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Pamphlet 11-8

Army Programs

Army Foreign Language Program Handbook

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SUMMARY

DA PAM 11-8
Army Foreign Language Program Handbook

This new Department of the Army pamphlet, dated 8 January 2016--

- o Implements the procedures necessary to manage an effective Army Foreign Language Program (throughout).
- o Details the Army Foreign Language Program functions (throughout).

Army Programs

Army Foreign Language Program Handbook

By Order of the Secretary of the Army:

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History. This publication is a new Department of the Army pamphlet.

Summary. This pamphlet establishes procedures for enabling linguist support to military operations. Linguist support includes establishing Command Language Programs; identifying, testing, reporting, evaluating, reevaluating, training, and assigning Army linguists; and the use of contract linguists to support military operations.

Applicability. This pamphlet applies to the Active Army, the Army National

Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, the proponent may modify procedures contained in this pamphlet.

Proponent and exception authority.

The proponent of this pamphlet is the Deputy Chief of Staff, G-2. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Supplementation.

Supplementation of this pamphlet and the establishment of command and local

forms is prohibited without prior approval from the Deputy Chief of Staff, G-2 (DAMI-PIO), 1000 Army Pentagon (Room 2D382), Washington, DC 20310-1000.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Deputy Chief of Staff, G-2 (DAMI-PIO), 1000 Army Pentagon (Room 2D382), Washington, DC 20310-1000.

Distribution. This pamphlet is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1

General

1–1. Purpose

This Department of the Army (DA) pamphlet (Pam) describes procedures necessary to develop and execute an effective Army Foreign Language Program to include the use of military, DA Civilian, and contract linguists. It establishes procedures for the management of Army language dependent Soldiers, language capable Soldiers, DA Civilians, contract linguists, and Command Language Programs (CLPs) for all Army components. The CLPs facilitate foreign language refresher, remediation, sustainment, enhancement, and cross-training of assigned linguists.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

Chapter 2

Linguist Requirements

2–1. Establishing linguist requirements

a. When identifying linguist requirements, commanders will—

(1) Only identify positions in which the primary duties of incumbents cannot be performed without foreign language capability. This includes effective liaison, planning, coordination, and advisory functions.

(2) Recommend through their command and appropriate Headquarters, Department of the Army (HQDA) staff the appropriate language using the language identification code (LIC).

(3) Propose proficiency requirements, based on the duties of the specific position that meet or exceed the Army's minimum proficiency standards of 2/2 score on the Defense Language Proficiency Test (DLPT).

b. New language requirements or changes to existing authorizations typically require a minimum of a 3 year lead time between approval and execution.

c. Commanders who are not authorized linguists, but with regular or periodic mission requirements for foreign language capabilities, will identify those requirements through command channels to the Deputy Chief of Staff (DCS), G–2 (DAMI–PIO).

2–2. Determining proficiency requirements

a. When determining the proficiency requirement for a language-coded position, commanders will consider the following:

(1) The duties the incumbent will be expected to perform.

(2) The location of the position in question. How frequently will the linguist be required to use the foreign language? Will there likely be other linguists with similar foreign language skills in the same location?

(3) The position's grade level. Basic language courses are designed to train to level 2/2/1+ proficiency (limited working proficiency), intermediate language courses to level 2+/2+/2 proficiency (limited working proficiency, plus), and advanced language courses to level 3/3/2+ proficiency (general professional proficiency). Therefore, skill level 10 positions should not, as a rule, be documented with proficiency higher than the Army's minimum standard of 2/2/1+. Units may consult with the DCS, G–2 (DAMI–PIO) for advice on required proficiency for particular positions or duties.

(4) Current operational requirements. If these justify increased proficiency, requests for changes to the language proficiency indicator (LPIND) of a position should be made through command channels to the DCS, G–2 (DAMI–PIO) and include supporting justification.

b. The LPIND is based on a four digit code. The first two digits show the listening and reading proficiency level, and the last two digits show the speaking (S) proficiency level. For both the first two digits and the last two digits, the first number shows the whole proficiency level, and the second number shows the plus level (expressed as either "0" or "5") (see table 2–1).

Table 2-1
Language proficiency indicator

| Listening / Reading | Speaking | LPIND |
|---------------------|----------|-------|
| 0 | 0 | 0000 |
| 0+ | 0+ | 0505 |
| 1 | 1 | 1010 |
| 1+ | 1+ | 1515 |
| 2 | 2 | 2020 |
| 2+ | 2+ | 2525 |
| 3 | 3 | 3030 |
| 3+ | 3+ | 3535 |
| 4 | 4 | 4040 |
| 4+ | 4+ | 4545 |
| 5 | 5 | 5050 |

2-3. Modifying linguist requirements

DCS, G-2 (DAMI-PIO) must approve modifications to linguist personnel requirements, either in terms of language or proficiency changes before documentation in tables of distribution and allowances (TDAs) and modified tables of organization and equipment (MTOEs) documents.

2-4. Requisitioning linguists

Request linguists using normal requisition procedures. Use Army Regulation (AR) 614-185 for officers and warrant officers and AR 614-200 for enlisted personnel. Requisition contract linguists in accordance with procedures found in paragraph 8-4b.

Chapter 3

Linguist Recruiting and Testing

Section I

Acquisition

3-1. General

Linguists play an important role in carrying out Army missions. The Army must recruit, train, and retain qualified linguists to satisfy Army requirements. The following paragraphs describe how the Army recruits linguists and describes the testing procedures used to identify personnel for language training.

3-2. Recruiting programs

a. The Army recruits Soldiers with various language and cultural capabilities through accessions and in-Service recruiting and reclassification programs. The Army continually reviews language inventory and sustains that capability using various programs such as enlistment and retention bonuses (see AR 612-201 for more information). The Army Civilian Acquired Skills Program (ACASP) should be used as much as possible to access personnel with foreign language and cultural skills consistent with current and future readiness requirements. The DCS, G-2, in coordination with Army Human Resources Command (AHRC), develops a mission letter and provides it to the Deputy Chief of Staff, G-1 (DCS, G-1) who provides these requirements detailing specific recruiting targets by language to the U.S. Army Recruiting Command (USAREC). The ACASP saves the Army training time and money and enhances Army readiness. To enhance the capability of the ACASP recruiting program, USAREC will assign and utilize Soldiers with language and cultural skills as language advocates. These Soldiers are used to augment the accession of language qualified Soldiers to fill current and emerging requirements for the Active Army (AA) and the Reserve Component (RC). The 35P military occupational specialty (MOS) has very stringent security requirements in order to control access to our most sensitive strategic information. The Army must ensure during accession or reclassification that neither Soldiers nor their spouses have any immediate family members who reside in a country within whose boundaries physical or mental coercion is known to be common practice against—

- (1) Person accused of or acting in the interest of the U.S.; or,
- (2) The relatives of such person to whom they are reasonably considered to be bound by ties of affection, kinship,

or obligation. Immediate family for both Soldier and spouse includes both blood and step parents, spouse, children, sisters, brothers, and sole living blood relative or person in loco parentis per AR 600–8–10.

b. Soldiers or their spouses may not have commercial or vested interest in a country where physical or mental coercion is known to be common practice against persons acting in the interests of the U.S. Soldiers must also be U.S. Citizens.

c. The 35M, 09L, and Military Accessions Vital to the National Interest (MAVNI) program do not have a notification of foreign national affiliation (NFNA) requirement and the recruitment of Soldiers or their spouses who have foreign contacts is not an issue unless it prevents Soldiers from obtaining the necessary security clearance required to hold the MOS.

Section II

Qualification via the Defense Language Aptitude Battery

3–3. Description

a. The Defense Language Aptitude Battery (DLAB) provides a quantitative estimate of the aptitude of a person to learn a foreign language in a formal training program. The minimum qualifying DLAB score is determined by language difficulty category (LDC). Within their respective components, AHRC, the Director, Army National Guard (ARNG), and the Chief, Army Reserve (CAR) will ensure compliance with DLAB entry requirements. The service program manager (SPM), (DCS, G–2 (DAMI–PIO)), is the sole approval authority for all DLAB waivers. Requests for waivers should include mitigating factors such as evidence of prior foreign language training or experience, especially in the language to be trained. Qualifying DLAB scores by LDC are:

- (1) Category (CAT) I: 95 or higher.
- (2) CAT II: 100 or higher.
- (3) CAT III: 105 or higher.
- (4) CAT IV: 110 or higher.

b. U.S. Army Special Operations Command (USASOC) sets the qualifying DLAB scores for special operations forces (SOF) Soldiers selected for nonresident Defense Language Institute Foreign Language Center (DLIFLC) basic language courses.

3–4. Personnel to whom the Defense Language Aptitude Battery is administered

a. For officers and warrant officers the test is given to—

- (1) All officers and warrant officers first entering active service at basic branch courses or at their first duty station when not attending a basic branch course.
- (2) All officers and warrant officers applying for language training, if they have not been previously tested.
- (3) All officers and warrant officers requesting testing, if they have not been previously tested or if they meet the re-evaluation criteria.
- (4) All officers and warrant officers who successfully complete SOF (branches 18, 37, and 38) assessment and selection training and whose personnel records do not reflect a DLAB score.
- (5) Cadets at the U.S. Military Academy (USMA) and contracted cadets in the Reserve Officers' Training Corps (ROTC) upon completion of their junior year.

b. The test is given to enlisted personnel who are interested in serving as 35Ps or 35Ms and (by the United States Military Entrance Processing Command (USMEPCOM)) to all applicants with a skilled technical (ST) score of 110 or higher.

c. For DA Civilians, the test may be given to—

- (1) Candidates for positions that require foreign language proficiency.
- (2) Personnel selected by their command or organization to attend foreign language training.

d. The test may be given to dependents applying for space available training at DLIFLC.

3–5. Recording and reporting Defense Language Aptitude Battery scores

a. AA DLAB scores are recorded and updated by an automatic feed from the Defense Manpower Data Center (DMDC).

b. For U.S. Army Reserve (USAR) Individual Ready Reserve (IRR) and individual mobilization augmentee (IMA) Soldiers, the test control officer (TCO) provides DLAB test results to the Commander, AHRC, Fort Knox, KY (AHRC–PLM–I), for inclusion in personnel files. For troop program unit (TPU) personnel, the TCO forwards test results through the individual's regional support command (RSC) who will ensure test results are submitted in the integrated Personnel Electronic Records Management System (iPERMS) and forwarded to the unit for inclusion in unit personnel files. The unit will also update entries in the regional level application software (RLAS).

c. A copy of the individual's DLAB test results may be given to the Soldier.

d. For DA Civilians, the TCO provides the test results to the DA Civilian and the office listed on the DA Form 4187 (Personnel Action) requesting the DLAB.

e. Servicing TCOs maintain a record of test results for each individual tested in accordance with AR 611–5.

Chapter 4 Training

Section I General

4–1. General

Foreign language proficiency is a highly perishable skill and requires constant training to ensure Soldier's maintain proficiency. Unit and individual training programs must be tailored to meet both mission and individual requirements. Effective language training programs require commanders, supervisors, Command Language Program managers (CLPMs), and members of the chain of command to develop and use a broad spectrum of training resources to tailor effective training programs.

a. The three components of language training are: institutional language training, unit language training, and self study.

(1) *Institutional language training.* Institutional language training is primarily conducted at the DLIFLC main campus in Monterey, California, or at one of their satellite campuses. Institutional training remains the primary acquisition method for non-native professional linguists. See paragraphs 4–4 through 4–9 for additional information on institutional language training.

(2) *Unit training.* Commanders with assigned linguists will establish a CLP using the procedures found in paragraphs 4–11 through 4–17 that will provide remedial, refresher, sustainment, and enhancement language training programs designed to ensure all assigned linguists meet or exceed the Army's minimum level 2/2 language proficiency standard. Units with assigned cryptologic linguists in support of National Security Agency (NSA) and central security service (CSS) missions will develop and implement cryptologic language programs designed to develop L3/R3 linguists to meet NSA and/or CSS proficiency standards. AA commanders are required to provide their linguists (defined as Soldiers having the skill qualifications identifier (SQI) "L") with 150 hours of language training in their control language (CLANG) annually. RC commanders are required to provide their linguists with 80 hours of language training in their CLANG annually.

(a) *Mission required training.* Training Army linguists to perform in their MOS while serving in designated MTOE or TDA positions.

(b) *Mission related training.* Training programs to meet special needs of commanders that are designed to enhance job proficiency of non-linguist personnel or to provide area familiarization for foreign duty. Instruction is generally at low proficiency levels (generally at level 0, 0+ or 1). Typical programs include Headstart and Gateway; specialized training for military police, border patrol, or Soldiers assigned to host nation units; pre-deployment language familiarization; Soldiers assuming a regionally aligned forces (RAFs) mission cycle; rapport; and training of others whose duties require frequent contact with foreign counterparts.

(3) *Self study.* Commanders should encourage the use of self-study materials during off-duty hours. Self-study language training consists of supervised or self-paced language training and study accomplished by the individual Soldier on their own time and during prime training hours. The objectives of a self study program should include general language proficiency and enhanced mission performance. For maximum effect, the training supervisor should prepare an individual language training plan (ILTP) listing individual training objectives, tasks, performance standards, milestones, and a program schedule. See appendixes B, D, and G for self-study training resources.

b. All language training is conducted in accordance with the Army Force Generation model.

4–2. Resident foreign language training

The DLIFLC provides full-time institutional language training for the Department of Defense (DOD). Most resident basic course instruction is conducted at the Presidio of Monterey, California, but members of the Defense Attaché Service, Soldiers, and DA Civilians studying designated low density languages are trained in other Government or commercial facilities under the auspices of the DLIFLC's Washington, DC office. Basic language courses at DLIFLC are designed to train to level 2 in listening and reading, and level 1+ in speaking (S) skills.

4–3. Nonresident foreign language training

The administration of nonresident foreign language programs is the responsibility of unit commanders. In accordance with Department of Defense Directive (DODD) 5160.41E, DLIFLC exercises technical control of nonresident foreign language training and is responsible for providing materials for nonresident training. Other training materials or systems approved by DLIFLC or the Army command (ACOM), Army service component command (ASCC), or direct

reporting unit (DRU) language training manager may also be used. Ensure all requests to establish new contract language training programs are submitted through the DCS, G-2's The Army Language Program (TALP) manager to DLIFLC for approval. Failure to gain DCS, G-2 approval before establishing contract language training may result in the loss of the command's TALP funding.

4-4. Qualifications for Defense Language Institute Foreign Language Center training

a. All military applicants must—

- (1) Have successfully completed high school or have a general education degree (GED) equivalent.
- (2) Possess a qualifying DLAB score for the language in which training is sought, as defined in paragraph 3-3.
- (3) Soldiers applying for intermediate or advanced language training must submit a DA Form 330 (Language Proficiency Questionnaire) dated within the last 12 months, reflecting the following proficiency scores in the language for which training is requested:
 - (a) Intermediate: Listening-2; Reading-2.
 - (b) Advanced: Listening-2+; Reading-2+.
- (4) Soldiers who have graduated from a DLIFLC basic course with a graduation standard of 2/2/1+ must have a current proficiency score of 2+/2+ (2+ on the oral proficiency interview (OPI) if no written DLPT is available) or higher to attend an additional foreign language basic course.
- (5) Possess a physical profile series of 1 in the speaking (S) factor (psychiatric) and the minimum hearing acuity of 2 in each ear in the hearing (H) factor.
- (6) Meet the height and weight standards in AR 600-9 or AR 40-501.

b. Officers and warrant officers must—

- (1) Be selected by their branch, except those in the military intelligence (MI), civil affairs (CA), psychological operations (PSYOPS), and special forces branches.
- (2) Have enough time in service remaining after language training to complete the service obligation.

c. Enlisted personnel must—

- (1) Have completed initial military training (except those receiving language training as a prerequisite for advanced individual training). Personnel undergoing initial military training may submit applications for language training, provided the MOS for which they are being trained has linguist authorizations.
- (2) Waive enlistment or reenlistment commitments. Those with enlistment or reenlistment commitments must agree to waive them according to AR 601-280.

d. DA Civilians must—

- (1) Have successfully completed high school or possess a GED equivalent diploma.
- (2) Have the requirement for a foreign language documented in their position description.
- (3) Possess a qualifying DLAB score as defined in paragraph 3-3, or an approved waiver for the language in which training is sought.
- (4) Submit a DA Form 330 dated within the last 12 months, reflecting the following proficiency scores in the language for which training is requested for intermediate and advanced language training:
 - (a) Intermediate: Listening-2; Reading-2.
 - (b) Advanced: Listening-2+; Reading-2+.

