any of those included in paragraph 14a.

✓ 5. (Added) Maximum effort will be made to forward copies of approved requests processed under the provisions of paragraph 14e(4) and f(3) so as to reach the U.S. Army Enlisted Evaluation Center prior to expiration of the special makeup test period as defined by paragraph 3h(2).

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,  
Major General, United States Army,  
The Adjutant General.

HAROLD K. JOHNSON,  
General, United States Army,  
Chief of Staff.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures, Enlisted—A.

NG: None.

USAR: None.

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ARMY REGULATION

No. 611-205

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 17 February 1964

## PERSONNEL SELECTION AND CLASSIFICATION

ENLISTED EVALUATION SYSTEM *see C1*

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## Section I. GENERAL

1. **Purpose.** This regulation contains the basic provisions for operation of the Army's Enlisted Evaluation System. It establishes responsibilities; prescribes procedures for MOS evaluation testing and the forwarding of test materials; provides instructions for the preparation of Com-

mander's Evaluation Report (DA Form 2166) and MOS Evaluation Test Roster (DA Form 2165) and the procurement and security of test materials; and prescribes procedures for application of the Enlisted Evaluation System to determine pay grade and MOS for commissioned and warrant of-

\*This regulation supersedes AR 611-205, 23 June 1960, including C 1, 13 July 1961, C 2, 12 February 1963, and DA Messages 553051, 20 April 1961; 28090, 21 January 1963; and 45181, 17 April 1963.

ficers who intend to enlist or reenlist upon termination of current active commissioned and warrant officer service.

**2. Scope.** The Enlisted Evaluation System provides an objective measurement of all eligible individuals in pay grade E-3 or higher in the same MOS and skill level, and determines the competence of individuals in their primary, secondary, and additional MOS. Individuals are evaluated on an Army-wide basis and the evaluation scores attained indicate their relative standing with other eligible individuals classified in the same MOS and skill level. Evaluation scores are used, with other information, as a basis for personnel actions as announced by Headquarters, Department of the Army.

**3. Definitions.** The following definitions apply for the Enlisted Evaluation System:

*a. Major commander.* The commander of an Army field command (see AR 10-5) or head of a Headquarters, Department of the Army agency (see AR 10-50).

*b. Monitoring commander.* The major commanders and heads of Headquarters, Department of the Army agencies indicated in appendix I, exercising monitorship responsibility for operation of the Enlisted Evaluation System within a prescribed area.

*c. Installation commander.* The commanding officer of a post, camp, station, or major organizational unit who is designated by the appropriate monitoring commander to conduct MOS evaluation testing.

*d. Unit commander.* The commanding officer of a company, battery, troop, separate detachment, or similar unit.

*e. MOS evaluation test.* An examination designed to evaluate the individual's knowledge and skills in a particular MOS and skill level.

*f. MOS evaluation test aid.* A Department of the Army pamphlet prepared for a specific MOS which contains information about the Enlisted Evaluation System; technical requirements of the MOS; and a list of study references pertaining to the MOS; designed to assist enlisted personnel in preparation for MOS evaluation tests.

*g. MOS evaluation test announcement.* A Department of the Army circular which contains administrative instructions and announces MOS to be evaluated during a specific period.

*h. MOS evaluation test period.* A specified month when individuals classified in designated MOS will be tested. The test period is divided into—

- (1) *Regular.* The first half of the month when eligible personnel will be tested unless absent for cogent reasons.
- (2) *Makeup.* The last half of the month during which eligible personnel who were not tested under (1) above will be tested.

*i. Special makeup test period.* A 4 month period immediately following the last day of the test period during which personnel not evaluated in primary MOS during the prescribed month due to circumstances beyond their control, may be evaluated upon specific authorization by proper authority.

*j. Test control officer (TCO).* A commissioned or warrant officer appointed by the installation commander to supervise operation of the Enlisted Evaluation System within a designated area.

*k. Test examiner.* A commissioned officer, warrant officer, or Department of the Army civilian designated by the installation commander to assist the Test Control Officer in the administration of MOS evaluation testing.

*l. Test proctors.* Enlisted personnel in pay grade E-6 or above who assist test examiners.

*m. Commander's Evaluation Report (DA Form 2166).* A form to be accomplished by a rater, indorser, and reviewing officer for evaluating each individual's job performance, potential, bearing, and supervisory or technical abilities.

*n. Evaluation score.* A score which denotes the individuals knowledge, skills, and ability to perform duty in a particular MOS. Two types of evaluation scores are utilized—

- (1) *PMOS evaluation score.* A composite score computed from the individual's MOS Evaluation Test, Commander's Evaluation Report, and performance tests when applicable. In some MOS the PMOS Evaluation Score may be computed based solely on the score achieved on the Commander's Evaluation Report.
- (2) *SMOS and AMOS evaluation score.* A score achieved from testing in secondary MOS or additional MOS transformed to the evaluation score scale. In some MOS the SMOS or AMOS Evaluation Score

may be a composite score computed from scores achieved on performance tests and the applicable MOS Evaluation Test.

*o. MOS Evaluation Data Report.* A printed report which contains identifying information, the evaluation score obtained by the individual, and a profile of the examinee's standing on each subject matter area included in the test.

*p. MOS qualification score.* An evaluation score established by Headquarters, Department of the Army, which indicates minimum qualification in an MOS and skill level.

**4. Policy.** Evaluation of all eligible personnel is mandatory, except as provided in paragraph 5b. Waivers, refusals, or declinations of evaluation are not authorized.

**5. Eligibility.** *a.* To be eligible for evaluation, the individual must—

- (1) Be in pay grade E-3 or higher, and have completed 18 months or more of continuous active duty by the last day of the month preceding the first day of the regular test period.
- (2) Be properly classified in accordance with AR 611-203 in an MOS and skill level digit announced for evaluation by Headquarters, Department of the Army.
- (3) Meet all eligibility criteria for evaluation prior to the first day of the test period.

*b.* The following personnel are exempt from MOS evaluation under this regulation:

- (1) Reserve Component enlisted personnel (NGUS and USAR) on active duty who have not completed at least 3 consecutive months of active duty immediately preceding the first day of the test period.
- (2) Enlisted personnel attending officer candidate schools and warrant officer flight trainees.
- (3) Enlisted personnel eligible who have an approved application for retirement within 3 months subsequent to the first day of the test period.
- (4) When Department of the Army announces certain MOS to be evaluated by Commander's Evaluation Report only, those enlisted personnel who have these MOS as an awarded secondary or additional MOS will not be evaluated.

- (5) Specific categories or groups of personnel as may be announced by Headquarters, Department of the Army.

**6. Responsibilities.** *a.* The Deputy Chief of Staff for Personnel, Department of the Army, will exercise general staff supervision over policies governing the Enlisted Evaluation System.

*b.* The Chief of Personnel Operations, Department of the Army, will operate the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Indianapolis, Ind., 46249, and is responsible for all operational aspects of the Enlisted Evaluation System.

*c.* The Commanding Officer, U.S. Army Enlisted Evaluation Center will—

- (1) Plan, schedule, and supervise development of MOS evaluation test materials.
- (2) Request test items and other evaluation test materials from Commanding General, USCONARC, Fort Monroe, Va., and heads of Headquarters, Department of Army Agencies, as required.
- (3) Finalize test materials in prescribed format.
- (4) Develop procedures for field operation of the Enlisted Evaluation System.
- (5) Determine printing levels and store and issue MOS evaluation tests, test aids, and other test materials.
- (6) Score MOS evaluation test materials and provide necessary statistical data.
- (7) Conduct statistical analyses of individual and composite scores.
- (8) Analyze and evaluate statistical data pertinent to MOS evaluation test, performance tests, and Commander's Evaluation Reports.

*d.* The Commanding General, United States Continental Army Command, heads of Headquarters, Department of the Army agencies, and with their concurrence, Department of Defense agencies will—

- (1) Upon request of the Commanding Officer, U.S. Army Enlisted Evaluation Center—
  - (a) Prepare test items and other evaluation test materials.
  - (b) Provide support in collection of data for research and development of evaluation materials.



- (2) Recommend changes in evaluation test materials.

**e. Monitoring commanders will—**

- (1) Monitor the operation of the Enlisted Evaluation System for all Army activities within the geographical area shown in appendix I, including units of the U.S. Army Air Defense Command and class II installations or activities.
- (2) Provide logistical support.
- (3) Designate commanders responsible for the implementation of the Enlisted Evaluation System within a specified geographic area. Direct communication is authorized with heads of Headquarters, Department of the Army agencies, Commanding General, U.S. Army Air Defense Command, and commanders of class II installations and activities, for the purpose of selecting appropriate testing locations.
- (4) Notify the U.S. Army Enlisted Evaluation Center of installations and organizations designated to conduct MOS evaluation testing programs.
- (5) Take final action on requests for makeup testing in accordance with paragraphs 13f and 14f, for all enlisted personnel in their geographical area of responsibility.

**f. USARADCOM and class II installation or activity commanders will provide necessary personnel and facilities to operate MOS evaluation testing programs as requested by the monitoring commander.**

**g. Installation commanders will—**

- (1) Establish controls to insure that all eligible personnel are tested.
- (2) Appoint commissioned or warrant officers as test control officers and alternate test control officers.
- (3) Furnish two copies of orders appointing or relieving test control officers or alternate test control officers to or from the U.S. Army Enlisted Evaluation Center.
- (4) Provide necessary facilities, security, and administrative support for operation of the installation MOS evaluation testing program.
- (5) Appoint commissioned officers, warrant officers, or Department of the Army civilians as test examiners.
- (6) Take actions to approve or disapprove requests for regular makeup testing as authorized in paragraph 13 and to approve requests for special makeup testing under the conditions indicated in paragraph 14e for all personnel of units attached for MOS evaluation testing.

