

[Command Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR [APT Test Site Address]

SUBJECT: Request DLPT Administration for DoD Civilian

1. Request the DLPT in [Language] be administered to the following named individual, and that upon completion of the test, individual be provided with corresponding DA Form 330, as well as a copy furnished to their personnel office:

Name:

SSN:

Rank:

Service: Civilian

Duty Assignment: [complete address]

Position: [Example: Analyst, Mid-East Team, Military Industries Division, and
Operational Support Group]

Date of Last DLPT: Personnel

Office Address:

2. DLPT will satisfy the annual requirement for individual testing for FLBP Pay.

3. Point of Contact. [Name], [DSN and COM telephone and fax], [email].

[Commander's Signature]