

<p style="text-align: center;">AIR FORCE MILITARY TESTING PROGRAM</p> <p style="text-align: center;">Self-Inspection Checklist - Test Security</p> <p style="text-align: center;">NOTE: All references pertain to AFI 36-2605, 14 Nov 03</p>	Yes	No
1. Are security container combinations changed at least once every 12 months and within 5 workdays of date of letter appointing/relieving a TCO/TE? (Chap 5, para 5.5.8)		
2. Are TCOs/TEs destroying obsolete/superseded editions of AFPTs within 30 days of receiving revised editions? (Chap 4, para 4.3)		
3. Are TCOs/TEs ensuring that those who have access to security containers prepare and maintain Standard Form (SF) 700, Security Container Information, according to DoD 5200.1-R/AFI 31-401? (Chap 5, para 5.5.10)		
4. Are TCOs/TEs ensuring that an inspection record is kept using SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet, as required by DoD 5200.1-R/AFI 31-401? (Chap 5, para 5.6)		
5. Are TCOs/TEs ensuring that prior to leaving the area at the end of the duty day, another person (if available) completes SF 702 to verify that the security container is locked and the area is secure? (Chap 5, para 5.6.1)		
5. Are TCOs/TEs ensuring that test material, in whole or in part, for any purpose, is not copied or reproduced, without written authorization from HQ AFPC/DPPPWT? (Chap 5, para 5.9.5)		
6. Are TCOs/TEs properly completing AF Form 310, Document Receipt and Destruction Certificate, when transferring/receiving/ or destroying any Controlled Test Material to include maintaining the original of the destruction certificate for 2 years according to AFI 37-13? (Chap 4, para 4.3 and 4.4)		
7. Are TCOs/TEs personally receiving and accounting for all test materials sent from AFOMS or other authorized agency by signing the document receipt (AF Form 310 or listing from AFOMS) and returning within 15 days of receipt? (Chap 1. Para 1.15.4)		
8. Is the TCO conducting the Jun/July TMI with an impartial individual? (Chap 4, para 4.2.2)		
9. Are the TCO and TE jointly conducting the November TMI? (Chap 4, para 4.2.2)		
10. When a new TCO is appointed, does the current and previous TCO conduct a TMI within 5 workdays of new TCO being appointed? (Chap 4, para 4.2.2)		
11. Are TCOs/TEs ensuring that AFPT 851, Promotion Testing Answer Sheets, are mailed via certified or express mail daily or within 5 duty days of test administration? (Table 3.1)		
12. Are testing rooms arranged so that the TCO/TE can see and hear all examinees continually during testing sessions and not separated by a partition or window? (Chap 2, para 2.3)		
13. Are MPF Commanders ensuring TCOs are interviewed and have the right qualifications (integrity, maturity, adequate communication skills, prior knowledge of testing, and ability to comply with established procedures)? (Chap 2, para 2.5.1)		
14. When conducting a TMI, does the impartial official review all test storage facilities and verify that security container combinations have been changed at appropriate times by checking SF 700, Security Container Information? (Chap 4, para 4.2.3)		
15. Are TCOs/TEs establishing a control log for WAPS and USAFSE accounts at the beginning of each calendar year or when a new test facility is established to ensure there is no break in the sequence of package numbers from an individual TCO account? (Attachment 9, para A9.16.3)		
16. Does the TMI reflect disposition (present, destroyed, or transferred) of all AFPTs to ensure accountability? (Chap 4, para 4.2.6)		
17. Are the Jun/July and November TMIs completed by the 15 th of Aug and 31 Dec		

respectively? (Chap 4, para 4.2.1)		
18. Is the impartial official selected for the TMI an officer, CMSgt or CMSgt (Sel), or a civilian in the grade of GS-7 or higher? (Chap 4, para 4.2.3)		
19. Are TCOs/TEs properly packaging and labeling Controlled Test Material for mailing IAW Table 4.1?		
20. Are TCOs/TEs ensuring that they only possess Controlled Test Material (except completed answer sheets) listed on their TMI or other accountability document (AF Form 310)? (Chap 5, para 5.10.4)		
21. Are TCOs/TEs ensuring that promotion testing continues as scheduled (do not reschedule) during local and command exercises as examinees are exempt from responding to simulated exercise scenarios while testing? (Chap 3, para 3.7)		