## Section II. PROCEDURES

**7. MOS evaluation testing. a. General.** A separate MOS evaluation test is prepared for each skill level of an MOS, except for certain entry MOS and other MOS designated by Headquarters, Department of the Army. Evaluation tests will include questions on all duty positions within a skill level and may be paper and pencil tests, performance tests, or a combination of both.

**b. Testing locations.** Monitoring commanders will insure that the number of testing locations is kept to the minimum consistent with efficient operations, availability of facilities, and security of test materials.

**c. Testing facilities.** Installation commanders will insure that testing facilities will provide proper environmental conditions for efficient testing. Sufficient space will be allocated to each examinee to accommodate all test materials and to insure individual work.

**d. Frequency of testing.** MOS evaluation testing in primary, secondary, and additional MOS will be conducted annually or bi-annually, as indicated below, as scheduled in quarterly Department of the Army MOS evaluation test announcement.

- (1) PMOS testing—annually.
- (2) SMOS and AMOS testing—bi-annually, on an alternate year basis.

**e. Priority of testing.** Individuals who are eligible for testing in primary MOS and secondary or additional MOS during the same test period will be first tested in primary MOS. Secondary MOS or additional MOS testing will be accomplished subsequent to primary MOS testing, thereby requiring separate test sessions as indicated in f below. No priority for testing is established for individuals who are eligible for only secondary or additional MOS testing.

*f. Test administration.*

- (1) MOS evaluation tests will be administered in accordance with instructions contained in MOS evaluation test announcements issued quarterly by Headquarters, Department of the Army, and applicable manuals furnished by the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Indiana.
- (2) Eligible personnel will be tested irrespective of immediate availability of a completed Commander's Evaluation Report.
- (3) Personnel eligible for testing in two or more MOS will not be scheduled or tested in more than one MOS test on the same day.
- (4) The maximum number of personnel will be tested as early in the regular test period as possible. Installation commanders may use test teams or appoint test examiners at isolated sites, or bring personnel at isolated sites to a centralized examining point, as he determines most economical and feasible.
- (5) Enlisted personnel scheduled for a change of station will, in possible cases, be tested during the authorized test month prior to departure from the losing installation or command. Local scheduling of tests in specific MOS for certain dates will not serve to override this requirement.
- (6) Normally, testing schedules will be established to provide for testing all eligible personnel with the same MOS and skill level regardless of designation as primary, secondary, or additional, at the same time and date, except that an individual must be first evaluated in PMOS as required by *e* above. Additional test sessions in the same MOS may be conducted when—
  - (a) Available facilities do not permit testing of all personnel with the same MOS and skill level at the same session.
  - (b) Separate test sessions are required to test individuals eligible for testing in two MOS.
  - (c) Separate test sessions may also be established when necessitated by operational or security requirements.

**8. Actions required.** *a. Installation commanders.* Installation commanders will—

- (1) Distribute schedule for MOS evaluation testing, including MOS to be tested, time, location of testing facility, and other pertinent information concerning installation testing program.
- (2) Insure that individuals scheduled for testing in more than one MOS during a test period, will be tested in their primary MOS first.
- (3) Insure that individuals are scheduled for no more than one test during the same day.
- (4) Provide for orientation of eligible personnel. This orientation, will normally be conducted by the unit commander or his representative, and will include the objectives of the MOS evaluation test and the Commander's Evaluation Report, actions required by the individual in preparation for the testing, general procedures to be followed in conducting the test, what comprises primary, secondary, and additional MOS evaluation scores, and the effect of evaluation scores on the individual concerned.
- (5) Schedule makeup testing sessions within time limits prescribed by paragraph 3h(2).
- (6) Take action in accordance with paragraph 13 and 14 on requests for makeup testing.

*b. Test personnel.* Qualifications, appointments, and duties of test control officers, test examiners, and test proctors are contained in appendix II.

*c. Commanders maintaining custody of personnel records.*

- (1) Immediately upon receipt of test announcement circular, commanders will—
  - (a) Determine assigned and attached personnel who are eligible for testing in their primary, secondary, or additional MOS in compliance with the test announcement circular. This will be accomplished through screening of personnel records.
  - (b) Notify the test control officer of the total number of assigned and attached personnel who are eligible for testing

by primary, secondary, and additional MOS. Known losses as of testing date will be excluded and known gains as of testing date will be included.

- (c) Inform unit commanders of the assigned and attached personnel, by primary, secondary, and additional MOS, who are eligible for testing.
- (2) Screen personnel records of newly assigned and attached personnel to determine if they are eligible for testing. If they are eligible for testing in primary MOS insure that a Commander's Evaluation Report prepared by former organization is included in his personnel records. If a Commander's Evaluation Report is not available, initiate tracer action. This action may be eliminated, except for patients and students, if, in the opinion of the gaining commander, the individual will have been assigned for a sufficient period of time to permit a valid evaluation to be made by the scheduled test date.
- (3) Notify the test control officer of all gains and losses and changes to pay grade and primary, secondary, and additional MOS of personnel eligible for evaluation subsequent to the initial report. The following changes affecting eligible personnel, which occur after submission of MOS Evaluation Test Roster, will be reflected on roster maintained and will be reported promptly to the test control officer in order that every effort can be made to test these individuals during the regular test period.
  - (a) Gains through the last day of the regular test period.
  - (b) Changes to pay grades and primary, secondary, and additional MOS through the day preceding the first day of the test period.
- (4) After test administration schedule is established by the test control officer, inform unit commanders of each eligible individual's testing schedule, to include date, time, location, and primary, secondary, and/or additional MOS.
- (5) Insure prompt completion of Commander's Evaluation Report for eligible per-

sonnel who are to be tested in their primary MOS in accordance with instructions contained in appendix III and submit reports in accordance with appendix III.

- (6) Prepare and submit MOS Evaluation Test Roster to test control officer in accordance with appendix IV.
- (7) When notified by the test control officer that an individual has been tested, record the MOS evaluation test administered, the symbol of the test control officer who administered the test, and the date of administration in item 24, Enlisted Qualification Record (DA Form 20), as prescribed in AR 640-203. *Example: Under "Test", enter P111.7 as a permanent entry; no entry under "Score"; under "Group", enter TCO 999 as a temporary entry; under "Date" enter 14 Aug 63 as a permanent entry.*
- (8) Identify those eligible individuals currently or newly assigned and attached--
  - (a) Who have not been tested during the regular test period and arrange for their testing during the regular make-up period.
  - (b) Who have not been tested in their primary MOS during the test period and initiate request for special makeup testing not later than 4 months subsequent to the last day of the test month.
- (9) Upon receipt of individual MOS Evaluation Data Reports and machine-prepared roster from test control officer, record the MOS evaluation score as a permanent entry under "Score", item 24, Enlisted Qualification Record (DA Form 20), as prescribed in AR 640-203.
- (10) File one copy of the individual MOS Evaluation Data Report in semi-permanent section of Military Personnel Record Jacket (DA Form 201). Reports will be filed with the primary MOS report on top and secondary MOS and additional MOS reports beneath. Only the most recent reports of evaluation in primary, secondary, and additional MOS

will be maintained. Reports of previous testing will be destroyed.

- (11) Forward one copy of individual MOS Evaluation Data Report to unit commanders concerned.

- (12) MOS Evaluation Data Reports for individuals who have been reassigned, relieved from active duty, discharged, retired, or deceased will be disposed of as follows:

(a) *Reassigned.* Obtain recommendation for award or non-award of Proficiency Pay (Superior Performance) for individual concerned from former unit commander as required by AR 611-208 and immediately forward report to the gaining unit commander.

(b) *Relieved from active duty.* Forward to the Reserve Component which is custodian of the individual's personnel records.

(c) *Discharged, retired, or deceased.* Destroy all copies.

- (13) Take individual actions, as appropriate, as prescribed in AR 611-203, for verification of MOS, withdrawal of MOS, or redesignation of primary and secondary MOS.

#### d. Unit commanders.

- (1) Distribute MOS Evaluation Test Aid to each eligible individual.
- (2) Control distribution of study materials to insure availability to the maximum number of eligible personnel.
- (3) Establish on-the-job training and self-study groups.
- (4) Coordinate the establishment of off-duty study classes at U.S. Army education centers with installation education advisors.
- (5) Insure that individuals scheduled for testing in their primary and in a secondary or additional MOS during the same testing period understand that they will be tested in PMOS first.
- (6) Orient personnel in accordance with a (4) above, as directed by the installation commander.
- (7) Prepare and submit Commander's Evaluation Reports in accordance with instructions contained in appendix III and any

additional instructions furnished by Commanders responsible for custody of personnel records for all personnel eligible for evaluation in their primary MOS.

- (8) When informed by the commander responsible for custody of personnel records, notify eligible personnel concerned of the date, time, MOS test to be administered, and location of MOS evaluation test administration.

- (9) Upon receipt of individual MOS Evaluation Data Reports, furnish reports to individuals concerned.

