

Steps to Request an Army Personnel Test (APT)

i.e. AFCT, SIFT

Access the DA4187 on the following website:

<http://tinyurl.com/GordonACES>

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. Directions for PSDR Units on Fort Gordon (i.e. 35th Sig BDE, 513th MI BN, 706th Group, 15th Sig BDE)

1. Fill out the form and digitally sign it using your CAC.
2. Route the form to your Commander through your S1 for his/her Approval and digital signature.
3. Your Commander should email/return the signed form to your S1.
4. Your S1 should forward your completed form to:
usarmy.gordon.imcom.list.fort-gordon-testing@mail.mil and **include you on the Cc line**
5. 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. Directions for all other units on Fort Gordon

1. Fill out the form and digitally sign it using your CAC.
2. Route the form to your Commander through your S1 for his/her Approval and digital signature.
3. Your Commander should email/return the signed form to your S1.
4. Your S1 will forward your completed form to the EMILPO office in Darling Hall
5. The EMILPO office will verify information on the form is accurate and forward the completed form to:
usarmy.gordon.imcom.list.fort-gordon-testing@mail.mil and **include your unit S1 and you on the Cc line**
6. 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.*

POC: Mr. Randy Lowery, Army Personnel Testing, 706-791-7163/2000

Email: usarmy.gordon.imcom.list.fort-gordon-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://tinyurl.com/GordonACES>

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 other box, which already lists the test name (AFCT or SIFT).

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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