

**MEMORANDUM FOR RECORD**

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

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

1. The following personnel are appointed subject duties IAW reference \_\_\_\_\_, or until officially relieved or released from appointment. Signatures below signify that the appointee has read and understood the Handbook for the American Language Course Placement Test 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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