- (10) Take actions as appropriate to arrange testing, for assigned or attached eligible personnel not tested during the regular test period.

e. *Eligible personnel.* Preparation for MOS evaluation testing in primary, secondary, and/or additional MOS is an individual responsibility. Assistance will be furnished individuals as indicated in d above. All eligible individuals are responsible for—

- (1) Maintaining proficiency in all duty positions prescribed for their primary MOS and maintaining proficiency in secondary and additional MOS.
- (2) Preparing for the tests by studying appropriate references identified in the MOS evaluation test aid.
- (3) Determining time, date, and location of administration of the appropriate MOS evaluation test for their primary, secondary, and/or additional MOS and reporting for test administration at the proper time, date, and location.
- (4) Checking the test booklet to insure that they are taking the correct test for their primary, secondary, or additional MOS. If the test is not the correct one, immediately bring this fact to the attention of the test examiner.
- (5) Arranging their personal affairs to insure their availability for testing at home station, or whenever possible while in a leave or transient status.

9. **Special instructions for MOS evaluation testing of eligible enlisted personnel absent or in a patient status.** a. *Permanent change of station.* Eligible enlisted personnel in a transient

status after their primary, secondary, and/or additional MOS have been announced for testing, will be evaluated whenever possible at the nearest installation in the area in which travel or delay en route is being performed. Commanders responsible for custody of personnel records when assignment instructions are received will attempt to make arrangements for testing prior to the departure of the individual on PCS. A special effort will be directed toward making prior arrangements for MOS testing in primary MOS. When prior arrangements are made, commanders will furnish personnel with specific instructions to insure testing. If prior arrangements are not made, individuals concerned will make every effort to contact a test control officer in the area in which travel or delay en route is being performed for testing in primary, secondary, and/or additional MOS, as appropriate. Commander's Evaluation Reports and MOS Evaluation Test Rosters will be rendered in accordance with instructions contained in appendix V.

*b. Temporary duty, including students who are attending courses of instruction at service schools in a temporary duty status.* Eligible enlisted personnel on TDY will be evaluated in their primary, secondary, and/or additional MOS at the installation where temporary duty is being performed. In those cases in which eligible individuals will be in a transient status during the test period, commanders responsible for custody of personnel records will advise individuals concerned to make arrangements for testing as indicated in *a* above. Commander's Evaluation Reports and MOS Evaluation Test Rosters will be rendered in accordance with the instructions contained in appendix V.

*c. Emergency leave.* Emergency leave constitutes an automatic authorization for makeup or special makeup testing under paragraphs 13 and 14. Eligible individuals on emergency leave may be tested at their discretion at the nearest installation in the area in which leave is being performed. In the latter cases, individuals concerned will be advised to make arrangements for testing as indicated in *a* above. Commander's Evaluation Reports and MOS Evaluation Test Rosters will be rendered in accordance with instructions contained in appendix V.

*d. Patients.* Eligible enlisted personnel in an assigned or attached patient status will be evalu-

ated in their primary, secondary, and/or additional MOS provided there are no medical reasons precluding testing and they are capable of reporting to the testing area and taking the evaluation test. Commander's Evaluation Reports and MOS Evaluation Test Rosters will be rendered in accordance with instructions contained in appendix V.

*e. Personnel on unit movements or maneuvers.*

(1) The following procedures apply when units with eligible personnel depart on a unit PCS prior to regular and makeup test period or prior to receipt of evaluation scores, to a new station or location out of the area of responsibility of the servicing Test Control Officer.

(a) *Depart on unit PCS prior to regular or makeup test period.* The Test Control Officer servicing the unit prior to departure will notify the Commanding Officer, U.S. Army Enlisted Evaluation Center of the numbers, grades, MOS of eligible personnel, and other details concerning the relocation. A copy of this correspondence will be forwarded through the appropriate monitoring commander to the Test Control Officer of the new station or location.

(b) *Depart on Unit PCS prior to receipt of evaluation scores.* The Test Control Officer servicing the unit prior to departure will notify the Commanding Officer, U.S. Army Enlisted Evaluation Center of details concerning the new station or location. A copy of this correspondence will be forwarded through the appropriate monitoring commander to the Test Control Officer of the new station or location.

(c) The Commanding Officer, U.S. Army Enlisted Evaluation Center will furnish special instructions concerning (a) and (b) above to test control officers.

(2) Units or individuals scheduled to participate in maneuvers during the regular and makeup test period will be evaluated during the preceding month. If testing during these 2 months is impossible due to nonavailability of individuals, late testing may be authorized. Permission

for early or late testing will be requested from the U.S. Army Enlisted Evaluation Center. MOS Evaluation Data Cards will be forwarded to TCO of home station who will determine if card will be forwarded to maneuvers location.

*f. Cases not covered by the above.*

- (1) Individuals eligible for MOS evaluation testing who will be in a transient status and who are not covered by the above provisions will be evaluated whenever possible at the nearest installation in the area where travel or delay en route is being performed. Commanders will attempt to make arrangements for testing prior to the departure of the individual or, if prior arrangements are not made, the individuals concerned will make an effort to be tested while on travel or delay en route. The policies and procedures established in appendix V for rendering Commander's Evaluation Reports and MOS Evaluation Test Rosters for personnel on temporary duty will apply in these cases, when appropriate.
- (2) Situations not covered in this paragraph which preclude testing will be brought to the attention of the Chief of Personnel Operations, Department of the Army, ATTN: EPPMC-E, Washington, D.C., 20310.

**10. Commander's Evaluation Report (DA Form 2166).** *a.* The Commander's Evaluation Report is used in conjunction with primary MOS evaluation to determine the individual's evaluation score. The MOS evaluation test, and performance test when applicable, will evaluate the individual's knowledge and skills of his primary, secondary, and additional MOS. The Commander's Evaluation Report, prepared for use only in conjunction with evaluation in primary MOS, will evaluate job performance and other factors not covered by the MOS evaluation test. The Commander's Evaluation Report will not be used in conjunction with evaluation in secondary or additional MOS.

*b.* The Commander's Evaluation Report will be prepared and rendered in accordance with the instructions contained in appendix III and on the reverse of the report form, DA Form 2166.

*c.* A complete Commander's Evaluation Report will be prepared in original only for each eligible individual to be evaluated in primary MOS. Amended or revised reports will not be submitted. Copies of completed Commander's Evaluation Reports are not authorized.

*d.* Commanders responsible for custody of personnel records will establish controls to insure that Commander's Evaluation Reports for eligible enlisted personnel are rendered as prescribed in appendix III.

*e.* Commanding officers (company, battery, detachment, or comparable unit commanders) will establish controls to insure timely accomplishment and submission of Commander's Evaluation Reports for each eligible individual to be evaluated in his primary MOS as prescribed in appendix III, and by commanders responsible for custody of personnel records.

**11. MOS Evaluation Test Roster (DA Form 2165).** *a.* MOS Evaluation Test Rosters are used in connection with MOS evaluation testing to provide identification of eligible personnel tested in primary, secondary, or additional MOS during each separate test administration session.

*b.* MOS Evaluation Test Rosters will be prepared and submitted in accordance with instructions contained in appendix IV.

*c.* Commanders responsible for custody of personnel records will establish controls to insure timely accomplishment and submission of MOS Evaluation Test Rosters as prescribed in appendix IV.

**12. Procurement and security of test materials.** Instructions for the procurement and security of test materials are contained in appendix VI.

**13. Regular makeup testing.** *a.* Regular makeup testing is authorized in primary, secondary, and additional MOS. Eligible enlisted personnel who are not tested in their primary, secondary, or additional MOS during the regular test period for any of the reasons listed in (1) through (8) below, will be tested during the prescribed makeup period provided the individual met the eligibility criteria prior to the first day of the regular test period; the individual is available and is capable of reporting to the test area and able to take the test; and makeup testing is approved

by the installation commander or monitoring commander.

- (1) In a travel status or on delay en route.
- (2) Sick in hospital or in a patient status and for medical reasons not capable of reporting to the testing area or taking the test.
- (3) Dismissed from the regular test period because of illness, urgent military requirements, or arrival after oral test instructions had started.
- (4) In leave status under emergency conditions and testing was not possible.
- (5) Absent from home station by competent military authority, performing duty in a geographical area where testing was not practical.
- (6) On a classified mission.
- (7) Not tested because of administrative error clearly beyond the control of the individual concerned. The nature of the administrative error will be specifically stated.
- (8) Not available because of operational necessity when such absence is authorized by the appropriate commander.

b. Commanders responsible for custody of personnel records are responsible for determining those eligible individuals who were not tested during the regular test period in primary, secondary, or additional MOS, and for notifying the installation commander, obtaining approval, and making test arrangements for the individuals concerned.

c. Unit commanders who are aware of eligible personnel not tested during the regular test period, and not informed by the first day of the makeup test period that these individuals have been scheduled for testing, will contact the commander responsible for custody of personnel records to arrange testing.

d. Eligible individuals not tested during the regular test period who are not informed by the first day of the makeup test period that they are scheduled for testing, will contact their unit commander to arrange testing.

e. Installation commanders will take the following actions:

- (1) Approve or disapprove requests for regular makeup testing in primary, secondary, or additional MOS.

- (2) Insure that disapproval of makeup testing in primary MOS of enlisted personnel, other than those enlisted personnel assigned to class II installations or activities and U.S. Army Air Defense Command Units, are documented and filed in the semipermanent section of the individual's field military 201 file, Personnel Records Jacket (DA Form 201).
- (3) Insure that requests for regular makeup testing in primary MOS of enlisted personnel assigned to class II installations or activities and U.S. Army Air Defense Command Units which are not favorably considered are processed and forwarded as prescribed in paragraph 14e(5).

f. Monitoring commanders will review requests as prescribed in paragraphs c above and 14f. Requests which are approved will cite this paragraph as authority. The following action will be taken:

- (1) Notify commanders and individuals concerned of the final action.
- (2) Direct installation commanders to administer tests for approved requests.

