

## MEMORANDUM FOR RECORD

SUBJECT: Appointment of American Language Course Placement Test (ALCPT) Test Control Officer (TCO) and Alternate Test Control Officer (ATCO)

REF: American Language Course Placement Test Handbook (latest issue)

1. The following personnel are appointed subject duties IAW reference, effective \_\_\_\_\_, and until officially relieved or released from appointment. Signatures below signify that the appointee has read and understood the ALCPT Handbook and agrees to follow its provisions.

TCO (print or type name)	RANK and SERVICE (grade and title, if civilian)
E-MAIL ADDRESS	SIGNATURE
ATCO (print or type name)	RANK and SERVICE (grade and title, if civilian)
E-MAIL ADDRESS	SIGNATURE
ATCO (print or type name)	RANK and SERVICE (grade and title, if civilian)
E-MAIL ADDRESS	SIGNATURE
ATCO (print or type name)	RANK and SERVICE (grade and title, if civilian)
E-MAIL ADDRESS	SIGNATURE

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

\_\_\_\_\_

3. Please **retain for your records** and **for inspection purposes**. (Do **not** send to DLIELC.)

Signature of Appointing Official	Date
Name/Rank/Title of Appointing Official (typed or printed)	E-mail Address