4-5. Preparation and submission of Defense Language Institute Foreign Language Center training applications

a. Active Army officers and warrant officers. Officers and warrant officers may show a general interest in DLIFLC training by submitting DA Form 483 (Officer's Assignment Preference Statement). They may also submit applications for language training to the Commander, AHRC, 1600 Spearhead Division Ave, Fort Knox, KY 40122-5680, except as indicated in paragraphs 4-5c and 4-5d.

b. All Active Army enlisted personnel. Applications for DLIFLC training (must include DLAB scores) are prepared on DA Form 4187 and processed according to DA Pam 600-8. Forms are sent to the Commander, AHRC (AHRC-EPB-M), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5680.

c. Judge Advocate General Corps officers. Send applications to HQDA (DAJA-PT), 1000 Army, Pentagon, Washington DC 20310.

d. All Reserve Component personnel. Submit applications according to AR 135-200.

4-6. Individuals ineligible for resident language training

The following CATs of personnel may not apply for resident language training:

- a.* Soldiers who fail to meet service remaining requirements (see AR 614-200).
- b.* Transient personnel and patients.
- c.* Individuals under courts-martial charge.

d. Individuals serving on stabilized assignments (unless the application for training is for a time after the stabilized assignment is terminated).

e. Enlisted personnel attending courses at Army service schools (unless training is in an MOS complemented by language training).

f. Personnel in overseas commands unless the course is scheduled to begin after the foreign service tour is completed.

g. Individuals being processed for discharge. (This does not apply to individuals reenlisting for their own vacancies.)

h. Previous graduates of a DLIFLC basic course with a 2/2/1+ graduation standard who have a current proficiency score below 2 listening / 2 reading (or below 2+ on an OPI if no DLPT tests are available) cannot attend an additional foreign language basic course. They are eligible to attend remedial and/or refresher training.

i. AA officer, warrant officer, and enlisted personnel who did not complete a DLIFLC course because of academic failure. The Commander, AHRC (AHRC-EPL-M), has the authority to grant waivers on a case-by-case basis for AA personnel.

j. USAR officers, warrant officers, and enlisted personnel who did not complete a DLIFLC course because of academic failure. The first general officer in their chain of command has the authority to grant waivers on a case-by-case basis.

k. ARNG officers and warrant officers who do not complete a DLIFLC course because of academic failure. The ARNG G-2 has the authority to grant waivers on a case-by-case basis.

l. Personnel whose records are under suspension of favorable personnel actions.

m. Personnel with suspended or revoked security clearances.

4-7. Selection for Defense Language Institute Foreign Language Center training

a. *General.* The selection of AA personnel for language training is governed by current and projected requirements by MOS and branch, grade, and language. DLIFLC training requirements are filled, as much as possible, with volunteers. When volunteers are not available, the Commander, AHRC, makes selections for school attendance. The Commander, AHRC (AHRC-EPL-M), may waive standards for AA enlisted personnel, other than the provisions of paragraph 4-6h and the DLAB requirement, which is reserved to the DCS, G-2 (DAMI-PIO), to meet Army readiness requirements.

b. *Service obligation.* Volunteers approved for language training at Government expense will incur a service obligation.

(1) *Officers and warrant officers.* Officers and warrant officers incur consecutive active duty service obligations (ADSOs) computed in accordance with AR 350-100. The first ADSO runs through the course completion date, or through the date on which the consecutively scheduled education is to be completed, whichever is later. An additional ADSO also is incurred equaling three times the length of schooling, computed in days, but not more than 6 years. The additional ADSO begins the day the language course ends, or the date on which consecutively scheduled education is completed, whichever is later. If the officer is terminated from the course on an earlier date, the ADSO and the additional ADSO still apply. The ADSO for language training does not apply to officers and warrant officers who were involuntarily ordered to language training.

(2) *Enlisted personnel.*

(a) Enlisted personnel incur service remaining requirements computed from when the school course ends, in accordance with AR 614-200. Personnel selected for language training for a special program must meet the ADSO of that program.

(b) Applicants who are qualified for language training but who do not have enough time remaining in the service must either extend or reenlist (see AR 601-280). Extensions or reenlistments must take place prior to departing the current duty station or the individual will be deleted from assignment to the DLIFLC.

(c) Selection of RC Soldiers to attend DLIFLC is limited to training Soldiers to fill specific positions with language requirements.

4-8. Duty status while attending Defense Language Institute Foreign Language Center training

a. Those selected for language training courses of 20 weeks or more are assigned on a permanent change of station (PCS) as follows:

(1) When courses are conducted at the Presidio of Monterey, students are assigned to the 229th MI Battalion, DLIFLC, Presidio of Monterey, California, 93944-5006. They must report for enrollment during normal duty hours on or before the report date specified on their orders.

(2) When courses are conducted under the auspices of the DLIFLC Washington Office, students are assigned to the Headquarters Company, U.S. Army Garrison, Fort Myer, VA 22211-5009. They must report for enrollment to the DLIFLC Washington Office, 200 Stovall Street (Suite 10S67), Alexandria, VA 22332.

(3) Officers and warrant officer attaché trainees who receive language training at the Foreign Service Institute are assigned to the U.S. Army Field Support Center (IASV-P), Fort Meade, MD 20755-5905.

b. Those selected for language training of less than 20 weeks are assigned temporary duty (TDY) en route to a new assignment or TDY and return to their unit.

4-9. Other educational institutions and commercial contractors

Non-DOD educational institutions and contractors, accredited by either a regional or national accrediting association, may be used for language training when DOD assets are unavailable and when these alternatives best meet the overall needs of the Army and were approved by the DLIFLC commandant.

4-10. Training relationship with the Army Continuing Education System, multi-use learning facilities, and Army Learning Centers

a. The Army Continuing Education Center will support installation-level mission related language training and will, upon request, support CLP training by administering the DLPT and providing classroom and language laboratory facilities for the conduct of language training.

b. Multi-use learning facilities and Army Learning Centers will provide, upon request, classroom and language laboratory facilities, materials, and testing for mission required language training.

Section II

Unit Language Training

4-11. Command Language Program

A CLP is the commander's foreign language training management program. The CLP provides direct access and management for linguists, DLPT scores, foreign language proficiency bonus (FLPB) status, and language training. Various courses of instruction are conducted by the Service or agency, installation, AA, and RC commanders. All programs must be registered with DLIFLC to be officially designated as a CLP. Units that have personnel assigned to language-required positions are directed to establish a CLP to support the language maintenance training of Soldiers and DA Civilians in these positions. This training may include remedial, refresher, maintenance, and enhancement training, with assistance from the ACOM, ASCC, DRU, and HQDA. Courses may be full- or part-time, on- or off-duty, group- or self-study, mandatory or voluntary, and in-house or contracted.

4-12. Importance of Command Language Programs

The successes and failures of ACOM, ASCC, DRU, and unit CLPs greatly impact unit readiness. There are many reasons why CLPs are so important. The primary reason is that foreign language proficiency is so perishable that it requires considerable effort and resources just to maintain existing skills. Unless a CLP regularly nourishes the skills of a unit's linguists, these skills quickly deteriorate and may become so badly damaged that linguists' require retraining at the DLIFLC.

4-13. Establishing a Command Language Program

Commands, units, and other organizations that have personnel assigned to language-required positions will establish formal CLPs to train their linguists. Units and organizations that are co-located should establish a consolidated CLP to make best use of available resources. ACOMs, ASCCs, and DRUs wishing to further regulate the CLPs of subordinate commands should do so by supplementing this pamphlet. ACOM, ASCC, and DRU CLPs will forward file copies of their supplements to this pamphlet to the DCS, G-2, (DAMI-PIO), 1000 Army Pentagon (2D382), Washington, DC 20310-1000. Refer to appendixes B, C, D, E, F, and G of this pamphlet for training resources and information on establishing a successful CLP.

4-14. Guidelines for establishing Command Language Programs

a. The CLP is a commander's language program. As such, the commander is afforded latitude in establishing a CLP that is tailored to their unit's particular mission and supports their unit's unique training needs. This latitude enables commanders to take full advantage of local language training opportunities and resources. The DLIFLC Pamphlet "A Manager's Guide for DOD Command Language Programs" should be used for planning the establishment of new unit CLPs or revamping existing unit CLPs. Tips for establishing a successful CLP are found in appendix F (this pamphlet).

b. Each unit with a CLP will have a CLPM appointed by memorandum. The CLPM may be a civilian, preferably with experience as a military linguist, who is knowledgeable of the unit's CLP. Contract CLPMs will have duties defined in their statement of work (SOW).

(1) Each unit that has language dependent or language capable MOS Soldiers, DA Civilians in language coded authorizations, Soldiers who were recruited for their language capability, or Soldiers who received language training at Government expense, will have an identified and filled CLPM position in accordance with AR 11-6.

(2) The CLPM will attend the DLIFLC resident or non-resident CLPM course within 6 months of appointment. Units will request CLPM course attendance through CLP channels. Units may use TALP funds to pay for their designated CLPM to attend training. Those CLPMs that manage Consolidated Cryptologic Program (CCP) funded linguists will also attend the LIMA-1700 course (Cryptologic Language Training Manager Course). Appoint all

CLPMs at all levels in writing. The CLPM position will be at a level of authority within the organizational structure that is compatible with the language requirements of the unit's mission. The CLPM will maintain the linguistic skills database and coordinate initial screening of all incoming personnel for language skills.

(3) Commanders with large numbers of authorized linguists (150 or more) should consider using a full-time civilian CLPM with a specified job description; subordinate unit CLPMs can be identified as an additional duty. The CLPM should have an academic background and/or experience in foreign language education and related areas. Unit CLPMs should attend the annual DLIFLC CLPM seminar. The CLPM should participate in command quarterly and annual training (AT) briefs and should chair the command language council (CLC). Commanders will ensure CLPMs are able to fulfill the CLPM responsibilities for at least 1 year due to the training requirements and expense required to fill the position. ACOM, ASCC, DRU, and their subordinate commanders will document all CLPM functions in job descriptions, standard operating procedures (SOPs), and other command policies.

(4) Units with no language-coded authorizations will identify a CLPM as an additional duty to manage the training and testing requirements of assigned language dependent and language capable Soldiers and to resolve FLPB issues for assigned language dependent and language capable Soldiers, those trained or recruited for their language capability at Government expense, and those receiving or eligible to receive FLPB.

4-15. Command language council

Units with 50 or more linguists will establish a standing CLC in accordance with AR 11-6. Each unit will outline CLC by-laws and other procedural guidelines in the unit SOP. The CLC will prepare and follow an agenda.

a. The CLCs advise commanders on issues relating to the unit's CLP and assist the commander in the execution of their CLP responsibilities. CLC membership should consist of the commander (or representative), CLPM, command sergeant major or first sergeant, primary staff officers, representatives from each subordinate unit or element that has assigned linguists, a representative from each staff element, and the unit resource manager. Other language specialists, technicians, supervisors, and trainers should be encouraged to attend and participate in council meetings. In cases where geographical separation prevents or renders this requirement impractical, commanders may modify the composition of the CLC to meet their mission and geographic situation.

b. Commanders will appoint the CLPM as chairperson for the CLC in accordance with AR 11-6. Commanders will also appoint a minimum of one permanent council member from each subordinate unit or element with assigned linguists. The commander will appoint the chairperson and permanent council members by memorandum.

c. Using the unit's CLP for guidance and at the direction of the commander, CLCs may prioritize language training so that linguists are engaged in remedial, refresher, sustainment, or enhancement language training that satisfies individual linguist training needs.

d. In cases where the CLC cannot identify language courses or programs to meet unit needs, the unit should immediately submit a language training support request through their unit CLPM to the ACOM, ASCC, or DRU CLPM for staff assistance. The request should identify the specific nature of the problem, number of linguists involved, and any other pertinent information.

e. CLCs will meet at least quarterly. Minutes of all CLC meetings will be published and maintained as part of the CLP files. Provide copies to the commander and distribute in accordance with unit needs. CLC minutes are subject to inspection.

f. Commanders with less than 50 linguists assigned may request a waiver from the requirement to establish a CLC. The request will identify the number of linguists authorized and on hand, the unit's plan for maintaining the proficiency of assigned linguists and the name of the language program coordinator who serves as the unit's point of contact for CLP requirements and issues. Send requests for waivers through the CLPM to the commander.

g. The CLC may assist the commander in administering linguist incentive programs.

4-16. Command Language Program linguist database

a. *Command Language Program manager responsibilities.* The CLPM is responsible for the maintenance of the linguist skills database. Maintain the database for 100 percent of assigned language capable Soldiers, language dependent Soldiers, and DA Civilians. The database will reflect the following elements for each assigned linguist.

- (1) Basic demographic data, including duty assignment and primary occupational specialty and/or job title.
- (2) Additional language training completed following DLIFLC graduation.
- (3) Ongoing language training.
- (4) Expiration term of service (ETS) and PCS dates.
- (5) FLPB status.
- (6) Administration dates and results of all DLPTs taken, including the version of the DLPT (DLPT IV or 5).
- (7) Required DLPT recertification dates to prevent expiration of FLPB.
- (8) ILTPs including language maintenance and improvement objectives driven by the requirements of the personnel, manning tables, or authorizations.

b. *Unit Command Language Program database.* The database should match the individual linguist's personnel records on file at the servicing military personnel office or servicing Civilian personnel office. CLPMs will establish

procedures in the unit CLP SOP to ensure that the data remains current and accurate. CLPMs will maintain historical data in the database as a point of reference for measuring changes in overall linguist proficiency from year to year and for assessing the effectiveness of the CLP. The CLPM should maintain copies of any exceptions to policy or waivers granted. The linguist database should also reflect all waivers and deployments. Units with no documented language positions, but who have linguists trained at Government expense may incorporate this data into the command's training database.

c. Command Language Program files. Each unit's CLP files will include all CLP related correspondence. The CLP files will contain information reflecting DLPT testing, training resource lists, the CLP SOP, CLP funding and budget information, arrival interview records, and CLP training records.

d. Command Language Program training records. Units will initiate a CLP training record for each linguist they identify during in-processing, regardless of MOS or duty assignment. CLPMs will file all appropriate information pertaining to these linguists in their training record. CLPMs will maintain copies of all DLPT results (DA Form 330), records of language training, FLPB orders, and the ILTP. Commands will maintain the training record at the lowest possible supervisory level (company or battalion CLPM). Duplicate copies of the record are not required at higher levels.

e. Individual language training plans. Commanders will develop an ILTP for each linguist. The ILTP is tailored to meet the needs of the individual linguist. The ILTP will assess language proficiency and determine training needs, establish training goals, develop short and long range training plans, and reflect quarterly counseling. CLPMs should closely monitor the ILTP to assess progress and recommend adjustments to training. Mentors and supervisors will review ILTPs with their linguists at least quarterly. Language group leaders and unit language instructors will also validate and review the training plan quarterly to ensure effectiveness and improvement. ILTPs will reflect progress in all additional training performed. The ILTP's are subject to inspection under the Organizational Inspection Program.

f. On-hand copy of Army Regulation 11-6. All CLPMs will have a digital copy of AR 11-6 on hand. All Army publications are available online from the Army Publishing Directorate at <http://www.apd.army.mil>. CLPMs will maintain an electronic link to all required publications identified in appendix A. Units with limited computer capability will maintain a paper copy of the required publications listed in appendix A.