**14. Special makeup testing.** a. Special makeup testing is authorized only in primary MOS. Normally, all testing in PMOS will be accomplished during the prescribed regular or makeup test periods. However, when administrative failures or other conditions beyond the control of the individual occur and testing is not accomplished, special makeup testing may be authorized for any of the reasons listed in paragraph 13a or as indicated in (1) and (2) below.

- (1) Tested in wrong MOS or wrong skill level provided it is clearly indicated that paragraph 8a(4) was complied with, and reasonable grounds existed to cause the individual to believe that proper test was being taken.
- (2) Loss or destruction of test materials, provided that the loss or destruction was not the fault of the individual concerned.

b. Commanders responsible for custody of personnel records are responsible for determining those eligible individuals who have not been tested in their primary MOS during the scheduled test period and for the initiation of requests for special makeup testing. Unit commanders and eligible

individuals will assist in identification as similarly prescribed in paragraphs 13 *c* and *d*.

Requests will be initiated by the unit commander or the commander responsible for custody of personnel records as soon as it is determined that an eligible individual will not be or was not tested during the test period, but not later than 4 months following the last day of the scheduled test period. Requests will be prepared and submitted in accordance with appendix VII.

d. Unit commanders or the commander responsible for custody of personnel records will take actions and/or indorse requests as indicated in appendix VII.

c. Installation commander—

(1) May approve special makeup testing under the following conditions only, provided the justification clearly demonstrates that lack of testing during the test period was beyond the control of the individual.

(a) In a travel or delay en route status incident to PCS. This will include the failure of losing organization commander to evaluate the individual prior to departure if he departed subsequent to the first day of the testing period.

(b) In a patient status and for medical reasons he was not capable of reporting to the testing area or taking the test, provided the hospital commander or his authorized representative attests to the incapability.

(c) In a leave status under emergency conditions.

(2) Will notify commanders and individuals concerned of approved requests.

(3) Will, for approved requests, administer MOS evaluation test if testing can be accomplished within 10 days of individual's arrival for duty and within the month following the test period. Test materials will be submitted to Commanding Officer, U.S. Army Enlisted Evaluation Center within 48 hours of test administration. MOS Evaluation Test Rosters will cite this paragraph as authority for late evaluation.

(4) Will, for approved requests which cannot be administered in accordance with (3)

above, furnish a copy of the complete correspondence to the Commanding Officer, U.S. Army Enlisted Evaluation Center, ATTN: EPEEC, Fort Benjamin Harrison, Indiana, 46249.

(5) Will forward to the monitoring commanders with an appropriate recommendation, requests falling in categories indicated in paragraph e(1) above which are not favorably considered, and requests not falling in these categories.

f. Monitoring commanders will review requests and approve only those which clearly demonstrate that lack of testing was beyond the control of the individual concerned. Requests which are approved will cite this paragraph as authority. The following actions will be taken :

(1) Notify the commanders and individuals concerned of final action.

(2) Direct installation commanders to administer tests for approved requests for which testing can be accomplished by the last day of the month following the test period.

(3) For other approved requests, furnish a copy of the complete correspondence to the Commanding Officer, U.S. Army Enlisted Evaluation Center, ATTN: EPEEC, Fort Benjamin Harrison, Indiana, 46249.

9. Upon receipt of approved requests, the Commanding Officer, U.S. Army, Enlisted Evaluation Center, Fort Benjamin Harrison, Indiana, will forward test materials to appropriate TCO, and will prescribe a time period during which the special makeup test will be administered and when test answer documents, Commander's Evaluation Reports and MOS Evaluation Test Roster will be submitted.

**15. Scoring and reporting connected with MOS evaluation.** MOS Evaluation Test Answer Documents and Commander's Evaluation Reports will be forwarded to the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Ind., 46249 (exempt reports, par. 39*h*, AR 335-15), together with the applicable MOS Evaluation Test Roster (exempt report, par. 39*m*, AR 335-15) as provided in paragraph 1*c*, appendix II. The Commanding Officer, U.S. Army Enlisted Evaluation Center will—



a. Score MOS Evaluation Test Answer Documents, and Commander's Evaluation Reports.

b. Furnish individual Evaluation Data Reports and machine-prepared rosters reflecting organization, name, grade, service number, primary, secondary, or additional MOS, and evaluation score for each soldier evaluated, in duplicate, to the test control officers concerned.

c. Furnish a summary type frequency report by primary, secondary, or additional MOS, grade,

and evaluation score at conclusion of test period to all major commanders concerned.

**16. Pay grade and MOS determination for commissioned and warrant officers.** Policies and procedures pertaining to pay grade and MOS determinations for commissioned and warrant officers who intend to enlist or reenlist upon termination of current active commissioned or warrant officer service are contained in appendix VIII.

## APPENDIX I

### MONITORSHIP RESPONSIBILITY

1. Monitorship responsibility for the operation of the Enlisted Evaluation System is delegated to major commanders and heads of Headquarters, Department of the Army agencies as follows:

<i>Monitoring commander</i>	<i>Geographical areas</i>
Commanding General, First United States Army-----	First United States Army, Greenland, Iceland, Bermuda, Canada, New Foundland.
Commanding General, Second United States Army-----	Second United States Army.
Commanding General, Third United States Army-----	Third United States Army.
Commanding General, Fourth United States Army-----	Fourth United States Army.
Commanding General, Fifth United States Army-----	Fifth United States Army.
Commanding General, Sixth United States Army-----	Sixth United States Army.
Commanding General, Military District of Washington, U.S. Army.	Military District of Washington.
To be announced-----	Middle East and Africa.
Commanding General, U.S. Army, Alaska-----	Alaska (including Aleutian Islands).
Commander, U.S. Army Forces, Southern Command-----	Caribbean, Central and South America.
Commander-in-Chief, U.S. Army, Pacific-----	Pacific Ocean Islands, Korea, Japan, Thailand, Cambodia, Laos, Republic of Vietnam, Malaysia, and Burma.
Commander-in-Chief, U.S. Army, Europe-----	Continental Europe, United Kingdom, Mediterranean Sea Islands, Turkey, Azores, Casablanca, and Tripoli.
Chief, U.S. Army Security Agency-----	All U.S. Army Security Agency Units.
Assistant Chief of Staff for Intelligence, Department of the Army.	USARMA's and other ACSI units not monitored by another major commander.
The Adjutant General, ATTN: AGEZ, Department of the Army.	Activities of Headquarters, Department of the Army, Field Activities of Department of the Army Staff, and Department of Defense and Joint Activities Categories.

2. Monitoring commanders will exercise the following responsibility for enlisted personnel assigned to class II installations or activities and U.S. Army Air Defense Command units within their geographical area.

a. Testing.

b. Approval or disapproval of requests for makeup testing, except for those requests which may be approved by installation commanders. *add. 6,*

## APPENDIX II

### TEST PERSONNEL

**1. Test Control Officer (TCO).** a. *Qualifications.* The individuals selected as test control officer or alternate test control officer must—

- (1) Be a commissioned or warrant officer.
- (2) Have a minimum security clearance of

SECRET and authorized access to classified cryptographic information for U.S. Army Security Agency monitored classified MOS.

- (3) Know security policies and procedures.

- (4) Where possible, be experienced in personnel management and general administrative procedures.

*b. Appointment.* Test control officers and alternate test control officers will be appointed on special orders. Individual security clearances to include CRYPTO access, if appropriate, will also be indicated for each appointed individual.

*c. Duties.* The test control officer will—

- (1) Serve as staff advisor to the installation commander on the Enlisted Evaluation System.
- (2) Implement appropriate test control procedures within the scope of this regulation, AR 380-5, AR 380-40, and AR 345-15 for the handling, storing, utilization, and disposition of test materials; and insure that these procedures are rigidly adhered to in order to preserve the integrity of the tests and protect the public interest.
- (3) Requisition required test materials as indicated in appendix VI.
- (4) Verify receipt of requisitioned test materials and return receipted DA Form 17 (Requisition for Publications and Blank Forms) to the agency from which received.
- (5) Maintain custody of MOS evaluation test materials, except during authorized test periods.
- (6) Implement installation testing program, including coordination with commanders, unit personnel officers, and test examiners.
- (7) Make available MOS evaluation test aids to the installation education adviser.
- (8) After receipt of MOS evaluation test roster from unit personnel officers make changes to rosters as subsequently reported (par. 8c(3)).
- (9) Coordinate the testing or forwarding of evaluation scores of eligible personnel of units which depart on a unit PCS or maneuvers, to a location or new station under responsibility of another test control officer prior to the regular or makeup test period or prior to receipt of evaluation scores (par. 9c).
- (10) Verify eligibility of transient personnel and prepare MOS evaluation test rosters,

when appropriate, and test eligible personnel upon request of the individual or his commander (par. 9 and appendix V).

- (11) Forward MOS Evaluation Test Rosters with completed answer sheets and Commander's Evaluation Reports to the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Indiana, 46249, in accordance with the submission schedule established in the quarterly Department of the Army MOS evaluation test circular.

