

MANUAL

DEPARTMENT OF DEFENSE CIVILIAN CAREER KNOWLEDGE TEST PROGRAM



DOD 1430.11-M



**DEPARTMENT OF DEFENSE
OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(MRA&L)**

August 1978

FOREWORD

This Manual is issued pursuant to DoD Instruction 1430.11, "Department of Defense Civilian Career Knowledge Tests," dated August 21, 1967, and establishes procedures governing publication, distribution, administration and control of DoD Civilian Career Knowledge Tests. DoD Manual 1430.11-M, dated March 1968 is hereby superseded and cancelled. This manual is effective immediately. Heads of DoD Components will take steps to assure that this Manual is brought to the attention of all personnel who will be concerned with any aspect of DoD Civilian Career Knowledge Tests when developed and used in conjunction with DoD-wide civilian career programs.



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DISTRIBUTION

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REFERENCES

- (a) [DoD Instruction 1430.10](#), "DoD-Wide Civilian Career Programs," June 2, 1966
- (b) [DoD Directive 1430.2](#), "Assignment of Responsibilities for Civilian Career Programs," May 9, 1966
- (c) [DoD Instruction 1430.11](#), "DoD Civilian Career Knowledge Tests," August 21, 1967

DL1. DEFINITIONS

DL1.1.1. DoD Civilian Career Knowledge Test (DoD CCKT). A test to determine the extent of an individual's knowledge compared to information imparted through training received in a mandatory career training program. Passing the test establishes equivalency of training received by the individual as equal to such mandatory career training programs.

DL1.1.2. DoD Controlled Test Materials. All test materials and related materials which require special handling, storage, and disposal.

DL1.1.3. DoD Test Control Officer (TCO). The individual at an installation charged with responsibility for receipt, storage, control, administration, and if necessary, the disposal of all DoD controlled test material.

DL1.1.4. DoD Test Administrator (TA). The individual at an installation assigned to administer and monitor all DoD knowledge tests.

C1. CHAPTER 1

DEPARTMENT OF DEFENSE CIVILIAN CAREER KNOWLEDGE TEST PROGRAM

C1.1. APPLICABILITY

The provisions of this Manual apply to all DoD Components and all civilian positions and employees for which a DoD-wide career program has been established under the provisions of DoD Instruction 1430.10 (reference (a)).

C1.2. ASSIGNMENTS AND RESPONSIBILITIES

C1.2.1. The Secretary of the Army is the designated Executive Agent for the DoD Civilian Career Knowledge Testing Program, under authority contained in DoD Directive 1430.2 (reference (b)). Under the overall guidance of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), the Executive Agent will:

C1.2.1.1. Ensure that DoD tests, test administration manuals, supplemental instructions, and related materials are published and distributed.

C1.2.1.2. Utilize the technical assistance of the OSD Principal Staff Assistant or designated Career Management Board as provided for in DoD Instruction 1430.11 (reference (c)), in the development and evaluation of tests for DoD-wide use in career fields within their respective area of responsibility.

C1.2.1.3. Issue as a supplement to this Manual a DoD CCKT catalog of equivalent examinations that will be reviewed annually.

C1.2.1.4. Ensure evaluation of tests by coordinating with the DoD schools having proponent responsibility for the tests.

C1.2.2. Each DoD Component will:

C1.2.2.1. Designate Test Control Officers (TCOs) (preferably for each servicing civilian personnel office and Test Administrators (TAs). An alternate capability would be to utilize the Defense Activity for Nontraditional Education Support (DANTES) TCOs.

C1.2.2.2. If TCOs are appointed, furnish the Executive Support Agent (Commandant, Army Logistics Management Center, ATTN: DRXMC-ACM-EE, Fort

Lee, Virginia 23801) with a current listing of TCO organizational symbols and mailing addresses; updated as changes occur.

C1.2.2.3. Take such steps as may be necessary to assure the proper receipt, storage, control, and administration of DoD CCKTs, as directed by the Executive Support Agent.

C1.2.3. Those DoD Components that already have TCOs and TAs may assign the same individuals as DoD TCOs and TAs, or utilize DANTEs TCOs. DoD-DANTEs Test Control Officers will:

C1.2.3.1. Ensure that approved materials are used as authorized.

C1.2.3.2. Maintain records in accordance with published instructions and guides.

C1.2.3.3. Ensure that mandatory tests are administered and recorded in accordance with requirements established in this Manual.

C1.2.3.4. Ensure that test materials are procured in accordance with provisions of this Manual.

C1.2.3.5. Receive and ensure safe storage of test materials, and control their issuance to authorized personnel.

C1.2.3.6. Supervise activities of test administrators to ensure that administration of the tests meet the requirements of the guides established for each of the tests.

C1.2.4. The Executive Support Agent of the Army Logistics Management Center (ALMC) will:

C1.2.4.1. Have examinations prepared as necessary;

C1.2.4.2. Furnish appropriate TCOs with test materials and test administration procedures for each test they are to administer;

C1.2.4.3. Grade all examinations;

C1.2.4.4. Maintain records of all test results;

C1.2.4.5. Provide successful test results to the individual, the individual's supervisor, the appropriate Civilian Personnel Officer (CPO), and the Automated Career Management System (ACMS).

