



*Personnel*

**TESTING OF CIVILIAN EMPLOYEES**

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★This instruction implements *AFPD 36-2, Employment and Affirmative Action*, and provides policy and procedures governing the administration of authorized tests for merit promotion. It applies to all activities serviced by Central Civilian Personnel Office (CCPO). *OO-ALC Form 370, Employee Request for Testing*, which is required by this instruction, contains a Privacy Act Statement. The testing program provides objective information concerning aptitudes, knowledge, and skill of employees to perform certain jobs. Tests are authorized as ranking factors only as prescribed in *AFMAN 36-203, Staffing Civilian Positions*. The Merit Promotion Program and Office of Personnel Management (OPM) regulations governing merit promotion. (Referenced publications may be reviewed in servicing civilian personnel sections.)

★This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and/or maintain the records prescribed in this publication are 5 U.S.C. 552a(k)(6).

**SUMMARY OF REVISIONS**

This revision replaces *AFPD 36-3, Merit Promotions with AFPD 36-2, Employment and Affirmative Action* (first line of the purpose statement); replaces *AFR 40-335* with *AFMAN 36-203* (sixth line of the purpose statement); replaces 5 U.S.C. 522a(k)(6), with 552a(k)(6); removes Air Force Personnel Test 851, (F035MPC R) (second paragraph); and changes the publication number from Hill AFB Instruction 36-301 to Hill AFB Instruction 36-201. A ★ indicates a change from the previous edition.

**1. TEST SCHEDULING:**

1.1. It is the employee's responsibility to request any test required for merit promotion consideration. When an employee fails to report for a requested test, it will not be rescheduled. It will be necessary for the employee to request the tests again at the time the employee will be available. Certification from the promotion register will not be delayed to allow the employee to be rescheduled unless it is for the convenience of the Air Force.

1.2. An employee may request the proper test on *OO-ALC Form 370* for any position in which the individual is interested. The *OO-ALC Form 370* must include the employees' full name, social security

number, present grade and series, full organizational symbol, office telephone number, and the title and grade of the position for which the individual desires testing. Employees' requests for testing must be submitted in time to be received by the personnel office at least 45 days before the establishment of the promotion register to be considered when the register is being prepared.

1.3. Test scores that measure performance proficiency, such as for typist and stenographer, are good for 36 months. An employee who is currently assigned to a position in the federal service or who has been assigned with such a skill indicated in the title is not required to pass a performance test for consideration to higher-grade position in the skill. If it has been more than 36 months since test eligibility, the employee must contact one of the state employment offices and make arrangements to retest.

1.4. An employee scheduled to enter military service must request tests for positions for which that employee wishes to be considered while in the service. Request for tests must be made at least 30 days before separation for military service. If a test score is not available after the employee enters military service, the employee will be ranked on other available factors used for the specific register being prepared. If the employee has not had the opportunity to furnish 30 days advance notice before military separation, this notice period may be reduced to 15 days if the employee shows cause.

1.5. An employee who expects to be on temporary duty (TDY) for an extended period should request tests for position for which that employee desires consideration.

## **2. RETESTING:**

2.1. An employee may not take the same form of a test more than twice. An employee may be re-tested by submission of *OO-ALC Form 370* after a six month period from the date of initial testing if the test has an alternate form, and after one year if there is no alternate form. Retest restrictions apply to tests taken on or after 1 July 1969.

2.2. The most recent score made by individuals on a test is their official score

2.3. When initial test results are invalid because of an unusual situation clearly beyond reasonable control, such as, emergency interruptions or temporary physical impairment; the employee will be re-tested with another form of the test as soon as possible. The condition affecting the test results must be reported to the test administrator immediately. An employee who completes the test under adverse conditions and who leaves the test room without notifying the test administrator of the conditions will not be eligible for re-testing under this provision. Employees may, before being tested, request to be excused and to be rescheduled for valid reasons which could affect test results, such as lack of sufficient sleep before testing, worry about the health or welfare of immediate relatives, or failure to bring glasses to the test session.

2.4. Upon request, eligible employees will be scheduled for retest as soon as possible.

**3. TEST COMPROMISE.** Tests and other examining materials are controlled items and will be handled as prescribed in *AFI 36-2605, Air Force Military Personnel Testing System*. Employees will not record, transmit, or disclose test items or testing materials. Recording, reproducing, discussing, possessing, transmitting or disclosing test items, test material, or any other information which causes or contributes to test compromise is a violation of regulations punishable according to *AFI 36-704, Discipline and Adverse Actions*, or Article 5 of the Master Labor Agreement.

## **4. RESPONSIBILITIES:**

4.1. Operating officials and supervisors will:

4.1.1. At all costs, release employees or make shift adjustment as necessary so that the employee is available to take the scheduled test.

4.1.2. Allow employees to be tested without charge to leave.

4.1.3. Supply subject matter specialists to assist in the construction and validation of tests and measurement devices.

4.1.4. Give assistance and guidance to employees concerning the provisions of this publication.

4.1.5. Take appropriate corrective action against any employee who compromises or attempts to compromise test materials.

4.1.6. Note record test scores on *AF Form 971, Supervisor's Employee Brief*.

4.2. The Civilian Personnel Division (OO-ALC/DPC) will:

4.2.1. Make sure mandatory tests are administered and recorded according to established requirements.

4.2.2. Notify examinees of test results within a reasonable time after the test is administered. Individual test reports will be sent directly to each employee and will be handled as privileged information.

4.2.3. Give technical advice regarding the interpretation and use of test results.

4.2.4. Conduct continuous surveillance to detect collusion to compromise a test.

4.2.5. When warranted, take disciplinary action consistent with *AFI 36-704* or Article 5 of the Master Labor Agreement.

**5. FORM PRESCRIBED.** *OO-ALC Form 370, Employee Request for Testing.*

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