

Testing Policy For Deployed Personnel

In circumstances where students must test while deployed, the TCO at the base where the unit is currently assigned must contact AU/CFRR at Maxwell AFB (DSN 493-8128) to determine if an official TCF already exists for the deployed location. If a TCF is already established for the location, the TCO follows test transfer procedures outlined in this Catalog. If there is no TCF at the deployed location, either of two procedures may be followed: (1) A new TCF may be established at the deployed site (must follow procedures as outlined in the AFIADL Catalog), or (2) the commander of the unit to be deployed may sign a letter appointing an officer or SNCO to serve as test administrator during the deployment. When a letter is used, it must include the name of the appointed test administrator, names of the students to be tested, and the mailing address of the deployed location. The base TCF is responsible for maintaining the letter. If the tests are to be hand carried, the newly assigned test administrator must coordinate with the TCO and sign out the tests from the TCF and transport them in a secure manner (i.e., locked (briefcase)). The newly designated test administrator must administer the tests according to testing procedures as outlined in the AFIADL Catalog.