*(12)* Maintain test answer documents for personnel tested for whom a Commander's Evaluation Report has not been received and forward test answer documents and Commander's Evaluation Report at the earliest possible date but not later than 30 days after the last date of the test period.

- (13) Forward MOS test materials connected with special makeup testing to U.S. Army Enlisted Evaluation Center within 48 hours of test administration or as otherwise directed by the U.S. Army Enlisted Evaluation Center.

(14) Notify commanders of date personnel were tested and primary, secondary, or additional MOS in which tested.

(15) Make appropriate disposition of rescinded or obsolete MOS evaluation test materials as prescribed by separate instructions from the agency from which received.

(16) Upon receipt of individual MOS Evaluation Data Reports and machine prepared rosters from U.S. Army Enlisted Evaluation Center, furnish both copies of individual reports and one copy of the roster to the commander responsible for custody of personnel records.

*d. Direct communication.* Direct communication between test control officers and the Commanding Officer, U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Ind., 46249, is authorized to facilitate all aspects of test administration scoring, and reporting.

**2. Test examiner.** *a. Qualifications.* The test examiner must be a commissioned officer, warrant officer, or Department of the Army civilian with a

**SECRET** clearance. The test examiner for U.S. Army Security Agency classified MOS must have a security clearance of **SECRET-CRYPTO**.

*b. Duties.* The test examiner will administer MOS evaluation tests in accordance with the Manual for Administration of MOS Evaluation Tests (DA Pam. 611-9).

**3. Test proctors.** *a. Qualifications.* Test proctors will be enlisted personnel in pay grade E-6 or above with a **SECRET** clearance.

*b. Appointment.* Normally, one test proctor will be appointed for every 25 examinees.

*c. Duties.* Test proctors will perform such duties as may be assigned by the test examiner.

## APPENDIX III

### INSTRUCTIONS FOR COMPLETION OF COMMANDER'S EVALUATION REPORT (DA FORM 2166)

*(Complete Entire Report for Eligible Personnel in Conjunction With Evaluation in Primary MOS)*

**1. General.** *a. Commander's Evaluation Reports* will be prepared for all eligible enlisted personnel subject to evaluation in their primary MOS. Reports will be prepared in original only. Amended or revised reports will not be prepared and submitted. Copies of completed reports are not authorized.

*b. Commanders* responsible for custody of personnel records will insure that reports are prepared for each individual eligible for evaluation.

*c. Commanding officers* (company, battery, detachment, or comparable unit commander) will—

(1) Insure that proper raters and indorsers complete the Commander's Evaluation Report prepared for eligible personnel in conjunction with evaluation in primary MOS.

(2) Forward completed reports to the commander responsible for custody of personnel records.

**2. When rendered.** *a. Commander's Evaluation Reports* will be prepared for all eligible individuals after their primary MOS have been announced for testing. Reports will be prepared in sufficient time to insure submission to test control officers not later than 10 days prior to the first day of the test period, except as required in *b* through *d* below. The individual soldier will not be granted access to his completed Commander's Evaluation Report nor will he be advised of his specific ratings.

*b. The Commander's Evaluation Report* will be prepared as prescribed in appendix V for the following eligible personnel who will be absent from unit of assignment or home station, or in an assigned or attached patient status during the test period.

(1) Permanent change of station.

(2) Temporary duty including students who are attending courses of instructions at a service school in a temporary duty status.

(3) Emergency leave.

(4) Patients in an assigned or attached patient status.

(5) Cases not covered by the above.

*c. Commander's Evaluation Report* will be prepared when the primary MOS of an individual subject to evaluation has been announced for testing and orders are received reassigning individual's rater to another organization. These reports will be retained with the rated individual's permanent records and will be submitted to the Test Control Officer when the new rater has not been in a supervisory position over the rated soldier for a sufficient period of time to permit a proper evaluation. If the new rater has been in a supervisory position over the rated individual for a period of 60 days or longer, a new Commander's Evaluation Report will be prepared and the former report destroyed.

*d. Commander's Evaluation Reports* will be prepared not later than 30 days after the last day of the test period for newly assigned personnel eligible for evaluation in their primary MOS when the personnel records of individuals concerned do not contain a Commander's Evaluation Report and tracer action fails to obtain the report from the former unit commander by the above date.

**3. Raters.** *a. The raters* will be the immediate supervisor of the individual to be rated except for raters of students assigned to and attending service schools who may be cadre or instructor personnel best qualified to evaluate the individual's performance. Enlisted personnel designated as raters must

be in pay grade E-6 or above and be at least one pay grade higher than the individual being rated. Noncommissioned officers will not be rated by specialists.

b. Air Force, Navy, and Marine Corps personnel may act as raters when they supervise eligible U.S. Army enlisted personnel. They must satisfy the requirements contained in *a* above.

c. United States civilian personnel, grades GS-6 or WBS-4 or above, may act as raters only when no military supervisor is present.

d. Allied foreign nationals of appropriate grade may act as raters when actually supervising U.S. Army enlisted personnel, provided they understand fully the criteria and procedures for effecting the rating, and provided no U.S. military supervisor is present.

e. Whenever the rater is a general officer, an indorser and reviewing officer are not required.

4. **Indorsers.** The indorser will be the rater's supervisor. The indorser must be of equal or higher grade than the rater, senior in date of rank, and in an appropriate supervisory position over the rater. Air Force, Navy, Marine Corps, U.S. civilian and allied personnel may act as indorsers when they supervise the rater.

5. **Reviewing officer.** a. The reviewing officer will be a warrant or commissioned officer who supervises the indorser.

b. The reviewer or unit commander will insure that the proper rater and indorser have completed the form and that an accurate and objective rating has been rendered. If, in the opinion of the reviewer, the ratings are not accurate and objective, the report will be returned to the rater and indorser for reevaluation.

c. Whenever a soldier's CER is indorsed by a general officer, section III of the Commander's Evaluation Report need not be completed.

6. **Preparation and entries.** a. **General.** The Commander's Evaluation Report will be submitted DA Form 2166.

b. **Entries in Heading.** The unnumbered items entitled "TCO SYMBOL," "ROSTER NUMBER," and "PERFORMANCE TEST SCORES ON LANGUAGE RATING SCALES (if applicable)" will be accomplished by the TCO. The unnumbered item entitled "UNIT CODES" will be accomplished by the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Indiana.

c. **Entries in section I.** This section will be accomplished by the unit personnel officer prior to submitting the Commander's Evaluation Report to the unit commander. All entries will be verified to insure accuracy.

- (1) **Item 1.** The grade (pay grade), last name, first name, middle initial, service number, organization, and organization address box will be completed by use of parts I and II, "Standard Personnel Addressing Machine Plate", "Standard Personnel Plate" or "Military Pay Plate," when equipment for use of these plates is not available, this item will be completed by typewriter in the order shown in the block.
- (2) **Item 2.** Enter pay grade as shown in section I. Service Record (DA Form 24). *Example:* E-6.
- (3) **Item 3.** Enter date of rank of present grade as shown in section I, Service Record (DA Form 24). *Example:* 18 May 61.
- (4) **Item 4.** Enter the proficiency pay designator, where applicable, as shown in item 2, Enlisted Qualification Record (DA Form 20). *Example:* P1, P2, P3, or P1(SP).
- (5) **Item 5.** Enter the primary, secondary, and additional MOS and skill level in which the individual is classified, and the dates the MOS were designated as shown in item 32, Enlisted Qualification Record (DA Form 20). *Example:* 111.7, 20 Jun 58. As an exception, entry of MOS 965 (Interpreter-Translator), designated as primary, secondary, or additional MOS, will consist of the complete 7-digit MOS code in accordance with AR 611-201 and AR 611-203. If the individual does not have a secondary or additional MOS, enter "None." In all cases enter duty MOS.
- (6) **Item 6.** Enter designation of major command exercising command jurisdiction over the individual. Major commands are those commands to which Headquarters, Department of the Army, allocates or assigns personnel.

- (7) *Item 7.* Enter the MOS code in which the individual is being tested as announced in the Department of the Army MOS Evaluation Test announcement circular. The MOS will be preceded by P, S, or A denoting whether MOS is designated primary, secondary, or additional. For those personnel classified in an entry MOS or entry skill level who are being evaluated in an advanced MOS in accordance with paragraph 5a(2), the MOS will be preceded by an E. The MOS recorded in this item must be the same as that recorded on the MOS Evaluation Test Roster (DA Form 2165) and on MOS Evaluation answer document.
- (8) *Item 8.* Enter the language code (see section IV, AR 611-201) if the individual is a linguist and is to be tested in a language. Leave blank if the individual is not to be tested in a language.
- (9) *Item 9.* Enter individual's current status by placing an "X" in the appropriate box.

*d. Entries in section II.* This section will be accomplished by the rater and indorser in accordance with the instructions contained on the reverse of DA Form 2166 (Commander's Evaluation Report). It is the responsibility of the unit commander or reviewing officer to insure that section II is completed by the proper individuals.

*e. Entries in section III.* Item 12 of this section will be accomplished by the Reviewing Officer in accordance with the instructions contained on the reverse of the DA Form 2166 (Commander's Evaluation Report) (Note 3e and 5c above).

*f. Entries in Remarks Section.* Item 13, on the reverse of the form, is provided for any additional remarks deemed necessary by any individual accomplishing the report. It will also be used for any information required by announcement circulars or separate Department of the Army directives.

