



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND
7028 N.E. 79TH COURT
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1131.4L
OPSO
11 Apr 12

NAVCRUITDIST PORTLAND INSTRUCTION 1131.4L

Subj: HANDLING, STOWAGE AND ADMINISTRATION OF THE NAVY ADVANCED
PLACEMENT TEST (NAPT)

Ref: (a) COMNAVCRUITCOMINST 1130.8J (Volume 4)
(b) OPNAVINST 5510.60M

Encl: (1) NRD Portland NAPT Test Inventory Checklist
(2) NAPT Test Control Log
(3) NAPT Container Status Log
(4) NAPT Roster of Examinees
(5) Sample Quarterly NAPT Program Audit Report

1. Purpose. To promulgate procedures with references (a) and
(b) for:

a. Requisitioning, storing, issuing, safeguarding and
accounting for Navy Advanced Placement Test (NAPT) materials.

b. Test administration of NAPT materials.

c. Destruction of NAPT materials.

2. Cancellation. NAVCRUITDISTPORTLANDINST 1131.4K.

3. Responsibility

a. All testing responsibilities will be as set forth in
reference (a), Section 1 paragraph 040101. Additional
responsibilities are as follows:

(1) Commanding Officer (CO), is responsible for the
custody of all NAPT Testing Materials and for the overall
administration of the NAPT program. The CO may transfer primary
custody of NAPT materials to the Test Control Officer (TCO). In
addition, the CO shall perform a quarterly review of the NRD's
NAPT program.

(2) TCO is responsible for supervising all aspects of
Administration Storage and Accounting for the NAPT Testing

Program. The TCO shall conduct monthly reviews of the NAPT Program and provide to the CO a Quarterly Audit for review. The TCO may grant sub-custody of NAPT Materials to designated Assistant Test Control Officers (ATCOs) or NAPT test Administrators.

(2) ATCOs is responsible for NAPT test administration procedures as directed by the TCO.

(3) The Enlisted Processing Division Supervisor (EPDS) or Senior Enlisted Classifier (2612 or 9586), at each Military Entrance Processing Station (MEPS) or Navy Recruiting Processing Station (NRPS) is responsible for the actual administration, including testing, grading, and logging of test results, when the NAPT is administered at their respective MEPS or NRPS.

(4) Education Specialists (EDSPEC) is responsible for actual test administration, including testing, grading and logging of test results, when they administer the NAPT as requested by the TCO, R-OPS, NRPS EPDS.

4. Procedures. The following govern the NAPT program:

a. Security. All NAPT test materials shall be provided security as classified materials as set forth in reference (a), paragraph 040104 and reference (b).

b. Administration of the NAPT. The NAPT will be administered in accordance with reference (a), paragraph 040108.

c. NAPT Retest Policy. The retest policy for the NAPT will be in accordance with reference (a), paragraph 040108 k.

d. Transmittal of NAPT Materials. Mailing and handling of NAPT materials will be in accordance with reference (a), paragraph 040103.

e. Loss or Compromise of NAPT Material. Upon discovery of a loss or compromise of NAPT material, as defined by reference (a) paragraph 040106, proceed in accordance with reference (a), paragraph 040107.

f. Monitoring. On the first working day of each month, completed copies of the NRD Portland NAPT Test Inventory Checklist, enclosure (1), NAPT Test Control Log, enclosure (2), NAPT Container Status Log, enclosure (3), and NAPT Roster of Examinees, enclosure (4) for the previous month shall be submitted to the TCO for review, and shall be retained in the NRD NAPT Program master log book

g. Quarterly Audit. By the 25% gate in the months of January, April, July and October, the Senior Classifier, EPDS, or ATCO at designated testing locations, shall complete the Quarterly Audit Letter, enclosure (5) and submit it and all original NAPT Test Answer Sheets and Scratch Papers, in accordance to the Transmittal of NAPT Materials, to the TCO. The TCO shall then compare NAPT answer sheets with each NAPT Roster of Examinees entry for correct and complete accounting of all materials. The TCO shall then conduct an Audit of the NRD's NAPT Testing Program and complete the enclosure (5), and submit it to the CO for review and signature. Once complete, the signed Audit Letter is submitted to NRC Region EPO no later than the 50% gate for the aforementioned months.

h. Procurement of Materials. Procurement of NAPT materials will be in accordance with reference (a), paragraph 040102.

i. Destruction of Materials. Destruction of all NAPT material will be in accordance with reference (a), paragraph 040105.

5. Forms. Enclosures (1) through (5) can be obtained via the TCO.



R. M. CANDILORO

Distribution:

NAVCRUITDISTPORTLANDINST 5216.1U
Lists A (5, 6, 7, 9 and 13 only), B, and C

COMNAVCRUITCOMINST 1130.8J – VOLUME IV

EXHIBIT 040104. SAMPLE QUARTERLY NAPT PROGRAM AUDIT REPORT

From: Commanding Officer, Navy Recruiting District Xxx
To: COMNAVCRUITREGXXXX

Subj: 1ST QUARTER 2012 NAPT PROGRAM AUDIT REPORT, NRD Xxx

Ref: (a) COMNAVCRUITCOMINST 1130.8 series, Volume IV, Chapter 4
(b) MILPERSMAN Article 1236-030
(c) COMNAVCRUITCOMINST 1136.2 series

IAW ref (a), an audit of NRD Xxx's NAPT program was conducted by the Operations Officer, LT J. J. Jones with the following results:

1. NAPT Materials Inventory:

NAPT Exams:

a. NRD Headquarters, OPS Officer's safe, 4th deck room 165:

M150001 N150001
M150002 N150002
and no others

NAPT Answer Keys:

M150001
N150001
and no others

b. MEPS Buckland, Senior Classifier's safe, 2nd deck NRPS room 25:

M150005 N150005
M150006 N150006
and no others

M150002
N150002
and no others

2. NAPT Test Control Logs at both test storage locations were inspected and found to be in compliance with ref (a), Article 040104.

3. The following is a list of all the NRD's NAPT administrators and their initial designation dates. All are qualified per ref (c). Each is designated in writing. The military members have a 1070/613 on file per ref (a), Article 040101:

LT J. J. Jones 3/2010 EM1 S. S. Smith 9/2009 Mr. R. R. Roberts 2/1998
PS1 T. T. Thomas 8/2010 PSCS F. F. Fox 5/2010 Mr. L. L. Lincoln 6/ 2006

All of the above received periodic NAPT training during the 10/21/2010 DCO.

4. All NAPT security containers meet the requirements of paragraph section 040108.a.

(NAVCRUITDIST CO Signature)