4-17. Command Language Program standard operating procedures

a. All CLPMs will develop and publish a CLP SOP covering all aspects of the unit CLP and based upon higher headquarters' CLP SOP and guidance. The SOP will include information or guidance on language training requirements and procedures, linguist input to curriculum development and instruction, and all other information necessary for program continuity. The CLP SOP will be an integral part of the unit SOP to ensure enforceability.

b. The CLP SOP will be part of the overall unit SOP. The SOP will be self-explanatory and specific in task assignments. CLPMs will maintain a separate point-of-contact roster with the SOP to identify local and higher headquarter CLPMs they can contact for assistance. Units will review the CLP SOP at least biannually and after all published changes to higher-level guidance to ensure the unit SOP reflects the most current information.

4-18. Self study

Self-study language training consists of supervised or self-paced language training and study accomplished by the individual Soldier on their own time and during prime training hours. The objectives should include general language proficiency and assurance of mission performance. For maximum effect, the training supervisor should prepare an ILTP listing individual training objectives, tasks, performance standards, milestones, and a program schedule. See appendixes B, D, and G for DCS, G-2 approved self study programs.

Chapter 5 Language Proficiency

Section I Proficiency

5-1. Scope

The Army's minimum linguist proficiency level is 2/2 (on their DLPT) in their CLANG for all linguists except for 09L MOS Soldiers. 09L Soldiers minimum language proficiency is 2+ on their OPI in their CLANG. Annual language tests are mandatory for Soldiers and DA Civilians who have received foreign language training at Government expense, were recruited for their language capability, serve in a language dependent MOS career field (35P and 09L MOS Soldiers), or are assigned to a language-coded position. Also test Soldiers and DA Civilians who claim knowledge of a foreign language or whose records indicate previous language study. A contract linguist's proficiency is validated by vendor administered proficiency tests in accordance with the standards established in the contract's performance work statement. Government administered DLPTs and OPIs may not be used to determine or validate a contract linguist's

proficiency. Commanders should adhere to the procedures identified in this chapter to initially evaluate and reevaluate their assigned linguists' proficiency. Procedures are also included that outline the steps a commander should take if an assigned linguist fails to meet minimum proficiency standards. Finally, this chapter also includes the procedures used to update the databases to ensure they reflect the most current proficiency levels for assigned linguists.

5-2. Initial evaluation

As an initial evaluation, personnel are given the DLPT for any language in which they were trained or recruited for their language capability at Government expense (excluding Gateway and Headstart courses or similar "survival level" courses and college foreign language courses) or for which proficiency is claimed. For languages in which there is no DLPT, Defense Language Reading Proficiency Test (DLRPT), or other DOD approved proficiency test, personnel will take OPIs according to the guidance found in AR 11-6, provided certified testers are available.

5-3. Failure to meet minimum proficiency levels at Defense Language Institute Foreign Language Center sponsored courses

a. Failure to meet minimum proficiency levels at DLIFLC sponsored courses.

(1) *Active Army.* The MOS proponent has the authority, in coordination with Commander, 229th MI Battalion, and AHRC (AHRC-EPB-M) to determine the disposition of Soldiers who do not meet DLIFLC graduation standards. Soldiers may receive a prerequisite waiver for foreign language proficiency to attend a language dependent MOS school.

(2) *Army National Guard.* The ARNG DLIFLC liaison officer (LNO) will communicate the failure directly to the Soldier's unit to determine the disposition of the Soldier. Once returned to the State, it is the commander's responsibility to determine whether to retain, reclassify, or discharge the Soldier depending on the needs of the Army, unit, and State.

(3) *United States Army Reserve.* For USAR non-initial entry training (IET) Soldiers, the DLIFLC RC LNO will communicate the failure and DLIFLC recommendation to the CLPM of the unit the Soldier is assigned to. The unit's CLPM will coordinate with the commander to determine the final disposition of the Soldier. For IET Soldiers, the DLIFLC RC LNO communicates with the USAR G-1 Accessions and Training Branch to determine the final disposition of the Soldier.

b. The 229th MI Battalion will coordinate with AHRC, the USAR, or the ARNG before moving a Soldier to a different language training seat. The approval authorities for the utilization of enlisted DLIFLC training seats are:

(1) AHRC for the AA.

(2) The State for the ARNG.

(3) Military Intelligence Readiness Command (MIRC) (for MI MOSs) and United States Army Civil Affairs and Psychological Operations Command (USACAPOC) (37 and 38 career management fields (CMFs)) for the USAR.

c. Soldiers who do not meet graduation standards are not moved into a different language course; do not receive a prerequisite waiver to attend a language dependent MOS school; are disqualified for duty in a language dependent MOS; and must be reclassified based on the needs of the Army.

d. AHRC (AHRC-EPB-M) will approve all reclassification actions for AA Soldiers.

e. Commander, 229th MI Battalion, will inform the DCS, G-2's Army Foreign Language Proponency Office (AFLPO) of the disposition of all Soldiers who do not meet graduation standards.

5-4. Re-evaluation

a. Re-evaluation procedures. Annual re-evaluation is mandatory for all Soldiers and designated DA Civilians who were recruited for their language capability, serve in a language dependent or language capable MOS (trained at Government expense or has a designated CLANG), or are assigned to a language-coded position. All linguists must recertify annually prior to or on the anniversary of their last certification to remain eligible to receive FLPB. Linguists who no longer serve in a language dependent or language capable MOS are encouraged but not required to recertify annually.

b. Commanders and supervisors must take the following action on Soldiers who fail to meet language proficiency requirements:

(1) Counsel in writing Soldiers who were language trained at Government expense, recruited for their language capability, or hold a primary military occupational specialty (PMOS) of 35P or 09L when:

(a) A 35P fails to achieve a DLPT score of 2 in listening or reading in their CLANG.

(b) An 09L fails to achieve an OPI of 2+ in their CLANG.

(c) Any 35P, 09L Soldier, or DA Civilian trained at Government expense who fails to test annually or is not recertified by the appropriate commander in their CLANG.

(d) Any Soldier or DA Civilian trained at Government expense or recruited for their language capability who fails to achieve a minimum passing score on their DLPT or OPI in their CLANG.

(2) Counseling will specify remedial training and language testing requirements and establish a remediation period of no less than 180 days (12 months for USAR and ARNG) to complete training. The remediation period starts the day

after the Soldier becomes non-proficient in their CLANG (Soldier either fails their DLPT or fails to test within 12 months of their last DLPT).

(3) Commanders must provide Soldiers with the training, time, and resources necessary to achieve proficiency. Commanders will ensure deficient Soldiers receive a minimum of 150 hours of language training and retake their DLPT or OPI after their initial DLPT failure. Commanders will ensure remediation, training, and testing is complete no earlier than 6 months following redeployment (12 months for USAR and ARNG Soldiers (respectively)). Additionally, Soldiers (of any component) may request an exception to policy to retake their DLPT earlier than 6 months once they complete 150 hours of language training.

(4) Soldiers in a language dependent MOS must obtain a passing score on the DLPT or OPI test in their CLANG during the remediation period to remain MOS qualified. If a Soldier fails to achieve a passing score, their commander must initiate action to stop FLPB immediately and to withdraw the SQI "L" within 1 year of the initial DLPT failure. Commanders will submit a DA Form 4187 to the servicing chief, military personnel division (MPD), division G-1, or to the battalion, brigade combat team (BCT), or brigade S-1 to award or withdraw the SQI "L." The two-character language identifier code will remain in order to track that the Soldier had training and/or proficiency at one time in their CLANG. The appropriate administrative center will produce and publish MOS orders revoking the SQI "L" and make proper distribution and complete necessary electronic military personnel office (eMILPO) transactions to update the total Army personnel database (TAPDB). Additionally, AA commanders will notify and counsel the Soldier that they will receive an immediate reenlistment prohibition reason (IMREPR) code "9P" (not qualified in their PMOS). RC commanders (both USAR and ARNG) will notify and counsel the Soldier that he or she will have their MOS changed to 09U (not qualified in MOS) if they fail to achieve the minimum language proficiency after the 12 month remediation period.

(5) AA Soldiers with an IMREPR code of 9P cannot reenlist, attend promotion boards, get promoted, or PCS. AHRC will delete any Soldier on assignment instructions unless the PCS is a DA directed reclassification, voluntary reclassification, or for an immediate readiness requirement. Commanders must take action to remove any Soldier that is on a centralized or decentralized promotion list in accordance with AR 600-8-19.

(6) Commanders must initiate a separation request to the separation authority for a Soldier holding a language dependent PMOS who fails to achieve language proficiency standards after completing remediation training and testing. The separation authority may approve the separation request or recommend retention and request reclassification in accordance with AR 614-200 and DA Pam 611-21. The unit career counselor will process the reclassification request through the RETAIN / REQUEST (USAR) system and include the separation authority's decision. AHRC will review the request from the separation authority and make final determination on that request (AA only). Soldiers within the reenlistment window (within 12 months of ETS) who fail to meet language proficiency standards may request a voluntary extension in accordance with AR 601-280 to complete remedial training and retesting requirements. If, upon completion of remedial training, a Soldier fails to achieve a passing score on the DLPT or OPI, the Soldier may request reenlistment only for retraining in another MOS.

(7) Commanders should initiate separation or reclassification actions for 35P or 09L MOS Soldiers who fail to maintain their language proficiency more than once in a 3 year period.

(8) Commanders should address a linguist's language proficiency on their noncommissioned officers evaluation report (NCOER), officer evaluation report (OER), or DA Civilian Performance Appraisal. Specifically, commanders must annotate in the competence block or address their language proficiency in the performance section of the report if a linguist fails to maintain the required minimum language proficiency or improves their language proficiency after the Soldier completes remediation and takes the DLPT. Commanders should only address language competency for linguists who fail to achieve the minimum proficiency standards after they have taken their post-remediation DLPT.

(9) Commanders may recertify Soldiers who are proficient in their CLANG who are deployed in support of a contingency operation that does not require use of their CLANG and where a testing facility is not available. Commanders must ensure that the Soldiers complete remediation, training, and testing no later than 180 days (12 months for USAR and ARNG Soldiers) upon their redeployment or after their return date to their unit. Additionally, commanders must ensure Soldiers recertify before attending extended length military courses (longer than 90 days) if the 12 month anniversary of their recertification occurs while they are attending the course. The following are some examples: MOS producing schools, Officer Candidate School (OCS), Warrant Officer Candidate Course (WOCC), DLIFLC language or language enhancement courses, Noncommissioned Officer Education System (NCOES) courses, Drill Sergeant School, recruiting courses, and special operation's assessment and qualification courses.

(10) Commanders may request a change of a Soldier's CLANG if the Soldier is not under initial contract or receiving an enlistment or retention bonus. The Soldier must be proficient in the requested language and there must be a valid requirement for that language based on authorization documents and inventory. For AA linguists, AHRC is the approval authority for any change of CLANG. ARNG and USAR Soldiers' CLANG changes are approved by:

(a) ARNG Soldiers: Chief, National Guard Bureau (CNGB) (NGB-ARH).

(b) USAR Soldiers: U.S. Army Reserve Command (USARC) G-1 (ARRC-PRP).

(11) Functional area (FA) 48 (foreign area officers (FAOs)) who are assigned as FAOs and who fail to maintain

their language qualification will not be eligible to fill certain FAO positions, particularly those in overseas locations. In addition, non-language-qualified FAOs will not be competitive for promotions or school selections.

c. Individuals with foreign language proficiency who were not trained at Government expense are encouraged to test annually. Soldiers trained at Government expense have priority at testing centers.

d. Procedures to identify and notify linguists requiring re-evaluation are established by—

- (1) The MPD or human resource office (HRO) for AA Soldiers.
- (2) The Military Personnel Management Office at the State headquarters for ARNG Soldiers.
- (3) The Commander, AHRC for USAR IMA Soldiers, in coordination with the appropriate higher headquarters (ACOM, ASCC, DRU, or HQDA).
- (4) The DCS, G-1, USARC for members of USARC TPUs. Commander, AHRC, appropriate ACOM, ASCC, DRU, and the Personnel Services Branch of the individual's unit for USAR TPU members not subordinate to the USARC.
- (5) Commander, AHRC for USAR IRR Soldiers.

e. Exceptions:

(1) Enlisted Soldiers who no longer qualify for the SQI "L" unless they are assigned to a language-coded position or hold a language dependent MOS (35P and 09L).

(2) Soldiers assigned to a language-coded position who are not language qualified and were never trained at Government expense. Headstart, Gateway, Government provided software, language familiarization training and independent personal nonresident programs do not qualify as training provided at Government expense.

f. Soldier responsibility. It is a language dependent Soldier's and DA Civilian's responsibility to test annually to validate their ability to maintain their language proficiency. CLPMs will query and monitor DLPT and/or OPI status for every linguist assigned to their command on a monthly basis. CLPMs will provide their commanders with a monthly roster showing current language test data.

g. Annual recertification. Commanders and supervisors may waive annual recertification for Soldiers and DA Civilians who are deployed for a contingency operation where they do not use their CLANG or are assigned outside the continental United States (OCONUS) where testing facilities are not available.

(1) The recertification is documented on a DA Form 4187 with the following annotation: "The commander or supervisor certifies that the recipient can perform their linguistic duties in a satisfactory manner and meets AR 11-6 proficiency requirements for their MOS." Language dependent Soldiers, language capable Soldiers, and DA Civilians must be proficient in their CLANG prior to deployment to be eligible for this exception to policy. AA language dependent Soldiers who were not proficient prior to deployment must receive counseling and receive an IMREPR code "9P" (not qualified in PMOS). RC Soldiers who fail to achieve language proficiency after the 12 month remediation period will have their MOS changed to 09U (no MOS assigned). Nonproficient AA Soldiers have 180 days upon redeployment to meet language proficiency in accordance with paragraph 5-4b(2). Nonproficient RC Soldiers have 12 months upon redeployment to achieve language proficiency.

(2) Recertify Soldiers and DA Civilians using the DLPT or OPI as soon as practical or within 180 days (12 months for USAR and ARNG) of the date of the orders releasing them from the duty assignment or redeployment.

(3) Commanders and supervisors will counsel Soldiers and DA Civilians that are not performing their linguistic duties satisfactorily and may require remedial training. Commanders and supervisors can take appropriate action in accordance with paragraph 5-4 to improve the Soldiers or DA Civilians language capability.

5-5. Retesting with the Defense Language Proficiency Test

a. No more than two iterations of the same DLPT will be administered to the same person in a 12 month period. Individuals who have completed significant language training programs (minimum of 150 hours of training) may be retested in less than 6 months from the last test date as an exception to policy. Submit exceptions to policy for DLPT, DLRPT, or OPI retesting to the Commander, AHRC (AHRC-PDE) for approval. If approved for retesting, 6 calendar months must elapse before any subsequent test. Two-week language refresher courses do not meet the requirements for an exception to policy to retest within the 6 month time period. Only one exception to policy may be granted within a 12 month period to comply with the DOD policy which limits the number of times a year a DLPT in the same language may be taken to twice per 12 month period. For example, if a linguist takes a DLPT on 8 January 2015 and fails; takes a 150 hour language training course from 1 through 28 February; receives an exception to policy to retest within 6 months and retakes their DLPT on 5 March; then they would not be able to take another DLPT until the anniversary of their first test on 8 January 2016.

b. Requests for this exception to policy will document significant training, to include a copy of the Soldier's or DA Civilian's certificate of graduation or completion. A memorandum from the instructor or course administrator stating the Soldier or DA Civilian has completed the training event can be accepted in lieu of a graduation or completion certificate. Normally this training consists of at least 5 consecutive weeks of immersion training or classroom instruction consisting of 150 hours or more (30 hours per week for 5 consecutive weeks). RC exception to policy requests are handled on a case-by-case basis by AHRC (AHRC-PDE). Include a statement from the individual's commander explaining the type of training, purpose, or accomplishment that warrants retesting consideration.