**7. Restrictions.** THE COMPLETED COMMANDER'S EVALUATION REPORT PREPARED IN CONJUNCTION WITH EVALUATION IN PRIMARY MOS WILL NOT BE SHOWN TO THE RATED SOLDIER.

#### APPENDIX IV

#### INSTRUCTIONS FOR COMPLETION OF THE MOS EVALUATION TEST ROSTER (DA FORM 2165)

**1. General.** *a. MOS Evaluation Test Rosters* (DA Forms 2165) will be prepared in quintuplicate by commanders responsible for custody of personnel records in accordance with instructions in paragraphs 2 and 3 below. Disposition of copies will be accomplished in accordance with instructions contained in procedures 3-3, DA Pam 600-8 (Unit Personnel Officer's Guide).

*b.* Separate rosters will be prepared for each test administration session, listing those individuals to be tested in primary, secondary, or additional MOS. Separate rosters will be prepared for each skill digit of an MOS, and for each language code within a skill digit, when appropriate.

*c.* Commanders responsible for custody of personnel records will forward MOS Evaluation Test Roster(s), in triplicate, to the test control officer. A Commander's Evaluation Report will be attached to primary MOS Evaluation Test Rosters

for each individual listed on the rosters. Changes which occur after submission of the roster(s) (par. 8c(3)) will be reported to the test control officers. Roster(s) will be updated to reflect changes.

**2. When rendered.** *a. MOS Evaluation Test Rosters* will be prepared after schedules are announced by the test control officers. Rosters will be prepared in sufficient time to insure submission to the test control officer not later than 10 days prior to the first day of the test period, except as required in *b* below.

*b.* The MOS Evaluation Test Roster will be prepared as prescribed in appendix V, for the following eligible personnel who will be absent from unit of assignment or home station, or in an assigned or attached patient status during the test period.

- (1) Permanent change of station.
- (2) Temporary duty including students at-

tending courses of instructions at service schools in a temporary duty status.

(3) Emergency leave.

(4) Patients in an assigned or attached patient status.

(5) Cases not covered by the above.

**3. Completion of items.** Ink or typewritten entries only are authorized.

*a. Item 1, TCO symbol.* Enter the numerical symbol assigned to the test control officer.

*b. Item 2, Roster number.* Test control officers will serially number each test roster prior to forwarding to the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Indiana, 46240. Rosters will be numbered each year, effective with February MOS evaluation test period. Numbers will be preceded by P, S, or A to denote testing in primary, secondary, or additional MOS.

*c. Item 3, MOS.* Enter MOS and skill level in which individuals will be tested. For personnel classified in MOS 965; enter the seven-digit MOS code which reflects the appropriate language code. MOS will be preceded by P, S, A, or E to denote testing in primary, secondary, additional, or evaluation in advanced MOS. *Examples:* "P 111.7," "S 965.1727," "E 121.1."

*d. Item 4, Date tested.* The test control officer or test examiner will enter the date on which MOS evaluation test was administered.

*e. Item 5, Organization and station.* Enter the examinee's parent organization and station. If the examinee is a student at an Army service school on TDY, the permanent organization will be entered. Separate rosters will be prepared for TDY personnel assigned to different units. Those individuals assigned to lettered batteries or detachments of the same parent organization may be placed on the same roster. Separate rosters will be prepared for personnel who are alerted for a PCS when TCO requests MOS Evaluation Data Report be forwarded to new unit of assignment. Separate rosters will be prepared for numbered TOE and TD units. Identifying TD numbers will be included.

*f. Item 6, TCO mailing address.* Enter complete official mailing address of test control officer.

*g. Item 7, Major command.* Enter the appropriate major commander (see AR 10-5) or head, Headquarters, Department of the Army agency (see AR 10-50) who exercises command jurisdiction over individuals listed on the roster.

*h. Item 8, Line number.* Each name on the roster will be assigned a consecutive line number.

*i. Item 9, Name.* Enlisted personnel will be listed on the roster in alphabetical order by pay grade.

*j. Item 10, Grade.* Enter each individual's grade and pay grade. *Example:* SFC (E-7). Individuals receiving proficiency pay will be further identified by recording proficiency rating designator after pay grade. *Example:* SFC (E-7) (P1).

*k. Item 11, Service number.* Enter prefix and complete service number.

*l. Item 12, Remarks.* Enter the individual's security clearance when a classified test is to be administered. No other entries will be made in this item except those authorized by Headquarters, Department of the Army.

*m. Item 13, Typed name and grade of unit personnel officer.* Unit personnel officer will sign ~~typed~~ typed name after all entries have been completed.

*n. Item 14, Typed name and grade of test control officer.* After an administrative check for completeness, the test control officer will sign ~~typed~~ typed name.

*o. Item 15, Date forwarded.* Enter date roster forwarded to the U.S. Army Enlisted Evaluation Center.

**4. Continuation sheet.** Additional MOS Evaluation Test Rosters (DA Form 2165) may be used as continuation sheets. Continuation sheets do not require completion of Items 3-7 or 13-15.

**5. Final roster.** Final roster submitted by each test control officer for an authorized test period will be identified as "FINAL ROSTER."

## APPENDIX V

### SPECIAL INSTRUCTIONS FOR RENDERING CER'S AND MOS EVALUATION TEST ROSTERS FOR ELIGIBLE PERSONNEL ABSENT OR IN A PATIENT STATUS

**1. Special instructions for rendering CER's for eligible personnel absent or in a patient status.** To be completed for personnel eligible for evaluation in PMOS. Commanders responsible

for custody of personnel records and TCO's are responsible for insuring that reports are submitted in accordance with the following schedule:

	CEE prepared in unit of assignment prior to departure	CEE prepared in unit of assignment subsequent to departure	Included in field military 201 file	Forward to TCO who will administer test	Withdrawn by TCO who administered test in transient status	Forward to CO of gaining organization of assignment or attachment	Submit to TCO after arrival in new organization of assignment or attachment
<b>PCS</b>							
No prior arrangements made.....	<sup>1</sup> X		<sup>1</sup> X				<sup>1</sup> X
Prior arrangements made.....	X		<sup>1</sup> X		X		
Individual makes own arrangements.....	<sup>1</sup> X		<sup>1</sup> X		X		
<b>TDY (Records accompany individual)</b>							
Individual departs subsequent to test announcement, and							
No prior arrangements made.....	<sup>1</sup> X		<sup>1</sup> X				X
Prior arrangements made.....	X		<sup>1</sup> X		X		
Individual makes own arrangements.....	<sup>1</sup> X		<sup>1</sup> X		X		
Individual departed prior to test announcement.....		<sup>1</sup> X					X
<b>TDY (Records do not accompany individual)</b>							
Individual departs subsequent to test announcement, and							
No prior arrangements made.....	<sup>5</sup> X					X	X
Prior arrangements made.....	<sup>5</sup> X			X			
Individual makes own arrangements.....	<sup>5</sup> X			<sup>5</sup> X		<sup>1</sup> X	
<b>EMERGENCY LEAVE</b>							
Prior arrangements made for testing in a leave status.....	<sup>5</sup> X			X			
Individual makes own arrangements for testing in leave status.....		<sup>5</sup> X		<sup>5</sup> X			
<b>PATIENTS: Assigned status</b>							
Individual reassigned subsequent to test announcement.....	<sup>1</sup> X		<sup>1</sup> X				<sup>1</sup> X
Individual reassigned prior to test announcement.....		<sup>10</sup> X				<sup>10</sup> X	
Attached status.....		<sup>11</sup> X				X	

<sup>1</sup> Report will be prepared for all individuals eligible for evaluation in primary MOS only.

<sup>2</sup> Completed report will be placed in a sealed envelope when individual has access to his field military 201 file.

<sup>3</sup> Report will be submitted to TCO for all students in a PCS status and for all other individuals only when individuals concerned have not been assigned for a sufficient period of time to prepare a valid evaluation. When the individual has been assigned for a period of 60 days or more, a new report will be prepared and submitted and the report from the former organization will be destroyed.

<sup>4</sup> Report will be forwarded to arrive not later than 30 days prior to the first day of the test period.

<sup>5</sup> Report(s) will be prepared prior to departure and forwarded on the day the individual departs.

<sup>6</sup> Test control officer will contact commander of individual's unit of assignment and verify eligibility of individual concerned prior to testing. If eligible for evaluation in primary MOS, the TCO will contact commander of individual's unit of attachment and request the report.

<sup>7</sup> Commander of individual's unit of attachment, upon request of TCO, will forward report, in conjunction with evaluation in primary MOS, without delay.

<sup>8</sup> Test control officer will contact individual's unit commander and verify eligibility. If eligible, commander of unit of assignment will forward report(s) without delay.

<sup>9</sup> If individual is not evaluated while in a patient status, the provisions of 1 above apply after the individual is returned to duty and reassigned.

<sup>10</sup> If individual is eligible for evaluation in primary MOS, the Commanding Officer, Medical Holding Detachment, will contact the commander of individual's previous unit of assignment and request that a report be prepared and forwarded to arrive not later than 30 days prior to the first day of the test period.

<sup>11</sup> Report(s) will be prepared and forwarded to arrive not later than 30 days prior to the first day of the test period, unless attachment is effective at a later date which precludes compliance. In the latter cases, report(s) will be prepared on the date of notification of attachment and forwarded without delay.

