



How to schedule an APT (Army Personnel Test)

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SCAN ME



1 REQUEST DA 4187 TEMPLATE

Send an e-mail to group box:
In the e-mail state which APT you are
requesting.

2 DA 4187

Completely fill out and **digitally
CAC** sign **DA 4187**. Handwritten
forms are unacceptable.

To be considered complete both
you and your Company Commander
must sign.
(if applicable, provide an
Assumption of Command memo).



3 SCHEDULE

Select a day/time using
attached Testing Schedule.
Be sure your test is offered
on the day you select.

4 EMAIL

Reply to this e-mail, in the
body include your
preferred date/time and
attach your fully
completed DA 4187



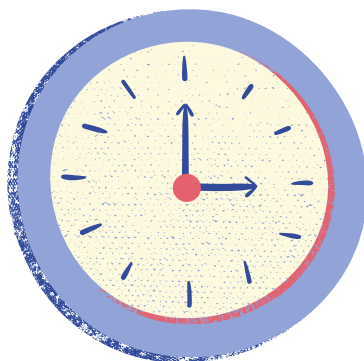
5 TESTING CENTER VERIFICATION

Upon review, if the steps
are completed correctly,
we will
e-mail you a confirmed
test date/time

6 TEST DAY

Arrive **NLT 30 mins** prior to the
scheduled test in BLDG 33009,
761st Tank Bn Ave, Testing
Center is located on the 2nd floor
in RM G-261. If you are in uniform
present your CAC. If you are **not
in uniform** you will be required to
provide an **additional
government issued ID**.

Late Arrivals **will not be
permitted** to Test and will be
required to reschedule



Soldier Development Center BLDG 33009 RM G-261