

**Management Control Evaluation Checklist
Military Personnel Functions - Army Personnel Testing Program**

REGULATION NUMBER:	AR 611-5
DATE OF REGULATION:	3 Sep 97

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Assessable Unit : (Mailing address and phone number)

Function. The function covered by this checklist is Army personnel and classification testing, Army personnel testing (APT) program.

Purpose. The purpose of this checklist is to assist Test Control Officers (TCOs) and other responsible personnel in evaluating key management controls. It is not intended to cover all controls.

Instructions. Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every five (5) years. Certification that this evaluation has been conducted must be accomplished on the enclosed DA Form 11-2-R (Management Control Evaluation Certification Statement).

Supersession. This checklist replaces the checklist for Army personnel testing, Circular 11-89-2, 25 Nov 89.

Comments. Help make this a better tool for evaluating management controls. Submit comments to: Commander, U.S. Total Army Personnel Command, ATTN: TAPC-PDE (APT), Alexandria, VA 22331-0472.

Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number)	<u>Date of Evaluation</u>

Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7)