- c. The retesting date then becomes the date required for annual re-evaluation according to paragraph 5-4a.

Section II

Reporting Language Proficiency

5-6. Language proficiency questionnaire

Use the DA Form 330 for the following:

- a. Reporting foreign language proficiency.
- b. The award and withdrawal of SQI "L."
- c. Reporting a Soldiers eligibility for FLPB.

5-7. Department of the Army Form 330 preparation

- a. DA Form 330 is prepared for all Army personnel any time a foreign language test or appraisal is administered.
- b. Soldiers and DA Civilians who take a DLPT, OPI, or other DLIFLC approved proficiency exam at a test location that does not issue a DA Form 330 (for example, at an Air Force test facility) will take the test results issued by the test facility to their unit or organization responsible for issuing orders. The unit or organization will prepare a DA Form 330, attach the test results issued by the test facility, and then follow the procedures listed in paragraph 5-8 for disposition.

5-8. Department of the Army Form 330 disposition

- a. Copy 1 of DA Form 330 for AA and USAR personnel is sent to the Soldiers unit S-1/MPD/HRO for inclusion in iPERMs; copy 2 is provided to the Soldier; and copy 3 is maintained by the TCO in the Soldiers local file for 2 years.
- b. For ARNG personnel—
 - (1) Copy 1 and 2 are forwarded to the military personnel management office at the State headquarters.
 - (2) Copy 3 is retained in the individual's records.
 - (3) An additional copy is given to the Soldier.
- c. If an individual or their unit is ordered to active duty for more than 180 days according to AR 135-200 and/or AR 135-210, the personnel office of the first activity processing either the individual or the unit will comply with procedures in paragraph 5-9b.
- d. Servicing TCOs will maintain a record of test results according to AR 611-5 for each individual tested.

5-9. Personnel database updates

- a. *General.* AHRC utilizes an automated process to update eMILPO and TAPDB and/or Enlisted Distribution and Assignment System (EDAS) for AA and RC personnel. This automated process uploads listening and reading scores for Soldiers who took a DLPT and the speaking (S) score for Soldiers who took an OPI. DLPT scores are uploaded to AHRC databases within 72 hours. OPI scores are uploaded on a bi-monthly basis due to the complexity of the OPI reporting process.

Note. Note: OPI participatory listening scores cannot be reported since the Defense Language Institute (DLI) does not report the data to the DMDC.

- (1) Test centers and AHRC Language Branch are not responsible for language data updates.
- (2) The brigade, unit S-1, MPD, and/or HRO Personnel Accounting System (PAS) chief is the appropriate office for data resolution.
- (3) Soldiers should allow time for the automated process to work. Exceptions:
 - (a) Promotable E-4/5.
 - (b) Soldiers with records appearing before a promotion or selection board.
 - (c) Soldiers reenlisting for a language bonus.
 - (d) Soldiers pursuing an assignment to a linguist billet.
 - (e) Soldiers with FLPB issues.
- (4) The personnel identified above may follow the trouble ticket process regardless of timeframe.
- b. *Update procedures.*
 - (1) *Active Army.*
 - (a) The brigade, unit S-1, personnel service battalion (PSB), and/or MPD will coordinate with the brigade S-1 or the installation level.
 - (b) PAS chief. The PAS chief will submit an AHRC Field Services Division (FSD) help desk trouble ticket. Create trouble tickets at <https://www.fsd.AHRC.army.mil/Main/Main.aspx>.
 - (c) Trouble tickets will include the following information:
 - 1. Ticket type: priority action.
 - 2. FA: AHRC data entry.

3. Sub FA: language data.

4. Content block: request add, update, or delete action (for example, add French OPI) and supporting documents (for example, DA Form 330). The statement "EDAS/TOPMIS II and enlisted record briefs (ERBs) and/or officer record briefs (ORBs) have been checked and requested action has not been completed." One of the following two statements is also required: "Reporting timeframe was exceeded" or "Soldier is an exportable training package (ETP): _____ (use one of the excepted classes. See para 5-9a(3))."

(d) AHRC FSD helpdesk will analyze data in EDAS/TOPMIS II and eMILPO. If data changes are required, it will take action to initiate necessary transactions to update personnel automation systems and the ERB or ORB.

(2) *U.S. Army Reserve*. Although the DMDC language interface simultaneously updates multiple Army databases (officer, warrant officer, and enlisted), the AHRC FSD help desk is not configured to update the Reserve Data Management System (RDMS) or the Active Guard and Reserve Management Information System (AGRMIS). As a result, USAR officer, warrant officer, and enlisted linguists should follow the procedures listed below if their language test data is not uploaded properly.

(a) IRR and IMA Soldiers should contact their servicing AHRC career management personnel actions branch for RDMS updates.

(b) TPU Soldiers should contact their unit S-1.

(c) Active Guard Reserve (AGR) Soldiers must first utilize their unit S-1. The unit S-1 will coordinate with the supporting ACOM prior to contacting the servicing AHRC career manager for AGRMIS updates.

(3) *Army National Guard*. ARNG personnel should contact their military personnel management office at the State headquarters.

Chapter 6 Foreign Language Proficiency Bonus Procedures

6-1. Scope

This chapter provides procedures commanders should use to ensure their Soldiers receive the correct amount of FLPB. This chapter describes these procedures for AA and RC Soldiers with proficiency levels of 2/2 and above; AA and RC Soldiers with below 2/2 proficiency levels; and for DA Civilians.

6-2. Procedures for Army National Guard and United States Army Reserve to award, change, terminate, or reinstate the foreign language proficiency bonus

a. Order Format 330 (see AR 600-8-105) is issued to award, terminate, change, and reinstate FLPB award levels for ARNG and USAR Soldiers. A single order is used to award each language entitlement, with the appropriate effective and termination date. Each order should state the following in the special instructions section:

(1) The Soldier's CLANG

(2) The proficiency level and payment rate for the single language to be paid on the order.

(3) Note any additional languages for which the Soldier may be receiving FLPB via separate orders.

(4) State that the Soldier must retest annually to continue to receive FLPB.

(5) The maximum monthly FLPB must not exceed \$1,000.

b. The CAR will determine the order issuing authority for FLPB for TPUs. AHRC is the order issuing authority for the AGR, IMA, and IRR.

c. ARNG commands authorized to issue active duty for operational support (ADOS)-RC, AT, active duty training, or ADOS and/or full time National Guard ADOS orders are the orders issuing authorities for FLPB orders.

d. The following must be included in the additional instructions on all orders authorizing FLPB:

(1) The authorized FLPB level (see table 6-1 for payment levels), the LIC, and the Soldier's CLANG. However, for FLPB purposes, the language specified in the ADOS orders will take priority over the CLANG and the home station MTOE and/or TDA billet. For example, if a Soldier who is proficient in multiple languages with Arabic designated as their CLANG is mobilized, deployed, or ordered to active duty to support a requirement for a French linguist, they will be paid at the "A" rate for French and also paid for FLPB for their CLANG based on the payment list on which their CLANG is listed.

(2) This statement: "Soldier will be required to repay any portion of FLPB payments already paid if the Soldier fails to maintain the minimum required proficiency for the FLPB level awarded."

e. For Soldiers who are proficient in a language not on the language payment list, indicate the justification for FLPB on the order along with the statement, "Soldier is in a language dependent MOS or assigned to a language coded position (list the language)."

f. Only the organization that published the original order may amend, rescind, or revoke the order. Exceptions to this policy are listed in AR 600-8-105.

Table 6–1
Foreign language proficiency bonus payment levels

| Payment Levels | | |
|---------------------------|------------------|------------------|
| DLPT Score | Payment List “A” | Payment List “B” |
| 1/1 ¹ | 100 ¹ | 50 ¹ |
| 1+/1+ ¹ | 150 ¹ | 75 ¹ |
| 2/2 | 200 | 100 |
| 2/2+ | 250 | 125 |
| 2+/2+ or 2/3 | 300 | 150 |
| 2+/3 | 350 | 175 |
| 3/3 | 400 | 250 |
| 3/3/3 ² or 4/4 | 500 | 300 |

Notes:

¹ Qualified Soldiers only. See AR 11–6 to determine if you qualify for sub 2/2 proficiency FLPB.

² Only paid when the linguist achieves a 3 or higher on an OPI to verify their speaking (S) capability.

³ Any equivalent combination of DLPT scores may be used. For example: “2/2+” is the same as a “2+/2.” A DLPT Score higher than “3/3” but less than “3/3/3” or “4/4” (for example, 3+/3) is paid at the “3/3” level.

6–3. Recommendations to terminate, change, or reinstate foreign language proficiency bonus for Army National Guard of the United States and United States Army Reserve Soldiers

Recommendations to terminate, change, or reinstate FLPB for ARNG and USAR Soldiers (Soldiers assigned to USARC should also refer to command guidance):

a. Recommendations for termination, change of award level, or reinstatement of FLPB for ARNG and USAR Soldiers are originated by the unit commander using a DA Form 4187 sent through the Soldier to the orders issuing authority (see fig 6–1). Forward FLPB orders to the Soldier’s servicing finance office in a timely manner to ensure pay accounts are updated accordingly. If the termination is for a reason other than the Soldier having failed to qualify by means of testing, the recommendation must include the justification (for example, being assigned to a non-language-coded position or being adjudicated as an unsatisfactory participant).

b. The Soldier will attach a statement to the correspondence acknowledging they—

- (1) Have read the correspondence.
- (2) Understand the nature of the action.
- (3) Understand the effective date of termination (if notified of termination).
- (4) Have received a copy of the basic correspondence.
- (5) Do or do not wish to submit statements on their behalf.

c. The approving authority for termination, change, or reinstatement of FLPB for RC Soldiers is the issuing authority of the original FLPB order (for example, if the Soldier is no longer assigned to the command that issued the order, the gaining command must contact the losing command to rescind the order in error). Upon notification, the gaining command will publish a new order to correct the FLPB entitlement.

6–4. Foreign language proficiency bonus orders processing procedures for Active Army personnel

a. Order format 330 (see AR 600–8–105) must be issued to award, terminate, change, or reinstate FLPB award levels for AA Soldiers (see fig 6–1). A single order is used to initiate each action with appropriate effective dates. The Defense Finance and Accounting System (DFAS) does not currently generate an automatic termination date. Therefore, issue termination orders in a timely manner to avoid creating debt on the Soldier’s pay account.

b. For AA Soldiers who are not in a language dependent or language capable MOS, the losing organization is responsible for terminating a Soldier’s FLPB if he or she is PCSing to a billet that is not language coded. If the gaining organization discovers a Soldier is no longer entitled to FLPB pay, the gaining organization will terminate the entitlement immediately. The gaining organization should prepare a termination order signed by the commander or an order issuing authority and forward FLPB orders to the Soldier’s servicing finance office in a timely manner to ensure pay accounts are updated accordingly. The exceptions to this policy are:

- (1) Soldiers who have a designated CLANG.
- (2) Soldiers assigned to a language coded billet.
- (3) Soldiers attending or instructing professional military education (PME) that requires proficiency in a foreign language to attend (for example, French War College).

c. The following must be included in the additional instructions on all orders authorizing FLPB:

(1) The authorized FLPB level (see table 6-1 for payment levels), the LIC, and the Soldier's CLANG.

(2) This statement: "Soldier will be required to repay any portion of FLPB payments already paid if the Soldier fails to maintain the minimum required proficiency for the FLPB level awarded."

d. For Soldiers who are proficient in a language not on the language payment list, indicate the justification on the order along with the statement, "Soldier is in a language dependent MOS or assigned to a language coded position (list the language)."

e. Only the organization that published the original order may amend, rescind, or revoke the order. Exceptions to this policy are listed in AR 600-8-105.

6-5. Terminating or reinstating foreign language proficiency bonus

a. FLPB may be immediately reinstated upon satisfying the eligibility requirements of AR 11-6 for Soldiers whose FLPB was terminated (see fig 6-1).

b. The date of termination or reinstatement is based on the actual date that the Soldier was removed, reinstated, or failed to meet the minimum proficiency score for payment of FLPB.

c. Entitlement to FLPB is terminated when a Soldier no longer meets the requirements for continued entitlement according to AR 11-6 or when one or more of the following conditions exists:

(1) Soldier fails to re-qualify in the language for which FLPB is being paid.

(2) Soldier does not meet annual recertification requirements for continued FLPB receipt.

(3) Soldier is released from assignment or attachment to the duty position that required the language proficiency or is not performing the military duties of the position.

d. FLPB will continue uninterrupted when the Soldier who is assigned to a language coded position but is not in a language dependent MOS is—

(1) Performing temporary or special duties not to exceed 90 days.

(2) Attending a course of instruction related directly to or necessary for continued FLPB qualification.

(3) In an inpatient status, assigned to a Warrior Transition Unit or a community based Wounded Warrior unit.

(4) On authorized leave.

e. When a Soldier in the RC switches from one unit to another the FLPB order should be terminated by the losing command and then reactivated by the gaining command when applicable.

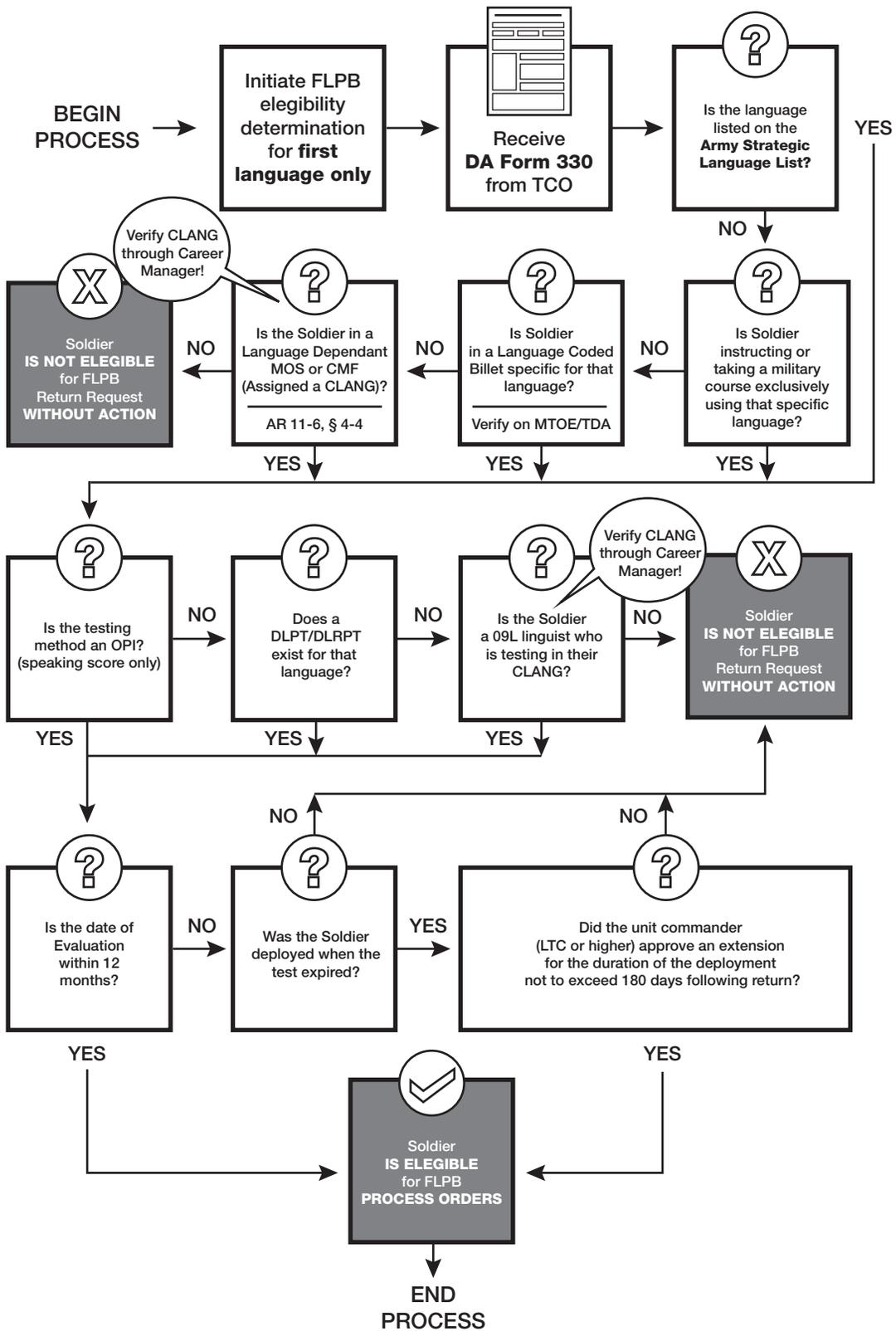


Figure 6-1. Foreign language proficiency bonus flowchart

6-6. Testing procedures

- a. Soldiers must submit a DA Form 4187 through their unit to schedule a DLPT with the TCO.
- b. Disposition of the DA Form 330: See paragraph 5-8.

