MEMORANDUM FOR RECORD

SUBJECT: Appointment of English Comprehension Level (ECL) Test Control Officer (TCO) and Alternate Test Control Officer (ATCO)

REF: DLIELC Instruction 1025.15 (latest issue)

1. The following personnel are appointed subject duties for Site # _____ IAW reference, effective (date) _____ or until officially relieved or released from appointment. Signatures below signify that the appointee has read and understood DLIELC Instruction 1025.15 and agrees to follow its provisions.

TCO (print or type name)	RANK	SERVICE
EMAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
EMAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
EMAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
EMAIL ADDRESS	SIGNATURE	

2. Appointments above supersede those of the previous TCO/ATCOs (provide names):

_____ _____ _____

3. Please: Mail to: DLIELC/ETF
2235 ANDREWS AVE
JBSA LACKLAND, TX 78236-5259

or Email:
DLI.Testing@us.af.mil

_____ _____
Signature of Appointing Official (Installation Commander or SCO) Date

_____ _____
Name/Rank/Title of Appointing Official (typed or printed) Email Address