2. Special instructions for preparation and submission of MOS evaluation test rosters for individuals absent or in a patient status. To be completed for personnel eligible for evaluation in primary, secondary, and/or additional MOS. Commanders responsible for custody of personnel records and TCO's are responsible for insuring that roster(s) are submitted in accordance with the following schedule:

	Roster(s) prepared in unit of assignment prior to departure	Included in field military 201 file	Forwarded to TCO who will administer test(s)	Withdrawn by TCO who administered test(s) in a transient status	Roster(s) prepared by TCO who administered test(s) in a transient status	Forwarded to CO of gaining organization of assignment or attachment	Roster(s) prepared by commander responsible for custody of personnel records of individual's new unit of assignment or attachment
<b>PCS</b>							
No prior arrangements made for testing in a transient status.....							X
Prior arrangements made for testing in a transient status.....	X	<sup>1</sup> X		X			
Individual makes own arrangements for testing in a transient status.....					X		
<b>TDY (Records accompany individual)</b>							
Individual departs subsequent to test announcement, and							
No prior arrangements made for testing in a transient status.....							X
Prior arrangements made for testing in a transient status.....	X	<sup>1</sup> X		X			
Individual makes own arrangements for testing in a transient status.....					X		
Individual departed prior to test announcement.....							X
<b>TDY (Records do not accompany individual)</b>							
Individual departs subsequent to test announcement, and							
No prior arrangements made for testing in a transient status.....	<sup>2</sup> X					X	
Prior arrangements made for testing in a transient status.....	<sup>2</sup> X		X				
Individual makes own arrangements for testing in a transient status.....					<sup>3</sup> X		
<b>EMERGENCY LEAVE</b>							
Prior arrangements made for testing in a leave status.....	<sup>3</sup> X		X				
Individual makes own arrangements for testing in a leave status.....					<sup>3</sup> X		
<b>PATIENT</b>							
Assigned status.....							X
Attached status.....	<sup>4</sup> X					X	

<sup>1</sup> Place in a sealed envelope when individual has access to his field military 201 file.

<sup>2</sup> Forwarded on the day individual departs.

<sup>3</sup> Test control officer will contact commander of individual's unit of assignment and verify eligibility of individual concerned prior to testing.

<sup>4</sup> Prepared and forwarded in sufficient time to arrive not later than 30 days prior to the first day of testing period unless attachment is effective at a later date which precludes compliance. In the latter cases, roster(s) will be prepared on date of notification of attachment and forwarded without delay.



## APPENDIX VI

## PROCUREMENT AND SECURITY OF TEST MATERIALS

1. Procurement. *a. General.*

(1) MOS evaluation test materials, with the exception of U.S. Army Security Agency test materials and the U.S. Army Signal Communications Security Agency MOS evaluation tests, will be requisitioned from the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Ind., 46249.

(2) Requisitions for U.S. Army Security Agency monitored evaluation test materials will be submitted as follows:

(a) *Army Security Agency units.* Requisitions will be submitted to the Commanding Officer, USASA Training Center and School, Fort Devens, Mass., 10433.

(b) *All other units.* Requisitions will be submitted to the Chief, U.S. Army Security Agency, Arlington Hall Station, Arlington, Va., 22212. Requisition will include the name, grade, service number, security clearance, and MOS of individual to be tested. Evaluation test material will be forwarded only to test control officers or alternate test control officers with a SECRET-CRYPTO clearance. Forwarding evaluation test material to a crypto account number is not authorized.

(3) Requisitions for U.S. Army Signal Communications Security Agency MOS evaluation tests will include in item 5, DA Form 17, the name, crypto account number, and address of the crypto custodian. Requisitions will be submitted as follows:

(a) *Test Control Officer, CONUS.* Test Control Officers for the First, Second, Third, and Fifth Army areas and MDW will submit requisitions to Commanding Officer, CRIOLEX (COMSEC Regional Issuing Office, Lexington) Lexington Army Depot, Lexington, Ky., 40501. Test Control Officers for the Fourth and Sixth Army areas will submit requisitions to Commanding Officer, CRIOSAC (COMSEC Regional Issuing Office, Sacramento,

Calif.) Sacramento Army Depot, Sacramento, Calif., 95814.

(b) *Test control officers outside CONUS.* Requisitions will be submitted to the appropriate command issuing office whose address may be obtained from the local signal officer (AR 380-41).

(4) Requests for test aids monitored by the Commanding Officer, U.S. Army Signal Communications Security Agency will be integrated on requisitions for other test aids requested from the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Ind., 46249.

(5) Requisitions for MOS performance tests will be submitted in accordance with special instructions contained in the Department of the Army test announcement circulars.

(6) Commander's Evaluation Reports (DA Form 2166) will be requisitioned through AG publications supply channels.

(7) MOS Evaluation Test Rosters (DA Form 2165) will be requisitioned through AG publications supply channels.

*b. Requisitioning procedures.*

(1) All MOS evaluation test materials will be requisitioned on DA Form 17 which will be signed by the test control officer or the alternate test control officer. Basis for requisitioning evaluation test materials is prescribed in c below. Requisitions for each test period will be limited to the MOS announced for testing during that period.

(2) Items on DA Form 17 will be completed as follows:

(a) Enter installation at which tests will be administered.

(b) Item 1, check "Special."

(c) Item 2 enter specific Department of the Army test announcement circular.

(d) Item 4, enter "U.S. Army Enlisted Evaluation Center."

(e) Item 5, enter TCO symbol and official mailing address of test control officer.

(f) Item 6a, list line items in numerical sequence regardless of category.

- (g) Item 6b, identify each item requested by number, by prefix (ET, PT, DA Pam, DA Form, etc.) and number, or by title if no identifying number is available.
- (h) Item 6c, enter number of seating spaces in testing facility. If the same for all MOS, enter only once. If more than one test facility is to be used, enter capacity of each.
- (i) Item 6d, enter actual examinee strength for each test facility to be used.
- (3) Except as indicated above, instructions on the reverse of DA Form 17 will be followed.
- (4) When continuation sheets are used, the TCO Symbol will be entered in "station number" block.

*Basis for requisitioning MOS evaluation test materials. Manual for administration of two per test examiner.*

MOS evaluation tests	
MOS Evaluation Test Aids.	One per eligible examinee plus 10 percent; plus one installation Education Advisor.
MOS Evaluation Test Booklets.	One per eligible examinee plus 10 percent.
MOS Evaluation Test Answer Documents.	One per examinee plus 10 percent. (Answer documents will be requisitioned in lots of 50.)

**2. Security and control.** The following policies and procedures will apply in the maintenance of security and control of evaluation test materials:

a. Access to test booklets, performance tests, and answer documents will be limited to commissioned officers, warrant officers, and enlisted personnel in pay grade E-6 or above who are directly concerned with test administration and then only during test administration. Individuals will not be granted access to test booklets, or completed answer documents for their primary, secondary, or additional MOS.

b. Access to other test materials may be given to TCO staff to facilitate administrative processing.

c. Test materials will be utilized only as prescribed in Department of the Army directives.

d. MOS evaluation test materials will not be reproduced in any form.

e. Test booklets will bear the protective marking **FOR OFFICIAL USE ONLY**, except when the test content warrants a security classification.

f. Test booklets will be maintained as controlled items and will be received or issued only by the test control officer, alternate test control officer, or his designated representative who must meet or abide by criteria established above.

g. Test materials will be double wrapped for shipping or mailing. The inner wrapping will bear the protective marking **FOR OFFICIAL USE ONLY** or the security classification and will identify the contents as MOS evaluation test materials and will include the statement "TO BE OPENED BY TEST CONTROL OFFICER ONLY." *Example:*

**FOR OFFICIAL USE ONLY**  
**MOS EVALUATION TEST MATERIAL**  
**(CONTROLLED ITEMS) TO BE OPENED**  
**BY TEST CONTROL OFFICER ONLY**

h. Envelopes or packages marked as indicated above will be delivered direct to the test control officer and will not be opened by message center or mail room personnel.

i. All test materials will be checked by the test control officer or alternate test control officer. Receipt of evaluation test materials will be acknowledged by signing the inclosed DA Form 17 and returning it to the U.S. Army Enlisted Evaluation Center.

**3. Loss or compromise of MOS evaluation test materials.** Each case of suspected compromise of test materials must be processed under paragraph 6b(3), AR 345-15, paragraph 42, AR 380-5, or paragraphs 50, 51, and 57, AR 380-40, as appropriate. Not only must an investigation disclose the danger to the security of classified material because of the loss or compromise, but it must also determine whether test material has been or may have been compromised. Therefore, in addition to action required by the directive stated, the following action will be taken:

a. Any person, civilian or military, who becomes aware of or suspects the loss or compromise of MOS evaluation test materials will immediately notify his commanding officer or office chief who, in turn, will notify by the fastest means available the test control officer or commander of the installation concerned.

b. Within 48 hours of such notification, the installation commander concerned will dispatch by electrical message an initial report to the Commanding Officer, U.S. Army Enlisted Evaluation Center and the monitoring commander. The initial report will contain the following information, as appropriate:

- (1) A complete description of test materials lost or suspected of compromise, including security classification and booklet serial numbers, if appropriate.
- (2) Information as to whether it is believed that the test material was accidentally destroyed or whether it could have been compromised. If there is any reasonable possibility that the test material could have been used to advantage by enlisted persons in the MOS concerned who were tested after the date of loss, the following information is desired:
  - (a) The most recent date the lost material was positively known to be under control.
  - (b) The most reasonable area of possible compromise. Such information would normally consist of TCO number, and possible names of one or more organizational units which may have been involved in the loss of material. This information will be used by the USAEEC for purposes of analyzing test results in order to detect possible compromise by individuals or groups.
- (3) Action taken as of time of submission of report.

