

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397
PRICIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Army Education Center ATTN: Army Personnel Testing (APT) 100 Knowledge Drive Fort Stewart, GA 31314	3. FROM (Include ZIP Code)
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
PRIMARY EMAIL		PRIMARY PHONE NUMBER

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

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:

Service School (Enl only)	Special Forces Training/Assignment	Identification Card
ROTC or Reserve Component Duty	On-the-Job Training/Assignment	Identification Tags
Volunteering For Oversea Service	Retesting in Army Personnel Tests	Separate Rations
Ranger Training	Reassignment Married Army Couples	Leave - Excess/Advance/Outside CONUS
Reassignment Extreme Family Problems	Reclassification	Change of Name/SSN/DOB
Exchange Reassignment (Enl only)	Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) DLPT
Airborne Training	Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF MEMBER (When required)	10. DATE (YYYYMMDD)
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SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

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.

Eligibility criteria:

- a) Applicants cannot have taken a previous DLPT in the same language within 180 days.
- b) Applicants who fail to qualify for recertification of their language proficiency may retest after 180 days.
- 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.
- 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.

- I request to be administered the DLPT in the following language: _____
- I have not taken this examination within the last 180 days.
- This is the first time taking the DLPT examination.
- OR---
- This is a DLPT retest. My last test was taken: _____ (YYYY/MM/DD), and my score was: _____

The Brigade S1/PAC point of contact is (name, email, phone number): _____

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
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