6-7. Foreign language proficiency bonus orders processing procedures for proficiency levels below 2/2

- a. AA Soldiers serving in CMFs 18, 37, and 38 will submit a DA Form 4187 signed by their commander with a copy of their DA Form 330 in accordance with the procedures found in paragraphs 5-6 through 5-8.
- b. ARNG Soldiers' serving in CMFs 18, 37, and 38 will submit their request on a DA Form 4187 signed by their commander with a copy of their DA Form 330 through their commands to ARNG (ARNG-OIP-S) for verification and then return to the State for processing. ARNG-HCM will process orders for ARNG Title 10 Soldiers.
- c. USAR Soldiers serving in CMFs 18, 37, and 38 who meet the conditions specified in AR 11-6 will submit a DA Form 4187 signed by their commander with a copy of their DA Form 330 in accordance with the provisions of paragraphs 5-6 through 5-8.
- d. The following must be included in the additional instructions on all orders authorizing FLPB:
 - (1) The authorized FLPB level (see AR 11-6 for policy and table 6-1 for payment levels), the LIC, and the Soldier's CLANG.
 - (2) This statement: "Soldier will be required to repay any portion of FLPB payments already paid if the Soldier fails to maintain the minimum required proficiency for the FLPB level awarded."

6-8. Orders (Standard Form 52) submission

DA Civilian foreign language proficiency pay (FLPP) payments are made at the discretion of the commander and paid out of his budget. See table 6-2 for DA Civilian FLPP pay rates.

- a. The DA Form 330 is the only acceptable document to report results for foreign language proficiency tests.
- b. DA Civilians will provide the DA Form 330 to their immediate supervisors.
- c. Supervisors must initiate a Standard Form (SF) 52, with the following documents through their commanders or head of activity who will route the following documents to their servicing civilian personnel advisory center (CPAC):
 - (1) DA Form 330.
 - (2) A position description showing foreign language proficiency is required for the DA Civilian to receive FLPP.
 - (3) A copy of the agreement showing the DA Civilian is subject to assignment to a position requiring foreign language proficiency.
- d. The Civilian Personnel Operations Center and/or civilian personnel office will use the following for FLPP:
 - (1) To initiate FLPP: Nature of action (NOA) 926 – Foreign Language Proficiency Pay.
 - (2) To change FLPP: NOA 927 – Change in Foreign Language Proficiency Pay.
 - (3) To terminate FLPP: NOA 928 – Termination of Foreign Language Proficiency Pay.

Table 6-2
Department of the Army Civilian foreign language proficiency pay payment table

| Payment Per Bi-Weekly Pay Period | | |
|----------------------------------|------------------|------------------|
| DLPT Score | Payment List "A" | Payment List "B" |
| 2/2 | \$92.31 | \$69.23 |
| 2+/2+ | \$138.46 | \$92.31 |
| 3/3 | \$184.62 | \$138.46 |

Chapter 7 Linguist Management and Readiness Reporting

Section I Career Development

7-1. Scope

This chapter describes procedures commanders should use to manage linguist career development for all ranks. This chapter also informs commanders how they should employ their linguists and report impacts that linguist proficiency and manning have on their unit's readiness.

7-2. Managing enlisted linguists

Army enlisted linguists are managed using the following three CATs: personnel in language dependent MOSs, personnel in language capable MOSs, and personnel possessing a foreign language capability not related to their MOS.

a. Language dependent MOSs are:

- (1) 09L Interpreter/Translator.
- (2) 35P Cryptologic Linguist.

b. Career branch managers and unit commanders must closely monitor the training, assignment, and utilization of language dependent MOS Soldiers to ensure their career development stresses the progressive acquisition and use of higher-level language skills. Incorporate intermediate and advanced language courses, when available, into their career progression.

c. Personnel in language capable MOSs. Personnel, trained in a foreign language in preparation for a specific assignment continue to be identified as linguist assets after their initial use and are routinely considered for subsequent linguist assignments. However, the attainment of a language skill should not block or hinder the individual's normal pattern for career development in their PMOS or CMF. Language capable MOSs and CMFs include: 00S, 00Z (limited to those with a 18, 35, 37, 38 CMF background), 35L, 35M, 35N, 35Y, 35V, 35Z or CMFs 18, 37, or 38.

d. Personnel possessing a foreign language capability not related to their MOS, branch, or FA. Utilization of personnel found by voluntary testing and self identification to meet routine language requirements will depend on the overall needs of the Army and the individual's language proficiency and availability. The primary reason for identifying such individuals is for potential use in national emergencies or mobilization. These personnel may be eligible for reclassification into a language dependent or language capable MOS; however, their language capability normally does not influence career development within their PMOS or CMF.

7-3. Managing officers and warrant officers

a. Officer and warrant officer linguist career development is based on requirements and is administered under the Officer Personnel Management System (OPMS) specialties for officers or warrant officer MOSs.

b. Officers and warrant officers in the MI, special forces, and CA branches and the FAO and PSYOPS FAs, in particular, should seek language training and use it as an important component of a well-balanced career.

c. Designated MOSs and areas of concentration (AOCs) with language requirements:

(1) Language dependent: FAs 47A, 47G, and 48 series. FA 48 personnel are only language dependent (for FLPB purposes) when FA 48 is their primary FA designator.

(2) Language capable: 351L, 351M, 351Z, 351Y, 352N, 180A warrant officers and AOC 18, 35, 37, and 38 series officers.

7-4. Application for linguist assignments (enlisted linguists)

Qualified AA Soldiers may apply for a linguist assignment by submitting a DA Form 4187 (Personnel Action) through command channels to the Commander, AHRC (AHRC-EPB-M), 1600 Spearhead Division Ave, Fort Knox, KY 40122-5408.

Section II

Linguist Readiness Reporting

7-5. Unit status report

Commanders, who are authorized linguists and are required to report unit status according to AR 220-1, are required to report their linguist readiness status by MOS and language in the personnel section of the net-centric unit status report (NETUSR). The NETUSR is also an appropriate report to include general information on the unit's linguist readiness posture. The narrative in the "Personnel and/or Training remarks" column of the unit status report should describe aspects of the unit's linguist posture such as language mix on hand versus authorized, linguist proficiency, and training programs.

7-6. Language dependent military occupational specialty readiness reporting

Soldiers in a language dependent MOS are only considered military occupational specialty qualified (MOSQ) when they have completed the advanced individual training for their MOS and have a current DLPT (within 12 months) with a score meeting the Army's minimum proficiency standards as outlined in AR 11-6 and paragraph 5-1. Language dependent Soldiers with sub-proficient DLPT scores are considered non-MOSQ after they have completed remedial training, retaken the DLPT, and failed to achieve the minimum proficiency or have refused to attend language remediation training in accordance with paragraph 5-4. The provisions of this paragraph do not apply to language capable MOS Soldiers as they do not have to maintain language proficiency to remain MOSQ.

Chapter 8 Contract Linguist Operations

8-1. General

The Army has relied on the use of contract linguists since the early 1990s to provide heritage speaking (S) linguists to support contingency operations in Somalia, Bosnia, Kosovo, Iraq, the Horn of Africa, and Afghanistan. Future conflicts may also require the use of contract linguists depending on the size of the U.S. force committed; the density of military linguists available to support military operations; the language(s) required, and the length of the conflict. Commanders and planners are encouraged to use the procedures contained in this chapter to plan for and requisition contract linguists. This chapter also delineates the procedures for providing contract linguist support to DOD components.

8-2. Deputy Chief of Staff, G-2 authority

a. The Secretary of the Army (SECARMY) is the delegated authority for DOD executive agent (EA) for contract linguist support per DODD 5160.41E. The SECARMY designated the DCS, G-2 as the executive manager (EM) for all DOD contract linguist operations.

b. The DCS, G-2 provides oversight for all DOD support contracts unless an exception to policy is granted. Submit all requests for an exception to policy to the DCS, G-2 (DAMI-PIO), 1000 Army Pentagon, Washington, DC 20310-1040.

c. All contracts, including those let with an exception to policy, must comply with the policies and procedures established by the DCS, G-2.

d. Intelligence and Security Command (INSCOM) G-3's Contract Linguist and Intelligence Program Support Office (CLIPSO) administers the DOD linguist contracts that provide worldwide support to DOD components for HQDA, DCS, G-2.

8-3. Contract linguists capabilities

a. Contract linguists are hired to fill any linguist position primarily because of their ability to listen, read, speak, and write proficiently in a foreign language. Contract linguists are categorized, as indicated below, by their eligibility to hold a security clearance and may be hired with or without a clearance. The contract linguist CAT follows:

(1) CAT I: No security clearance.

(2) CAT IP (Poly): Continental United States (CONUS) hired CAT I linguists who hold no security clearance but who have successfully undergone a CONUS initiated polygraph. They may be used for tactical human intelligence (HUMINT) teams in accordance with the memorandum, HQDA, Subject: "Personnel Security and CI Screening Policy for Army CAT I linguists to be utilized by HUMINT Collection Teams," dated 8 November 2010. Consider the use of CAT I (US) and CAT IP (polygraphed) linguists for positions of higher trust that do not specifically require a clearance.

(3) CAT II: Linguist eligible for access at the secret level.

(4) CAT III: Linguist eligible for access at the top secret and/or sensitive compartmented information (TS/SCI) level.

b. Non-U.S. persons may be hired as any CAT of contract linguists. Foreign-cleared CAT II and CAT III linguists must hold the appropriate security clearance in a country which the U.S. has reciprocal security of information agreements. All non-U.S. persons hired as contract linguists are subject to contract linguist screening procedures.

c. The following provides recommendations for the types of work each CAT of linguist may be expected to perform—

(1) CAT I (local national (LN) and US):

(a) Support to tactical operations and patrols.

(b) Convoy operations.

(c) Provincial reconstruction teams (PRTs).

(d) Training missions.

(e) Medical operations.

(f) Open source intelligence (OSINT) cells.

(g) Translation cells.

(h) CA missions.

(i) Detention operations (echelon and mission specific).

(j) Logistics and procurement activities support.

(k) Female engagement team support.

(l) Village stability operations.

(m) Military information support operations.

(n) Rule of law support.

(o) Liaison (echelon and mission specific).

- (p) Document exploitation (DOMEX) (echelon and mission specific).
- (2) CAT IP (Poly).
 - (a) Tactical HUMINT teams.
 - (b) Counterintelligence (CI) support teams.
- (3) CAT II—
 - (a) Signals intelligence (SIGINT) collection (mission specific).
 - (b) HUMINT collection (mission specific).
 - (c) Interrogation support.
 - (d) PSYOPS (echelon specific).
 - (e) Detainee analysis
 - (f) Explosive ordnance device (EOD) forensics.
 - (g) Commanders interpreters (brigade and above).
 - (h) DOMEX (echelon and mission specific).
 - (i) Liaison (echelon and mission specific).
 - (j) Detention operations (echelon and mission specific).
- (4) CAT III—
 - (a) SIGINT collection and/or analysis (mission specific).
 - (b) HUMINT collection and/or analysis (mission specific).
 - (c) Strategic debriefing.
 - d. Predeployment and/or prepositioning.

(1) To facilitate linguist training and unit familiarization, the DCS, G-2 permits the pre-positioning of a limited number of CAT II contract linguists with commanders of deploying Army corps, divisions and BCTs, and the commanders of U.S. Marine Corps equivalent units.

(2) These linguists will be fluent in the operationally appropriate language and will report to the specified units 90 days prior to deployment (unless otherwise specified).

(3) Each BCT may receive one CAT II linguist (usually reserved for the commander), and each division and corps may receive up to three CAT II linguists (one for each general officer).

(4) Positioned linguists count against theater requirements and are assigned at the discretion of theater priorities and unit commander preferences.

e. Training exercise support. Contract linguists are typically native or heritage speakers and are hired to support training objectives centered on geographically based training scenarios that require the use of languages and/or dialects. There are two types of contract linguists hired to support training exercises:

(1) *Role players*: typically do not work for the “Blue Force,” but reinforce language training awareness or requirements.

(2) *Interpreters or translators*: typically work for the “Blue Force” to meet specific language oriented training requirements.

f. Requesting contract linguist support: Requiring commands will—

(1) Submit area of responsibility (AOR) validated contract linguist requirements through command channels to HQDA, DCS G-2 (DAMI-PIO). Requests must include the number of required linguists by language, necessary clearance level, and requisite skills (reading, writing, or speaking (S)). Pending immediate operational need, requirements may be submitted for validation up to three times a year.

(2) For contract linguist support provided by the DOD linguist contract but reimbursed by the requestor:

(a) Submit agency-validated requests for contract linguist support to the INSCOM CLIPSO with a copy furnished to DCS, G-2 (DAMI-PIO).

(b) Identify the funding source when submitting the request for reimbursable contract linguist support.

(3) Use the contract linguist manning tables (tables 8-1 through 8-4) to plan for the number of contract linguists required to support your organization.

8-4. Contract linguist procedures

a. *Oversight*. DCS, G-2, as the EM for all contract linguist operations, provides oversight for all DOD linguist support contracts other than the specified exceptions requested by ASCCs, U.S. Special Operations Command (US-SOCOM), and the combat support agencies (primarily the intelligence community). Oversight techniques and metrics include: fiscal planning and accountability, contractual accountability, and requirements tracking and fill.

b. *Requirements, identification, validation, and timelines*.

(1) The requiring commands identify operational contract linguist requirements that can be either overseas contingency operations (OCO) funded or customer funded.

(2) If the operational contract linguist requirements are OCO related, the requiring command will coordinate with the DCS, G-2 for possible funding (see fig 8-1). Requirements will be considered for validation if they are in

accordance with recommended contract linguist manning guidelines (see tables 8–1 through 8–4). These manning guidelines are established for like units in each theater. Requirements not in accordance with these manning guidelines will require justification prior to validation. DCS, G–2 will coordinate with INSCOM G–3’s CLIPSO to provide contract linguist manning recommendations upon request. Historical information provides useful guidelines when determining linguist requirements. Troop to contract linguists ratios historically run approximately 10 to 1; and the contract linguist population is historically broken down using the following percentages:

- (a) CAT I (LN): 67 percent.
- (b) CAT I (US): 10 percent.
- (c) CAT II: 20 percent.
- (d) CAT III: 3 percent.