- (4) Such other information or facts as are deemed important.

c. Additional information or facts falling within the category listed below which are developed prior to completion of the investigation required by above mentioned directives will be furnished by electrical message to the Commanding Officer, U.S. Army Enlisted Evaluation Center and the monitoring commander:

- (1) Recovery of lost test materials.
- (2) Positive information indicating that the contents of the test booklet has in fact been compromised to include extent of such compromise.
- (3) Information indicating that test materials were destroyed in error and contents thereof were not compromised.
- (4) Information or facts which lead to decision to discontinue the investigation, including circumstances.

d. Completed reports of investigation will be prepared in accordance with directives mentioned above. Copy of this report will be forwarded through the monitoring commander to the Commanding Officer, U.S. Army Enlisted Evaluation Center. When reports are not otherwise required, the Commanding Officer, USAEEC will be furnished valid findings and conclusions concerning compromise of test materials.

4. **Disposition of test materials.** Test manuals, test booklets, and unused answer sheets will be retained by test control officers. Disposition instructions for these materials will be furnished to test control officers by the agencies which furnished the test materials.

## APPENDIX VII

### INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF REQUEST FOR SPECIAL MAKEUP TESTING

1. Individual concerned, unit commander or commander responsible for custody of personnel records will—

a. Initiate request as soon as it is determined that the individual will not be, or has not been, tested during the test period, but not later than 4 months after the last day of the test period.

b. Prepare request in sufficient copies to submit it in three copies, if for approval of installation

commander, or four copies if for approval of monitoring commander.

c. Insure that request contains the name, grade, SN, Primary MOS, organization, and station of the individual concerned and reasons which precluded testing in primary MOS during the test period. Reasons may be any of those included in paragraph 14a.

2. Unit commanders or commanders responsible for custody of personnel records will—

a. Ascertain that reasons which preclude testing are correct.

b. Obtain and include the following information in forwarding comment if request is initiated by individual concerned, or in basic request if initiated by them, and forward the request to the installation commander. (If request is required to be submitted through battalion or comparable organization commander, these commanders will include their recommendations.)

- (1) The reason which precluded testing has been verified and is correct.
- (2) A statement that the individual's Enlisted Qualification Record (DA Form

20) does not contain an entry that he was administered the test previously for the test period concerned.

(3) A statement that the individual met all eligibility criteria prior to the first day of the test period.

(4) Recommendation for approval or disapproval.

**3. Installation commander.** The installation commander will take actions as prescribed in paragraph 14e.

**4. Monitoring commander.** The monitoring commander will take actions as prescribed in paragraph 14f.

*5. Added C1*

## APPENDIX VIII

### PAY GRADE AND MOS DETERMINATIONS FOR COMMISSIONED AND WARRANT OFFICERS

**1. Purpose.** a. This appendix provides for the application of the Enlisted Evaluation System to pay grade and MOS determinations made for commissioned and warrant officers who intend to enlist or reenlist in enlisted pay grades upon termination of their current active commissioned or warrant officer service. In the case of officers with prior RA enlisted service who are eligible to reenlist in their former permanent enlisted pay grade under AR 601-210, and who intend to reenlist in this pay grade, MOS evaluation under these provisions is not required.

b. MOS evaluation accomplished under this appendix will not serve to qualify the applicant for award of proficiency pay following his enlistment or reenlistment, nor for any other purpose not specifically prescribed in this appendix.

**2. Personnel eligible.** Army commissioned officers and warrant officers being released from active duty who plan to revert to enlisted status and are qualified to apply for a grade determination under the provisions of AR 601-210, are eligible for evaluation. Individuals who have already been released from active duty and are applying for enlistment or reenlistment from civilian status are not eligible for evaluation under this appendix.

**3. Pay grades in which eligible.** a. Officers and warrant officers with prior enlisted service are eligible for evaluation in pay grade E-5 or their

prior temporary enlisted grade, which ever is higher.

b. Officers and warrant officers with no prior enlisted service are eligible for evaluation in pay grade E-5.

**4. MOS in which evaluated.** a. Officers are eligible for testing only at pay grade E-5 or higher in MOS, skill levels and grades authorized in the standards of grade authorization section, AR 611-201 or AR 611-202.

b. Individuals with prior enlisted service will be permitted to take MOS evaluation tests in a maximum of three different MOS. At least one of these MOS must be listed as short at the requested pay grade in DA circular which lists the surplus and shortage MOS for use in specific personnel actions at the time test materials are requisitioned. If the officer is tested in a second or third MOS, these MOS must not be listed as surplus at the requested pay grade in the circular. In the event testing is requested at the .8 or .9 skill level, the MOS must not be listed as having reached authorized levels in the monthly DA letter, subject: Authorization for Temporary Appointment of Enlisted Personnel.

c. Officers with no prior enlisted service will be permitted to take MOS evaluation tests in a maximum of three MOS. These must be different MOS. All MOS in which tested must be listed as shortage at the requested pay grade in DA cir-

cular which is current at the time test materials are requisitioned.

d. Unit personnel officers will render all possible assistance to applicants in the selection of appropriate MOS and grade.

**5. MOS evaluation testing.** a. Eligible officers will be administered MOS evaluation tests, including performance tests when required, in accordance with paragraph 6. *Commander's Evaluation Reports (DA Form 2166) are not required and will not be prepared for these officers.*

b. In the case of MOS which are evaluated by Commander's Evaluation Report only, or for which no MOS evaluation test has been prepared, evaluation under the Enlisted Evaluation System for that MOS will not be required. Evaluation and grade determination for such MOS will be based solely on the information submitted on DA Form 1696-R (Enlistment Qualifying Application (Specially Recruited Personnel)) and other personnel records. The U.S. Army Enlisted Evaluation Center will provide current information on testing requirements in any MOS.

c. Officers will be tested in a maximum of three MOS one time only for purposes of grade determination. Individuals who fail to qualify will not be retested.

**6. Processing actions.** a. *Applicants.* Officers and warrant officers being released from active duty who intend to revert to enlisted status will submit application on DA Form 1696-R in accordance with AR 601-210. The MOS and pay grade in which the officer desires to be evaluated will be entered in the remarks section of DA Form 1696-R. Individuals will list MOS in order of preference.

b. *Commanders responsible for custody of personnel records.* Upon receipt of the application, commanders will take the following actions:

- (1) Verify that grade and MOS in which enlistment or reenlistment and evaluation are requested by the applicant are appropriate and meet the requirements established in paragraphs 3 and 4. All possible assistance will be given to the applicant in selection of appropriate MOS and grade.
- (2) Arrange with the installation Test Control Officer for evaluation of the applicant.

- (3) Record results of MOS evaluation testing on DA Form 1696-R in accordance with AR 601-210, and take further action as outlined in this regulation.

c. *Test Control Officer.* The installation Test Control Officer will—

- (1) Requisition test aids and test material from the U.S. Army Enlisted Evaluation Center. The requisition will be in letter form and will specify the MOS and grade in which the applicant will be evaluated. This material will be separately requisitioned in every case. Testing material which may be locally available will not be used for testing of officer personnel under any circumstances.
- (2) Distribute the test aids to the applicant. This will normally be done 90 days in advance of the testing date but a lesser time period may be allowed if the full 90 days are not available.
- (3) Administer the test(s) to the applicant while he is still serving in commissioned or warrant officer status, preferably 90 days or more prior to the date of termination of the commissioned or warrant officer's active duty status. Testing of applicants may be scheduled during regular testing periods under the Enlisted Evaluation System or at any time during the year. However, only test materials specifically requisitioned for the applicant will be used, and commissioned and warrant officers will not be tested at the same test session as enlisted personnel. No more than one MOS evaluation test will be administered to any officer on any one day. Retesting in the same MOS (including a different skill level of the same MOS) and testing in more than three MOS are prohibited.
- (4) Forward completed MOS evaluation test answer documents to the U.S. Army Enlisted Evaluation Center for scoring. They will be transmitted separately from any other answer documents. MOS Evaluation Test Roster (DA Form 2165) is not required and will not be prepared. The covering letter of transmittal will indicate the purpose of the evaluation and

will fully identify the applicant and his organization.

- (5) Dispose of MOS evaluation test materials in accordance with instructions provided by the U.S. Army Enlisted Evaluation Center.

*d. The U.S. Army Enlisted Evaluation Center.*

The U.S. Army Enlisted Evaluation Center will --

- (1) Provide MOS evaluation test materials and test aids upon receipt of requisitions.
- (2) Score the MOS evaluation test(s).
- (3) Inform the appropriate commander through the TCO of the score(s) obtained.

[OPO]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,  
Major General, United States Army,  
The Adjutant General.

- (4) Provide an information copy of the MOS evaluation score to the Chief of Personnel Operations, ATTN: EPD, Department of the Army, Washington, D.C., 20310.

**7. Final grade and MOS determination.**

Final determination of the individual's enlistment eligibility and grade and MOS in which enlistment or reenlistment will be accomplished under the provisions of AR 601-210. The grade and MOS awarded will be determined by the Department of the Army Grade Determination Board based on MOS evaluation tests, recommendations of individual's commander, and such other criteria as may be pertinent.

EARLE G. WHEELER,  
General, United States Army,  
Chief of Staff.

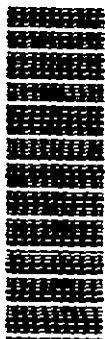
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