C1.2.5. Test administrators will administer tests in accordance with instructions contained in the Supplementary Test Administration Sheet that will accompany test material furnished by the ALMC.

C1.3. ACQUISITION AND SECURITY OF DoD CIVILIAN CAREER KNOWLEDGE TESTS

C1.3.1. Acquisition. The TCO is the sole person responsible for receiving, handling, and administering equivalency tests authorized by this Manual.

C1.3.2. Storage. All test materials designated as controlled items will be stored in safes or locked files accessible only to those whose duties require such access.

C1.3.3. Packing and Shipping of Controlled Items. All materials designated as "Controlled Items" will be packaged and shipped in accordance with U.S. Postal Service standards.

C1.3.3.1. Packages of DoD CCKT materials mailed to activities administering tests will be addressed to the attention of the Test Control Officer. Under no circumstances will shipping or mailing labels (including postal registry labels) or outside wrappings of a carton, bundle, or envelope indicate that the package contains DoD CCKT materials.

C1.3.3.2. The sender may include numerical codes for his own information if he desires.

C1.3.3.3. Enclose controlled items in two separately sealed envelopes or wrappings.

C1.3.3.4. Inner envelope or wrapping must be marked plainly on all sides as follows: CONTROLLED ITEM - DO NOT OPEN - FOR TEST CONTROL OFFICER ONLY. Place stamping over tape or seal in such a manner as to expose any attempt to compromise contents.

C1.3.4. Disposition of Damaged Test Materials

C1.3.4.1. Damaged DoD controlled test materials will be returned to ALMC, ATTN: DRXMC-ACM-EE, with a statement (if known) as to how the materials were damaged.

C1.3.4.2. The ALMC will destroy the materials in accordance with appropriate regulations.

C1.3.5. Compromise or Loss of Controlled Materials

C1.3.5.1. Careful control of all materials must be exercised at every point in handling, storage, use and disposition.

C1.3.5.1.1. Procedures should be locally developed to ensure control during administration of test so that all controlled items are continuously accounted for.

C1.3.5.1.2. Field activities should conduct continuous surveillance to detect collusion to compromise tests.

C1.3.5.2. If DoD controlled test materials are compromised or lost, the CPO shall notify the Executive Support Agent immediately, and provide the following information:

C1.3.5.2.1. Complete name and serial numbers of missing items;

C1.3.5.2.2. Amount of material lost or compromised (e.g., whole test or part of a test);

C1.3.5.2.3. A complete account of:

C1.3.5.2.3.1. Circumstances surrounding the loss or compromise;

C1.3.5.2.3.2. Steps being taken to:

C1.3.5.2.3.2.1. Investigate the incident;

C1.3.5.2.3.2.2. Determine which person or persons are responsible and disciplinary actions anticipated; and

C1.3.5.2.3.2.3. Prevent a recurrent loss or compromise;

C1.3.5.2.3.3. Corrective action taken, such as rescheduling of test, cancellation of scores, and withdrawing of testing materials.

C1.4. DISTRIBUTION AND HANDLING DoD CONTROLLED TEST MATERIALS

The Army will print and distribute DoD Civilian Career Knowledge Tests, Manuals, and other related forms and materials in accordance with the provisions of this and other pertinent DoD Instructions.

C1.4.1. Applicants, with concurrence of the activity functional career manager or supervisor, will submit their application for an equivalency examination through the TCO to: Commandant, USALMC, ATTN: DRXMCACMEE, Fort Lee, Virginia 23801. (See Appendix 1.) The CCKT will be prepared by the ALMC and forwarded to the appropriate TCO to administer the test.

C1.4.2. Supplementary Test Administration Sheets (STAS) will be furnished with each CCKT. The TCO will administer the test and return the answer sheet, the test booklet, and all ancillary materials used by the examinee to the ALMC.

C1.5. ELIGIBILITY

Careerists in DoD-wide Civilian Career Programs, National Guard technicians, and military personnel who have not completed requisite courses may satisfy course requirements by passing the appropriate equivalency test. An individual may take the same equivalency test a maximum of two times within a 2-year period. However, a 6-month interval must occur between retests.

C1.6. ADMINISTRATION OF TESTS

DoD Civilian Career Knowledge Tests will be administered in accordance with instructions contained in this Manual.

C1.7. ENROLLMENT

Applicants will apply for equivalency examinations in accordance with Appendix 1 of this Manual.

AP1. APPENDIX 1
RECOMMENDED APPLICATION FORMAT

Figure AP1.F1. Recommended Application Format

SUBJECT: Request for Equivalency Examination

Commandant
US Army Logistics Management
ATTN: DRXMC-ACM-EE
Fort Lee, Virginia 23801

THRU: Test Control Offices

1. Request that I be permitted to take the Department of Defense Civilian Career Knowledge Test (DoDCCKT) in the following course

2. I have discussed this with my functional career manager and/or supervisor and they, as indicated below, agree that I should be afforded the opportunity to take this examination. I realize that unsuccessful results will preclude my being retested for a period of 6 months.

3. The name, address, and AUTOVON number of the Test Control Officer who services or organization is as follows:

Concur with request:

(Functional Career Mgr or Supv)

(Name) applicant

(Address)

(Grade)

(AUTOVON)

(Unit of Assignment)