

Steps to Request an Army Personnel Test (APT)

i.e. AFCT, SIFT, DLAB, DLPT, OPI

Access the DA4187 on the following website:
<http://www.stewart.army.mil/info/?id=400&p=9>

Instructions:

1. Select the appropriate Army Personnel Test (APT).
2. Save the fillable pdf form to your Desktop.
3. See specific instructions on page 2.

You have two options to complete the form.

A. Totally virtual.

Fill out the form and digitally sign it using your CAC.

1. Send the form to your Commander for his/her Approval and digital signature.
2. Your Commander should email the form back to you.
3. Forward your completed form to:
[usarmy.stewart.usag.list.dhr-education- testing@mail.mil](mailto:usarmy.stewart.usag.list.dhr-education-testing@mail.mil)
4. You will be notified via email of your test date and any other pertinent information.
Please allow up to 72 business hours for a response.

B. Part virtual and part manual request.

1. Fill out the form on your computer, print it out and sign the form.
2. Take the form to your Commander for his/her Verification AND Approval and hand-written signature.
3. Return the form by scanning it and emailing it to:
[usarmy.stewart.usag.list.dhr-education- testing@mail.mil](mailto:usarmy.stewart.usag.list.dhr-education-testing@mail.mil)
4. You will be notified via email of your test date and any other pertinent information.
Please allow up to 72 business hours for a response.

Hand delivered DA4187's will NOT be accepted.
DA4187's MUST be submitted a week prior to the next available test date.

Fort Stewart test sessions are limited to **15** Service Members.

HAAF test sessions are limited to **6** Service Members.

POC: Manishka Barrett, Army Personnel Testing, 912-767-1830 or 912-767-8331

Email: usarmy.stewart.usag.list.dhr-education-testing@mail.mil.

NOTE: Please notify Testing Services, at the email address above, if the DA Form 4187 does not work correctly.

INSTRUCTIONS TO COMPLETE THE DA4187 FOR AN ARMY PERSONNEL TEST (APT)

<http://www.stewart.army.mil/info/?id=400&p=9>

The following MUST be completed in order to schedule a test:

Complete ALL the blocks highlighted and/or with a red box.

BLOCK 3: Unit Name, Address including ZIP code and Phone Number

BLOCK 4: Name of the individual requesting the APT.

BLOCK 5: Grade or Rank and PMOS/AOC of individual requesting the APT.

BLOCK 6: FULL Social Security Number of the individual requesting the APT.

BLOCK 7: LEAVE BLANK

BLOCK 8: Select appropriate box, which already lists the test name.

BLOCK 9: Signature of the individual requesting the APT.

BLOCK 10: Date the individual requesting the APT signed BLOCK 9.

SECTION IV: Primary Email: Full Email address for the individual requesting the APT. This must be an email address you can access and check regularly. All correspondence regarding scheduling your test will be done through this email address.

SECTION IV: Primary Phone Number: Phone Number including area code for the individual requesting the APT.

SECTION IV: A total of 3 blocks MUST be checked. This includes the first 2 and 1 of the last 2. If the test you are taking is a retest you MUST provide your previous test date and scores.

SECTION IV: You MUST provide the BRIGADE S1/PAC information. This includes their Rank, Name, Email and Phone Number.

BLOCK 11: Your COMMANDER MUST mark "IS APPROVED".

BLOCK 12: Your COMMANDER'S printed name including rank.

BLOCK 13: Your COMMANDER'S Signature.

BLOCK 14: The date your COMMANDER signed the DA4187.

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