(3) Once the AOR command has validated these requirements, the theater linguist manager (TLM) will send a validation request via Automated Message Handling System (AMHS) message to the combatant command (COCOM) and the DCS, G–2 (DAMI–PIO) who will forward the requirements to the Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) for validation. Validation requests may be sent up to three times a year depending on operational requirements. Once the COCOM and the DCS, G–3/5/7 validate the requirements, the DCS, G–2 will instruct INSCOM’s CLIPSO to place the requirements on contract. Because this requires a modification to the contract, it could take approximately 90 days. Failure to obtain validation by the AOR command, the COCOM, or the DCS G–3/5/7 will prevent funding and necessitate customer funding to satisfy requirements. Validated linguist requirements are provided to eligible units with no associated labor costs. Units are required to provide all life support requirements per the terms of the contract. If the unit requires the linguist to travel in a TDY status, the unit is responsible for life support and must provide funding to reimburse travel expenses. Such funding must be provided before the EA and/or CLIPSO will authorize the linguists to travel.

(4) If the operational contract linguist requirements are not contingency related, the customer must fund the linguist support. The requiring command coordinates directly with INSCOM G–3 CLIPSO for the cost estimate and execution of these requirements with a copy furnished to the DCS, G–2. The customer sends funds to INSCOM CLIPSO using a DD Form 448 (Military Interdepartmental Purchase Request (MIPR)). When the MIPR is received, the contracting officer (KO) will add the requirement to the contract via contract modification. Contract modifications may take up to 90 days although the KO can verbally authorize the requesting organization to proceed sooner than that. The customer is responsible for ensuring that the appropriate funds are used for the requirement.

(5) Once the linguist requirements are placed on contract, the vendor will recruit and screen potential linguists. When linguists arrive in theater, the TLM provides unit assignments and the vendor delivers the linguists to the units or to the major transportation hub. Vendor site leads manage linguists in theater with duty performance input from the unit of assignment.

(6) Linguist distribution and priority of unit fill is at the discretion of the theater commander.

c. Funding. Funding for contract linguist support is provided by contingency, supplemental, or customer reimbursement funds. Organizations requiring contract linguist support for contingency operations must request funding through the DCS, G–2 in accordance with the process outlined in figure 8–1. Organizations planning to fund contract linguist support using organizational funds must coordinate with the INSCOM G–3’s CLIPSO, with a copy of the requirement furnished to the DCS, G–2 (DAMI–PIO).

(1) *Funding:* DCS, G–2 (DAMI–PIO) prepares the contingency funding request based on requirements forwarded from requiring commands and provides it to the DCS, G–2’s resource manager (DAMI–RI). DCS, G–2 (DAMI–RI) forwards the request to the Army Budget Office (ABO) who includes the requirement in the overall Army supplemental request. Once appropriated, the ABO holds the funds and directly releases them to the INSCOM resource manager for contract execution.

(2) *Reimbursable funding:* If a linguist request does not satisfy contingency operations requirements, the requiring command must provide cost reimbursement to satisfy the requirement. Requirements are forwarded to the INSCOM’s CLIPSO with a copy furnished to DCS, G–2 (DAMI–PIO). The request for support must include the identification of an appropriate funding source. Send DD 448 MIPRs to the following address with a copy furnished to the INSCOM CLIPSO: Commander, USAINSCOM (IARM–PB–HQ), 8825 Beulah Street, Fort Belvoir, VA 22060–5246.

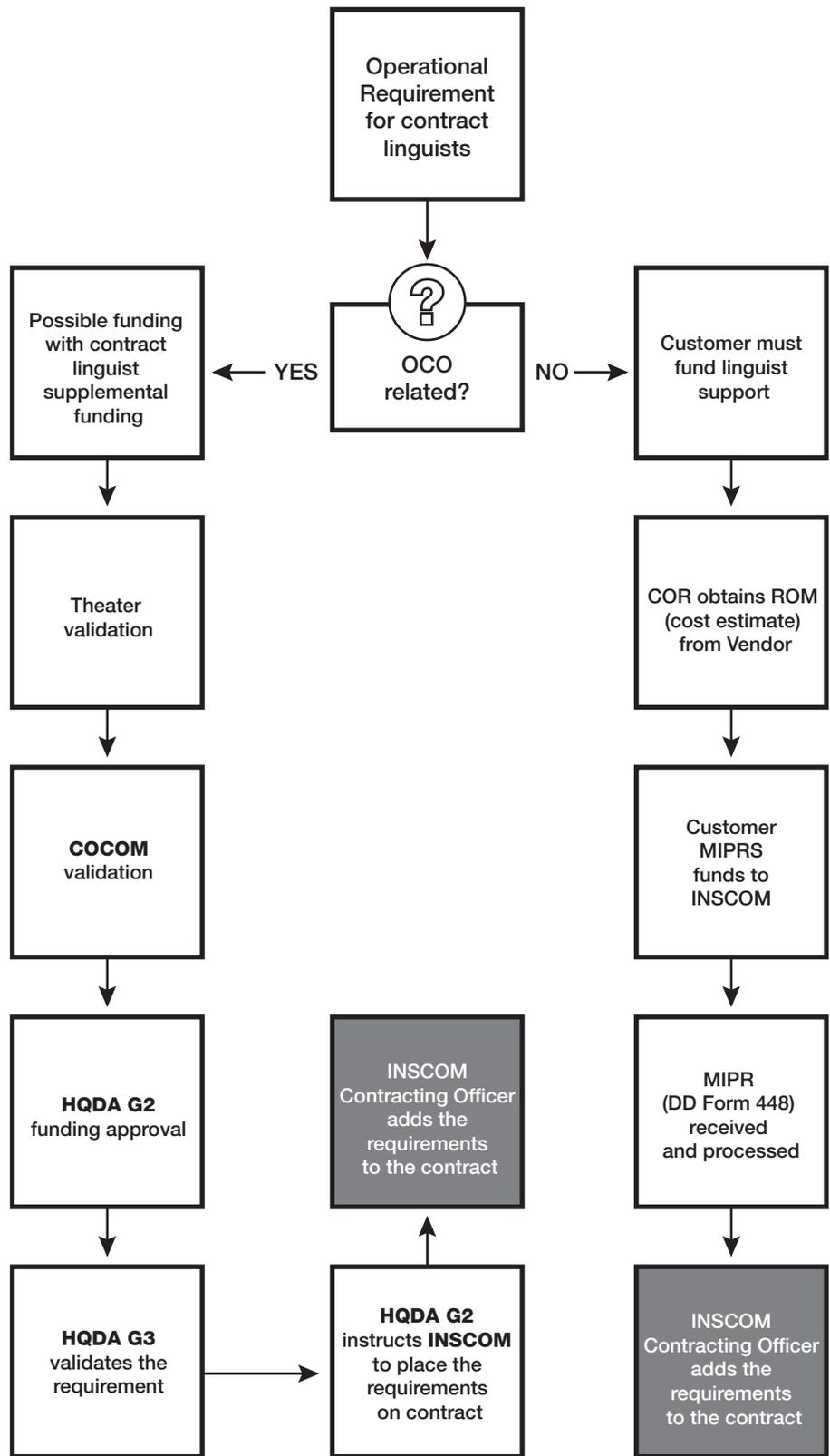


Figure 8–1. Contract linguist acquisition flowchart

d. Linguist recruiting, processing, screening.

(1) Vendors will recruit linguists who are able to:

(a) Write and speak in clear and concise grammar and pronunciation of the specified contract required language (SCRL) at the proficiency level described in the contract performance work statement.

(b) Provide idiomatic translations of nontechnical material using correct syntax and expression from English to the SCRL or vice versa.

(c) Conduct consecutive, accurate translations of ongoing conversations and activities. Linguists are subject to periodic random review of their translation skills to ensure they are in compliance with contractual standards.

(d) Conduct themselves in accordance with the local culture and customs.

(e) Deal unobtrusively with the local populace.

(f) Adhere to the standards of conduct as prescribed by Army instructions, the contract, and the laws of the host nation.

(g) Live and work in a harsh environment.

(2) The vendors' language proficiency screening of potential linguist recruits will ensure applicants possess the following skills as documented in individual contract delivery order requirements:

(a) Consecutive interpretation into and from English and the SCRL.

(b) Written translation of general and technical material into and from English and the SCRL.

(c) Interpreting aptitude and maintenance of integrity and meaning of material.

(d) Transcription of aural target language material into written form.

(e) Other technical skills, such as word processing used in conjunction with written translation, are preferred; but they can be part of on-the-job-training and are not prerequisites for linguists hiring.

(3) Vendors will conduct initial security screening of all linguist candidates. This screening will include the following elements:

(a) Pending criminal or civil charges (including divorce and child custody proceedings).

(b) Felony arrest record.

(c) Alcohol related arrest within the last 5 years.

(d) Any involvement in hate crimes.

(e) Involvement in any group or organization that espouses illegal violence as a legitimate means to achieve an end.

(f) Dual or multiple citizenships.

(g) Illegal use, possession, or distribution of narcotics or other controlled substances.

(h) Financial issues to include delinquent debt and bankruptcy including documentation of satisfaction or resolution of the same.

(4) Each perspective linguist candidate will undergo a CI focused security and force protection screening conducted by a Government certified investigative authority. The INSCOM staff (elements of the 902d MI Brigade) or other U.S. Government personnel security investigative authorities will conduct the screenings. Central clearance facility (CCF) or another designated adjudication authority will adjudicate the results of the screenings for approval or denial of interim clearance eligibility.

(5) All linguists will be debriefed upon return from theater.

(6) Linguists are subject to random urinalysis testing, CI screenings, and polygraph tests at the customer's discretion.

e. Linguist management.

(1) Supported unit commanders will provide the vendor with a schedule of required linguist services. If a linguist is not needed for the scheduled amount of time, the unit will contact the vendor's supervisory personnel to notify them that the linguist is being released from the unit for the day. Units cannot give contract linguists unscheduled time off.

(2) The contracting officer's representative (COR) or the alternate COR (ACOR) will coordinate work locations of on-site managers with the vendor to ensure access to any resources the Government is contractually obligated to furnish and to facilitate coordination with Government representatives.

(3) INSCOM is responsible for developing theater-specific handbooks to address linguist management issues.

f. Questions. Direct all questions and comments to DCS, G-2 (DAMI-PIO), 1000 Army Pentagon, Washington, DC, 20310-1040.

Table 8-1
Recommended stryker brigade combat team contract linguist manning

| Unit Size | Unit Type / Subset | CAT I LN | CAT I US | CAT IP | CAT II | CAT III | CAT II / III FC | TOTAL |
|-------------|-------------------------|------------|-----------|-----------|-----------|-----------|-----------------|------------|
| 4303 | TOTAL | 280 | 45 | 12 | 23 | 11 | 0 | 371 |
| 221 | HHT, BDE HQ | | | | | | | |
| | Rgt Cdr | | 1 | | 1 | | | 2 |
| | Rgt CSM | | 1 | | | | | 1 |
| | Legal | | 1 | | | | | 1 |
| | TOC | | 2 | | 2 | | | 4 |
| | PAO | | 1 | | | | | 1 |
| | Psyops | | | | 1 | | | 1 |
| | <i>Total</i> | <i>0</i> | <i>6</i> | <i>0</i> | <i>4</i> | <i>0</i> | <i>0</i> | <i>10</i> |
| 693 | 1st Sqdr | | | | | | | |
| | HQ | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>54</i> | <i>7</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>62</i> |
| 693 | 2nd Sqdr | | | | | | | |
| | HQ | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>54</i> | <i>7</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>62</i> |
| 693 | 3rd Sqdr | | | | | | | |
| | HQ | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>54</i> | <i>7</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>62</i> |
| 498 | 4th Sqdr (Recon) | | | | | | | |
| | HQ | 11 | 3 | | 1 | | | 15 |
| | Recce Trp | 11 | 1 | | | | | 12 |
| | Recce Trp | 11 | 1 | | | | | 12 |
| | Recce Trp | 11 | 1 | | | | | 12 |
| | Surv Trp | 10 | 1 | | | | | 11 |
| | SIGINT Col- lection | | | | | 9 | | 9 |
| | SIGINT Anal | | | | | 2 | | 2 |
| | HCT / OMT | | | 9 | 9 | | | 18 |
| | TUAV Plt | | | | | | | 0 |
| | <i>Total</i> | <i>54</i> | <i>7</i> | <i>9</i> | <i>10</i> | <i>11</i> | <i>0</i> | <i>91</i> |
| 53 | Anti Armor Trp | | | | | | | |

Table 8-1
Recommended stryker brigade combat team contract linguist manning—Continued

| | | | | | | | | |
|-----|---------------------|------------|-----------|-----------|-----------|-----------|----------|------------|
| | HQ | 11 | 1 | | 1 | | | 13 |
| | <i>Total</i> | <i>11</i> | <i>1</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>13</i> |
| 384 | FA Sqdrn | | | | | | | |
| | HQ | 10 | 4 | | 1 | | | 15 |
| | Fires Btry | 10 | 1 | | | | | 11 |
| | Fires Btry | 10 | 1 | | | | | 11 |
| | Fires Btry | 10 | 1 | | | | | 11 |
| | Tgt Acq Plt | 3 | | | | | | 3 |
| | WLRS Sec (Q-37) | 3 | | | | | | 3 |
| | WLRS Sec (TPG-36) | 3 | | | | | | 3 |
| | Met Tm | | | | | | | 0 |
| | Surv Tm | 3 | | | | | | 3 |
| | Cntrfire Ops Sec | 3 | | | | | | 3 |
| | Cntr Mortar Rad Sec | 3 | | | | | | 3 |
| | <i>Total</i> | <i>58</i> | <i>7</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>66</i> |
| 142 | ENG TRP | | | | | | | |
| | 1st PLT | 1 | 1 | | | | | 2 |
| | 2nd PLT | 1 | | | | | | 1 |
| | 3rd PLT | 1 | | | | | | 1 |
| | <i>Total</i> | <i>3</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>4</i> |
| 74 | MI TRP | | | | | | | |
| | THT | | | 3 | 3 | | | 6 |
| | OMT | | | | 1 | | | 1 |
| | ISR Anal | | | | 1 | | | 1 |
| | <i>Total</i> | <i>0</i> | <i>0</i> | <i>3</i> | <i>5</i> | <i>0</i> | <i>0</i> | <i>8</i> |
| 56 | SIGNAL TRP | | | | | | | |
| | | | | | | | | 0 |
| | <i>Total</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> |
| 740 | Spt Sqdrn | | | | | | | |
| | Sqdrn HQ | 3 | 3 | | | | | 6 |
| | Distr Co | | | | | | | 0 |
| | Fld Maint Co | | | | | | | 0 |
| | Med Co | | | | | | | 0 |
| | <i>Total</i> | <i>3</i> | <i>3</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>6</i> |
| | TOTAL | 280 | 45 | 12 | 23 | 11 | 8 | 371 |

Table 8–2
Recommended heavy brigade combat team contract linguist manning

| Unit Size | Unit Type / Subset | CAT I LN | CAT I US | CAT IP | CAT II | CAT III | CAT II / III FC | Total |
|-----------|--------------------|------------|-----------|----------|-----------|----------|-----------------|------------|
| 3752 | TOTAL | 310 | 54 | 3 | 15 | 8 | 0 | 390 |
| 178 | BDE HQ | | | | | | | |
| | CO | | 1 | | 1 | | | 2 |
| | CSM | | 1 | | | | | 1 |
| | Legal | | 1 | | | | | 1 |
| | TOC | | 2 | | 2 | | | 4 |
| | PAO | | 1 | | | | | 1 |
| | Psyops | | | | 1 | | | 1 |
| | <i>Total</i> | <i>0</i> | <i>6</i> | <i>0</i> | <i>4</i> | <i>0</i> | <i>0</i> | <i>10</i> |
| 625 | 1st BN | | | | | | | |
| | HHC | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Armor Co | 14 | 1 | | | | | 15 |
| | Armor Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>68</i> | <i>8</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>77</i> |
| 625 | 2nd BN | | | | | | | |
| | HHC | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Armor Co | 14 | 1 | | | | | 15 |
| | Armor Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>68</i> | <i>8</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>77</i> |
| 625 | 3rd BN | | | | | | | |
| | HHC | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Armor Co | 14 | 1 | | | | | 15 |
| | Armor Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>68</i> | <i>8</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>77</i> |
| 422 | Recon Sqdr | | | | | | | |
| | HQ | 8 | 4 | | 1 | | | 13 |
| | Recon Trp | 11 | 1 | | | | | 12 |
| | Recon Trp | 11 | 1 | | | | | 12 |
| | Recon Trp | 11 | 1 | | | | | 12 |
| | <i>Total</i> | <i>41</i> | <i>7</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>49</i> |
| 309 | FA BN | | | | | | | |
| | HQ | 10 | 4 | | 1 | | | 15 |
| | Tgt Acq Plt | 3 | | | | | | 3 |
| | WLRS Sec (TPQ–36) | 3 | | | | | | 3 |

