

PERSONNEL ACTION		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
PRINCIPAL PURPOSE:	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
ROUTINE USES:	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
DISCLOSURE:	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU <i>(Include ZIP Code)</i>	2. TO <i>(Include ZIP Code)</i> Army Education Center ATTN: Army Personnel Testing (APT) 100 Knowledge Drive Fort Stewart, GA 31314	3. FROM <i>(Include ZIP Code)</i>
SECTION I - PERSONAL IDENTIFICATION		
4. NAME <i>(Last, First, MI)</i>	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
SECTION II - DUTY STATUS CHANGE <i>(AR 600-8-6)</i>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: <i>(Check as appropriate)</i>		
<input type="checkbox"/> Service School <i>(Enl only)</i>	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training <i>(Enl only)</i>	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting In Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other <i>(Specify)</i>
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	DLPT
9. SIGNATURE OF SOLDIER <i>(When required)</i>		10. DATE (YYYYMMDD)
SECTION IV - REMARKS <i>(Applies to Sections II, III, and V) (Continue on separate sheet)</i>		
PRIMARY EMAIL: _____ PRIMARY PHONE #: _____		
<p>The Defense Language Proficiency Test (DLPT) evaluates a Soldier's Reading and Listening Proficiency in a given language. Soldiers in a linguist MOS or who qualify for FLPB pay must test annually from the last test date.</p> <p>Eligibility criteria:</p> <p>a) Applicants cannot have taken a previous DLPT in the same language within 180 days.</p> <p>b) Applicants who fail to qualify for recertification of their language proficiency may retest after 180 days.</p> <p>c) Applicants who request a retest within 180 days must meet requirements of AR 11-6, para 5-7, and may apply with an Exception to Policy request.</p> <p>d) Approval of this request must be based on a Soldier's individual personnel record to ensure testing/retesting requirements have been met and verified.</p> <p>I request to be administered the DLPT examination for: _____ I have not taken this examination within the last 180 days. This is an initial DLPT examination. ---OR--- This is DLPT retest. My last test date(s) was/were: _____ My score(s) was/were _____</p> <p>The Brigade S1/PAC point of contact is (name, email, phone number): _____</p>		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)