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 _____ 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
E-MAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
E-MAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
E-MAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
E-MAIL ADDRESS	SIGNATURE	

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

_____ _____ _____

3. Please mail to: DLIELC/LEAT
2230 ANDREWS AVE
LACKLAND AFB TX 78236-5207

OR FAX to: DSN 473-0211
COMM (210) 671-0211

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

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