

How to Submit a DA Form 4187 to Schedule Testing Appointment

ALL Highlighted/Fillable Blocks MUST be Completed on Correct DA 4187 Form

Submit the completed DA 4187 by using one of the 2 methods below:

Method 1. Digitally Signed and Electronically Submitted

After you complete the required DA 4187 form, digitally sign using your CAC. Send to your Commander for his/her verification, approval, and digital signature. The form should be returned to you and then forwarded to the Ed Center (with both signatures) at usarmy.riley.imcom.mbx.education-service-testing@mail.mil. Indicate in your email your preferred test date (* see below). You will be notified via email of your test date and other pertinent testing information.

Method 2. Manually Signed and Submitted

After you complete the required DA 4187 form on the computer, print and manually sign the form. Take to your commander for his/her verification, approval and manual signature. Return form with contact information and indicate your preferred test date (* see below) using one of the methods below:

- a) Scan completed form and email to:
usarmy.riley.imcom.mbx.education-service-testing@mail.mil -or-
- b) Fax to 785-239-3307 -or-
- c) Hand-carry to Building 211, Room 100 for processing.

IMPORTANT :

- Ensure correct test name is on the DA 4187 otherwise it will not be accepted.
- The most common errors are using the DLPT (reading and listening) form when requesting an OPI (oral only exam). These tests are not the same test.
- Another common error is to request ASVAB instead of AFCT. When Active Duty, this exam is only referred to as AFCT.
- Commander must select BOTH the “Has been Verified” and “Is Approved” boxes in item 11.
- **As per AR611-5, form must be signed by Unit Commander. Attach orders if “Authorized Representative” is signing for Unit Commander in boxes 12 & 13.**

* Testing schedule can be found on the Fort Riley Education Services webpage:
<https://home.army.mil/riley/index.php/about/dir-staff/dhr/ed-svcs>

Please contact Education Services at the email address above or by phone at 785-239-6481 if there are questions or if the digital DA Form 4187 does not work correctly.

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