Table 8-2
Recommended heavy brigade combat team contract linguist manning—Continued

| | | | | | | | | |
|------|----------------------|------------|-----------|----------|-----------|----------|----------|------------|
| | WLRs Sec (TPQ-37) | 3 | | | | | | 3 |
| | Met Tm | | | | | | | 0 |
| | Surv Tm | 3 | | | | | | 3 |
| | Cntr Fire Ops Sec | 3 | | | | | | 3 |
| | Ltwt Cntr Mortar Sec | 3 | | | | | | 3 |
| | Fires Btry | 10 | 1 | | | | | 11 |
| | Fires Btry | 10 | 1 | | | | | 11 |
| | <i>Total</i> | <i>48</i> | <i>6</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>55</i> |
| 504 | BSTB | | | | | | | |
| | STB HQ | 8 | 4 | | 1 | | | 13 |
| | MICO | | | | | | | 0 |
| | HCT | | | 3 | 3 | | | 6 |
| | OMT | | | | 1 | | | 1 |
| | SIGINT Team | | | | | 6 | | 6 |
| | SIGINT Anal | | | | | 2 | | 2 |
| | ISR Anal | | | | 1 | | | 1 |
| | SIGNAL | | | | | | | 0 |
| | ENG | 3 | 2 | | | | | 5 |
| | <i>Total</i> | <i>11</i> | <i>6</i> | <i>3</i> | <i>6</i> | <i>8</i> | <i>0</i> | <i>34</i> |
| 1089 | SPT BN | | | | | | | |
| | HHC | 2 | 1 | | | | | 3 |
| | Dist Co | | | | | | | 0 |
| | Fld Mnt Co | | | | | | | 0 |
| | Med Co | | | | | | | 0 |
| | Fwd Spt Co (Recon) | 1 | 1 | | | | | 2 |
| | Fwd Spt Co (CA) | 1 | 1 | | | | | 2 |
| | Fwd Spt Co (CA) | 1 | 1 | | | | | 2 |
| | Fwd Spt Co (FA) | 1 | 1 | | | | | 2 |
| | <i>Total</i> | <i>6</i> | <i>5</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>11</i> |
| | TOTAL | 310 | 54 | 3 | 15 | 8 | 0 | 390 |

Table 8-3
Recommended infantry brigade combat team contract linguist manning

| Unit Size | Unit Type / Subset | CAT I LN | CAT I US | CAT IP | CAT II | CAT III | CAT II / III FC | Total |
|-------------|--------------------|------------|-----------|----------|-----------|----------|-----------------|------------|
| 3450 | TOTAL | 307 | 54 | 3 | 15 | 8 | 0 | 387 |
| 175 | BDE HQ | | | | | | | |
| | BDE CDR | | 1 | | 1 | | | 2 |
| | CDE CSM | | 1 | | | | | 1 |
| | Legal | | 1 | | | | | 1 |
| | TOC | | 2 | | 2 | | | 4 |
| | PAO | | 1 | | | | | 1 |
| | Psyops | | | | 1 | | | 1 |
| | <i>Total</i> | <i>0</i> | <i>6</i> | <i>0</i> | <i>4</i> | <i>0</i> | <i>0</i> | <i>10</i> |
| 686 | 1st BN | | | | | | | |
| | HHC, INF BN | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Weapons Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>68</i> | <i>8</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>77</i> |
| 686 | 2nd BN | | | | | | | |
| | HHC, INF BN | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Weapons Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>68</i> | <i>8</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>77</i> |
| 686 | 3rd BN | | | | | | | |
| | HHC, INF BN | 12 | 4 | | 1 | | | 17 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Rifle Co | 14 | 1 | | | | | 15 |
| | Weapons Co | 14 | 1 | | | | | 15 |
| | <i>Total</i> | <i>68</i> | <i>8</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>77</i> |
| 396 | Recon Sqdr | | | | | | | |
| | HHT, Recon Sqd | 8 | 4 | | 1 | | | 13 |
| | Mot Recon Trp | 11 | 1 | | | | | 12 |
| | Mot Recon Trp | 11 | 1 | | | | | 12 |
| | Dismntd Rec Trp | 11 | 1 | | | | | 12 |
| | <i>Total</i> | <i>41</i> | <i>7</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>49</i> |
| 285 | FA BN | | | | | | | |

Table 8-3
Recommended infantry brigade combat team contract linguist manning—Continued

| | | | | | | | | |
|-----|------------------|------------|-----------|----------|-----------|----------|----------|------------|
| | HHB | 10 | 4 | | 1 | | | 15 |
| | Fires Btry | 10 | 1 | | | | | 11 |
| | Fires Btry | 10 | 1 | | | | | 11 |
| | Trgt Acq Plt | 3 | | | | | | 3 |
| | Wpn Loc Rdr Sec | 3 | | | | | | 3 |
| | Met Tm | | | | | | | 0 |
| | Surv Tm | 3 | | | | | | 3 |
| | Cntrfire Ops Sec | 3 | | | | | | 3 |
| | Cntr Mrtr Rad | 3 | | | | | | 3 |
| | <i>Total</i> | <i>45</i> | <i>6</i> | <i>0</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>52</i> |
| 826 | SPT BN | | | | | | | |
| | HHC, Spt BN | 2 | 1 | | | | | 3 |
| | Distr Co | | | | | | | 0 |
| | Fld Mnt Co | | | | | | | 0 |
| | Med Co | | | | | | | 0 |
| | Fwd Spt Co (Rec) | 1 | 1 | | | | | 2 |
| | Fwd Spt Co (Inf) | 1 | 1 | | | | | 2 |
| | Fwd Spt Co (Inf) | 1 | 1 | | | | | 2 |
| | Fwd Spt Co (FA) | 1 | 1 | | | | | 2 |
| | <i>Total</i> | <i>6</i> | <i>5</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>11</i> |
| 396 | BSTB | | | | | | | |
| | STB HQ | 8 | 4 | | 1 | | | 13 |
| | MICO | | | | | | | 0 |
| | HCT | | | 3 | 3 | | | 6 |
| | OMT | | | | 1 | | | 1 |
| | SIGINT Team | | | | | 6 | | 6 |
| | SIGINT Anal | | | | | 2 | | 2 |
| | ISR Anal | | | | 1 | | | 1 |
| | SIGNAL | | | | | | | 0 |
| | ENG | 3 | 2 | | | | | 5 |
| | <i>Total</i> | <i>11</i> | <i>6</i> | <i>3</i> | <i>6</i> | <i>8</i> | <i>0</i> | <i>34</i> |
| | TOTAL | 307 | 54 | 3 | 15 | 8 | 0 | 387 |

Table 8-4
Recommended expeditionary-military intelligence brigade contract linguist manning

| Unit Type / Subset | CAT I LN | CAT I US | CAT IP | CAT II | CAT III | CAT II / III FC | Total |
|----------------------|----------|----------|-----------|-----------|-----------|-----------------|------------|
| TOTAL | 1 | 6 | 36 | 87 | 16 | 0 | 146 |
| E-MIB HQ | | | | | | | |
| BDE CDR | | 1 | | 1 | | | 2 |
| CSM | | 1 | | | | | 1 |
| TOC / HQ | | 1 | | 2 | | | 3 |
| <i>Total</i> | <i>0</i> | <i>3</i> | <i>0</i> | <i>3</i> | <i>0</i> | <i>0</i> | <i>6</i> |
| MI BN | | | | | | | |
| HHC, MI BN | | 1 | | 1 | | | 2 |
| Tech Coll Co | | | | | | | 0 |
| SIGINT Analysis | | | | | 2 | | 2 |
| SIGINT Collection | | | | | 6 | | 6 |
| Multifunctional Sec | | | | 10 | | | 10 |
| Collection & Expl Co | | | | | | | 0 |
| CI OMT | | | | 1 | | | 1 |
| CI Tm | | | | 6 | | | 6 |
| HUMINT OMT | | | | 2 | | | 2 |
| HCT | | | 6 | 6 | | | 12 |
| HUMINT Co | | | | | | | 0 |
| HUMINT OMT | | | | 4 | | | 4 |
| HCT | | | 12 | 12 | | | 24 |
| <i>Total</i> | <i>0</i> | <i>1</i> | <i>18</i> | <i>42</i> | <i>8</i> | <i>0</i> | <i>69</i> |
| MI BN | | | | | | | |
| HHC, MI BN | | 1 | | 1 | | | 2 |
| Tech Coll Co | | | | | | | 0 |
| SIGINT Analysis | | | | | 2 | | 2 |
| SIGINT Collection | | | | | 6 | | 6 |
| Multifunctional Sec | | | | 10 | | | 10 |
| Collection & Expl Co | | | | | | | 0 |
| CI OMT | | | | 1 | | | 1 |
| CI Tm | | | | 6 | | | 6 |
| HUMINT OMT | | | | 2 | | | 2 |
| HCT | | | 6 | 6 | | | 12 |
| HUMINT Co | | | | | | | 0 |
| HUMINT OMT | | | | 4 | | | 4 |
| HCT | | | 12 | 12 | | | 24 |
| <i>Total</i> | <i>0</i> | <i>1</i> | <i>18</i> | <i>42</i> | <i>8</i> | <i>0</i> | <i>69</i> |
| Signal Co | | | | | | | |
| | | | | | | | 0 |
| <i>Total</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> |
| Spt Co | | | | | | | |

Table 8-4
Recommended expeditionary-military intelligence brigade contract linguist manning—Continued

| | | | | | | | |
|--------------|----------|----------|-----------|-----------|-----------|----------|------------|
| HHC, Spt Co | 1 | 1 | | | | | 2 |
| <i>Total</i> | <i>1</i> | <i>1</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>2</i> |
| TOTAL | 1 | 6 | 36 | 87 | 16 | 0 | 146 |

Chapter 9

Inspection Program

9-1. General

Inspections are an important tool to ensure unit CLPs meet HQDA and other supported organizations' standards. Inspections are the primary means by which expenditures are monitored, programs are evaluated, and problems and issues are identified. The inspection process identifies best practices and reinforces key CLP principles. The inspection process synchronizes the CLP across all levels. Year-round compliance with the standards also ensures a properly functioning CLP. See appendix C for a CLP inspection checklist.

9-2. Requirements

a. The CLP will be incorporated into, and be an integral part of each unit's organizational inspection program in accordance with AR 1-201 at all appropriate organizational echelons. Units will develop a CLP inspection program and inspect all subordinate CLPs at least biennially to ensure compliance with AR 11-6, all applicable higher headquarters guidance, unit policies, and SOPs. Checklists may follow the format included in appendix C, but should be tailored for ACOM, ASCC, and DRU requirements.

b. Maintain reports of all inspections that include language related subjects for at least 2 years.

c. All units who receive language related inspections or official visits from agencies outside of the DA will forward a copy of the inspection or visit report to DCS, G-2: (Attn: DAMI-PIO) within 30 days of the receipt of the report.

9-3. Inspection checklists

DCS, G-2 maintains an inspection checklist which is the basis for all CLP inspections within the Army. This checklist is available in appendix C and will be updated and republished at least annually. Prior to inspections, inspectors will coordinate with unit CLPMs to identify which portions of the checklists are not applicable to smaller sized CLPs.

9-4. Service program manager inspection of participating command's Command Language Programs

a. The SPM will conduct inspections of participating commands and will provide at least 30 days notice of the upcoming inspection.

b. The SPM will use the CLP checklist provided in appendix C as the basis for the inspection. Additional questions, spot inspections, or re-inspections are authorized to adequately evaluate the participating command's CLP.

Appendix A References

Section I Required Publications

AR 1–201

Army Inspection Policy (Cited in para 9–2a.)

AR 11–6

Army Foreign Language Program (Cited in para 4–14b(1).)

AR 40–501

Standards of Medical Fitness (Cited in para 4–4a(6).)

AR 220–1

Army Unit Status Reporting and Force Registration – Consolidated Policies (Cited in para 7–5.)

AR 350–100

Officer Active Duty Service Obligations (Cited in para 4–7b(1).)

AR 600–8–105

Military Orders (Cited in para 6–2a.)

AR 600–9

The Army Body Composition Program (Cited in para 4–4a(6).)

AR 601–280

Army Retention Program (Cited in para 4–4c(2).)

AR 611–5

Personnel and Classification Testing (Cited in para 3–5e.)

AR 612–201

Initial Entry/Prior Service Trainee Support (Cited in para 3–2a.)

AR 614–185

Requisitions and Assignment Instructions for Officers (Cited in para 2–4.)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in para 2–4.)

DODD 5160.41E

Defense Language Program (DLP) (Cited in para 4–3.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, all Army documents are available at <http://www.apd.army.mil/>. DOD issuances are available at <http://www.dtic.mil/whs/directives/index.html>.

AR 1–1

Planning, Programming, Budgeting, and Execution System

AR 5–22

The Army Force Modernization Proponent System

AR 11–2

Managers' Internal Control Program

AR 15-1

Boards, Commissions, and Committees

AR 25-30

The Army Publishing Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

AR 135-210

Order to Active Duty as Individuals for Other than A Presidential Selected Reserve Call-Up, Partial or Full Mobilization

AR 140-1

Mission, Organization, and Training

AR 350-1

Army Training and Leader Development

AR 350-20

Management of the Defense Foreign Language Program

AR 350-32

Army Foundry Intelligence Training Program

AR 351-9

Inter-Service Training

AR 380-67

Personnel Security Program

AR 600-8

Military Human Resources Management

AR 600-8-1

Army Casualty Program

AR 600-8-10

Leaves and Passes

AR 600-8-19

Enlisted Promotions and Reductions

AR 600-8-104

Army Military Human Resource Records Management

AR 601-210

Active and Reserve Components Enlistment Program

AR 601-270

Military Entrance Processing Stations (MEPS)

AR 621-1

Training of Military Personnel at Civilian Institutions

AR 621-5

Army Continuing Education System

DA Pam 25-91

Visual Information Procedures

DA Pam 600-8

Military Human Resources Management Administrative Procedures

DA Pam 611-21

Military Occupational Classification and Structure

DLIFLC Pamphlet

A Manager's Guide for DOD Command Language Programs (Available at <http://www.ut.ngb.army.mil/clp/clpm/regs/required/CLPM%>.)

DOD 1400.25-M

Department of Defense Civilian Personnel Manual (CPM)

DOD 7000.14-R

Department of Defense Financial Management Regulations (FMRs)

DODI 1340.27

Military Foreign Language Skill Proficiency Bonuses

DODI 5160.70

Management of DOD Language and Regional Proficiency Capabilities

NGR 600-200

Enlisted Personnel Management (Available at <http://www.ngbpdc.ngb.army.mil/>.)

10 USC 10147

Ready Reserve: training requirements (Available at <http://www.gpo.gov/fdsys/>.)

37 USC 316

Special pay: bonus for members with foreign language proficiency (Available at <http://www.gpo.gov/fdsys/>.)

Memorandum, HQDA, 8 November 2010

Personnel Security and CI Screening Policy for Army CAT I Linguists to be Utilized by HUMINT Collection Teams

Memorandum, Secretary of the Army, 1 March 2006

Delegation of Authority for Department of Defense (DOD) Executive Agency for Contract Linguists

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>), and SF Forms are available at the General Services Administration (GSA) Web site (<http://www.gsa.gov/portal/forms/type/SF>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 330

Language Proficiency Questionnaire

DA Form 483

Officer's Assignment Preference Statement (Electronic version available at the HRC Home Page: <http://www.hrc.army.mil>)

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3953

Purchase Request and Commitment

DA Form 4187

Personnel Action

SF 52

Request for Personnel Action

**Appendix B
Outside Resources****B-1. Language identity**

Access the DOD language abbreviation list online at http://www.public.navy.mil/bupers-npc/reference/noc/NOOCSVol2/Documents/II45_pt_a%20OCT%202013.pdf.

B-2. Major languages by country

The country list with major languages is listed alphabetically by country in the Central Intelligence Agency (CIA) World Fact Book at <https://www.cia.gov/library/publications/the-world-factbook/>.

B-3. Interagency language roundtable language skill levels

A description on the interagency language roundtable (ILR) language proficiency levels for each modality is listed on their Web site at <http://www.govtilr.org>.

**Appendix C
Department of the Army Inspection of Participating Command's Command Language Program Checklist****C-1. Command support**

One of the most salient characteristics of a successful CLP is the degree and breadth of support provided to the program at the command level and, by example, throughout the rest of the chain of command. The following questions address both command level issues and the day-to-day aspects of operational support of an effective CLP.

C-2. Inspection questions

a. Do the commander and others in the chain of command have an accurate picture of the language-mission requirements of the Linguists in their command?

b. Are the commander and the ACOM, ASCC, DRU, and their subordinate commands aware of potential sources of assistance and support to the CLP, to include DLIFLC or other DOD agencies?

c. Are all CLPMs at the ACOM, ASCC, DRU, and subordinate levels appointed in writing? Have they attended the DLIFLC CLPM Course within 6 months of appointment?

d. Do all CLPMs have a current (electronic) copy of this regulation?

e. Is the CLPM responsible for the maintenance of a linguist skills database?

f. Has an annual ACOM, ASCC, or DRU command language plan been developed in accordance with this regulation?

g. Was the annual ACOM, ASCC, or DRU CLP report provided to the HQDA TALP program manager in accordance with this regulation?

h. Has the ACOM, ASCC, or DRU CLPM submitted an annual language budget report on the execution of TALP dollars within 30 days of the end of the fiscal year?

i. Has the ACOM, ASCC, or DRU CLPM established internal fiscal control policies (annual plans, periodic reports, and subordinate command inspections)?

- j. Are expended funds documented? How?
- k. Are accountability procedures adequate?
- l. Were TALP funds expended to satisfy requirements set forth in the plan?
- m. Were all requests to establish new contract language training programs submitted through the HQDA TALP program manager to DLIFLC for approval?
- n. Is an ACOM, ASCC, or DRU linguist incentive and awards program that carries tangible benefits in place, such as ACOM, ASCC, or DRU Language Professional of the Year?
- o. Has the ACOM, ASCC, or DRU conducted a biennial inspection of all subordinate CLPs? (Review after action reports, discuss results.)

Appendix D

Training Resources Listing

D–1. Defense Language Institute Foreign Language Center

The DLIFLC has distance learning training material available for CLPMs and linguists to use to improve their language proficiency. Most of the training material is available online at one of the following Web sites:

- a. <http://www.dliflc.edu/languageresources.html>.
- b. <http://hs2.lingnet.org/>.

D–2. Internet resources

The following Internet sites provide training material or information. This list is not exhaustive, but serves as a starting point for units and linguists to obtain language training material. A reference to commercially available language courses in this regulation does not constitute an endorsement on the part of the Army of those particular language courses. Visit the following Web sites for more information:

- a. <http://www.casl.umd.edu/>.
- b. <http://www.internet4classrooms.com/flang.htm>.
- c. <http://www.ignitethefire.com/foreignlang.html>.
- d. <http://www.onlinenewspapers.com/>.
- e. <http://www.voanews.com/english/portal.cfm>.
- f. <http://www.itools.com/>.

Appendix E

Command Language Program

E–1. Introduction

- a. The three necessary ingredients for a successful CLP are:
 - (1) Command interest and support.
 - (2) A sound program with detailed objectives and appropriate resources.
 - (3) Periodic evaluations to determine progress toward these objectives.
- b. The key to success is the commander. The commander must recognize that language is as important to the unit's success as weapons qualifications, physical training, vehicle maintenance, or any other Soldier qualification or training requirement. The CLP should be an integral part of the unit training schedule.
- c. There is no book solution. Creative thought and innovative methods bring the best results.

E–2. Developing a Command Language Program

- a. *Step 1.* Before starting, ask the following questions:
 - (1) What are the specific language requirements?
 - (2) What are the training program objectives?
 - (3) How many students are to be trained annually in each language?
 - (4) Are training facilities and equipment (classrooms, language laboratories, and electronic devices (for example, personal media devices and computers)) available? Are they properly accounted for?
 - (5) What specific language materials are on hand?
 - (6) Is the language training conducted by instructors? If so, what qualifications do they have?
 - (7) What is the projected length of the training course in hours and weeks? How many instructional hours per day and per week are anticipated? If a time exists, what is the required completion date?

(8) What are the direct operating cost of instructor salaries, instructional equipment and materials (that is, dictionaries, textbooks, audio-visual, and computer equipment)?

b. Step 2. In-unit programs.

(1) When you develop a CLP, consider and choose programs that are right for your unit and the individual linguists assigned to the unit. Generally two levels of language training will fit most cases; one for linguists who are at 2/2 or above foreign language proficiency levels and the other for linguists who fall below the 2/2 foreign language proficiency levels as measured by the DLPT.

(2) Interview newly assigned linguists and check their records to ascertain their current foreign language proficiency level. DLPT scores can be found on DA Form 330. The test results should not be older than 1 year. If the results are older than 1 year refer to paragraph 5-4 for actions the commander must take.

(3) Instructor presented language training is often contracted and conducted by a qualified civilian language instructor. It should be at least 4 hours per workday over a 3 to 6 month period. When such an intensive language program is impractical, 2 week refresher or immersion programs are recommended. Immersion programs are effective and motivating training programs where linguists are sent to specific geographical locations to study their languages in native settings. Two-week language refresher courses do not meet the requirements for an exception to policy for a DLPT retest within the 6 month waiting period. In Europe, the Partner Language Training Center, Europe (PLTCE) provides excellent language training in European languages. In Korea, Yonsei University provides Korean language instruction under the National Security Affairs sponsorship. The key is to look around your area of operations for opportunities where linguists may be enrolled in language enhancement programs. The RC will work out a suitable language training program that is consistent with their weekend drills and 2 week AT.

(4) Self-study language training consists of supervised or self-paced language training and study accomplished by the individual Soldier on their own time and during prime training hours. The objectives should include general language proficiency and assurance of mission performance. For maximum effect, the training supervisor should prepare an ILTP listing individual training objectives, tasks, performance standards, milestones, and a program schedule for each linguist.

(5) Team or section language training involves team or section or group training events established and conducted through the normal Army Training Management System (ATMS) schedule. The purpose of this training is to maintain and improve language proficiency and mission capability. This type of training includes general language proficiency maintenance exercises, task-oriented language drills, worldwide language competition contests, classroom instruction, and Soldier participation in FOUNDRY or other live mission opportunities. This program is characterized by the availability of a wide variety of training materials and methods, as well as use of contract language instructors.

(6) Task-oriented and job related language training consists of drills and practice organized and conducted as part of the unit training by the training supervisor or other qualified Soldiers in specific job tasks and language required to perform their MOS and mission.

(7) Units can identify local streamlined acquisition contract vehicles using the General Services Administration Language Service Schedule at www.gsa.org.

c. Step 3. Contracting for language instruction.

(1) The following information concerns contracting for mission-required language training. Caution: Do not attempt to contract for non-mission or individual Soldier education purposes. The Army Education Center will assist Soldiers with non-mission related personal language training needs.

(a) The following may authorize contracting for a CLP:

(b) Corps, divisions or BCTs, and installation commanders may authorize contractual foreign language instruction.

(c) Only installation KOs may negotiate with civilian contractors. This does not apply to USSOCOM non-TALP funded contracts.

(2) The following rules apply to contracting:

(a) Foreign language instruction may be contracted in the language matching the unit's duty position language requirements or language of assignment. The purpose of such training is to provide remedial, refresher, maintenance, or enhancement training to Soldiers with previously acquired foreign language skills.

(b) The DLIFLC, School for Continuing Education, (ATFL-SCE-FS), Presidio of Monterey, California, 93944-5006 must authorize new contract development and the subsequent production of foreign language instructional materials. Inform the DCS, G-2, SPM on all new contract requests. This is to ensure standardization and conformity to existing Army regulations and policies.

(c) You should follow all applicable Federal Acquisition Regulation when contracting for foreign language training.

(d) You must prepare a SOW and quality assurance surveillance plan (QASP) in accordance with local contracting policy.

(e) The completed SOW should be attached to a DA Form 3953 (Purchase Request and Commitment) and forwarded through command channels to the servicing procurement office or contracting agency.

(f) The contract and operation costs, including equipment requirements, maintenance, printing and reproduction, and duplication of audio or video tapes or other material is the responsibility of the unit.

(g) Audiovisual equipment support should be coordinated in advance of the contract through the installation training aids support office.

(h) The contractor will also certify in writing that the instructors hired to provide foreign language instruction have a foreign language proficiency level higher than any student taking part in the program. The minimum instructor fluency level is 3.

(i) The contractor will also certify in writing that the foreign language instructors have a level 2 or higher English fluency level.

(j) Instructors should ideally have 1 or more years of prior experience in teaching a foreign language to adult English-speaking students, unless waived by terms of the contract.

(k) If the contractor intends to use original (not approved) foreign language materials for which there may be a question on copyrights, obtain prior approval of these materials from your ACOM, ASCC, DRU CLPM, or the SPM, DCS, G-2.

(l) Appoint a COR. The COR is usually a person who has developed the contract SOW, prepares monthly progress reports, and gives oral briefings to the commander and staff, as required.

Appendix F

Guidelines for a Successful Command Language Program

F-1. Command support

One of the most salient characteristics of a successful CLP is the degree and breadth of support provided to the program at the command level and, by example, through the rest of the chain of command. The following questions address both command-level issues and the day-to-day aspects of operational support of an effective CLP.

F-2. Command level considerations

- a. Is the commander accountable for linguist proficiency?
- b. Does the commander's job description contain specific functions and responsibilities regarding the CLP?
- c. Does the commander receive regularly scheduled briefings and other reports on the CLP?
- d. When problems arise in the CLP, is the commander receptive to the issues and willing to provide needed support?
- e. Are there identifiable gaps within the chain-of-command that effect the nature or level of CLP support?

F-3. Command language council

- a. Does the CLC consist of all unit members who have an interest in the CLP?
- b. Is the CLC membership recognized and documented as an official duty for all members?
- c. Has the CLC been formally established via an appropriate unit charter or SOP?
- d. Is the chairperson selected by the council based on the criteria of Defense Foreign Language Program (DFLP) knowledge and experience versus position and rank? Does the council meet regularly (quarterly or more often)? Does the council follow by-laws or other procedural guidelines?
- e. Does the council prepare and follow an agenda? Does the council prepare and distribute meeting minutes?
- f. Do council recommendations become policy (following command endorsement)?
- g. Does the rationale and the SOP for the council provide for and promote both command level and chain of command involvement in CLP planning and operation?

F-4. Command Language Program manager

- a. Has consideration been given to using a full-time civilian CLPM with a specified job description?
- b. Does the CLPM have some academic background or experience in foreign language education or related areas?
- c. Has the CLPM attended DLIFLC's CLPM course and annual seminar within 6 months of appointment?
- d. Does the CLPM participate in the command's quarterly and AT briefs?
- e. Is the CLPM the chairperson of the CLP council?
- f. Is the CLPM's continuous tenure assured for at least a year, preferably longer?
- g. Have all substantive functions of the CLPM been adequately documented through job descriptions, SOPs, or other means?

F-5. Linguist recordkeeping and tracking

- a. Does the CLPM maintain a database with the following elements for each linguist in the unit?
 - (1) Basic demographic data, including duty assignment and primary occupational specialty and/or job title.
 - (2) Additional language training completed following DLIFLC graduation.
 - (3) Ongoing language training.

- (4) ETS and PCS dates.
- (5) FLPB status.
- (6) Administration dates and results of all DLPTs and OPIs taken, including the version of the DLPT (DLPT III, IV, 5 and so on).
- (7) Required testing dates to prevent expiration of FLPB.
- (8) ILTPs including language maintenance and improvement objectives driven by the requirements of the mission, personnel manning tables, and authorizations.
 - b.* The CLPM should maintain copies of any exceptions to policy or waivers that have been granted. Do entries in the database match the individual linguist's personnel records on file at the servicing MPD and/or HRO?
 - c.* Are procedures in place to ensure that the data remains current and accurate?
 - d.* Is a historical database maintained as a point of reference for measuring changes in overall linguist proficiency from year to year and for assessing the effectiveness of the CLP?

F-6. Linguist retention and incentives

What percentage of the unit's linguists are eligible for FLPB? Has the unit established a specific target percentage of linguists who will qualify for FLPB?

F-7. Standard operating procedures

- a.* Is the CLP SOP self-explanatory?
- b.* Is it specific in task assignments?
- c.* Does it explain the rationale for the program, as well as outline procedures?
- d.* Does it specify points of contact for issues not specifically addressed?
- e.* Is it updated on a regular basis to reflect changes in mission, personnel, procedures, and so on?
- f.* Is it an integral component of the unit command SOP?

F-8. Adequate funding

- a.* Are CLP budget requirements adequately identified and documented on a routine basis?
- b.* Are CLP funding requirements explicitly addressed in annual unit budget planning?
- c.* Are the CLPM or other CLP council members knowledgeable about procedures to obtain needed CLP funding?
- d.* Is the CLP involved with and adequately represented in long range budget planning?
- e.* Are CLP funding requirements separate from other training budgets?

F-9. Access to current regulations

- a.* Are the appropriate regulations and information pamphlets readily available?
- b.* Is it clear as to where additional or updated regulations can be obtained?

F-10. Utilization and sustainment of unit linguist assets

- a.* Can linguist assets not assigned to the unit (for example, from other companies or battalions) be utilized as instructors or assistant instructors?
- b.* Is there a linguist development program in the unit?

F-11. Dedicated instructional time

- a.* Is language training time designated regularly on the unit training schedule?
- b.* Does the CLPM actively participate in training schedule preparation?
- c.* Does scheduled language training take priority over competing unscheduled training?
- d.* Is the amount of dedicated time on task sufficient for measurable language proficiency improvement?

F-12. Dedicated space and other training program resources

- a.* Does the unit have adequate, dedicated space for language training activities?
- b.* If the current language training facility is not adequate, are there specific plans to upgrade it?
- c.* Is the training facility conducive to learning (quiet, well-lit, comfortable, and open to linguists beyond regular training or duty hours)?
- d.* Are current, appropriate foreign language texts, supplementary materials, newspapers, magazines, and other resources available in the language training facility?
- e.* Is it clear as to where training materials can be obtained?
- f.* Is the furniture and equipment adequate for classroom instruction and self-study?
- g.* Does the language training facility have space and equipment for individual listening and studying?

F-13. Use of training options

- a.* Is there a program of in-unit refresher platform foreign language instruction?
- b.* Is the use of self-study materials encouraged?
- c.* Can linguists check out self-study materials and devices to use during off-duty hours? If adult education courses in the target language are available in the local area, does the CLPM receive or subscribe to the course bulletins?
- d.* Does the CLPM enroll the linguists in appropriate courses during the duty day and encourage off-duty enrollment?
- e.* Does the CLPM regularly afford linguists opportunities for operational readiness training (for example, live environment training)?
- f.* Does the CLPM receive training bulletins or journals listing other CONUS or OCONUS language instructional opportunities, such as college or university and commercial programs? If not, contact the appropriate SPM for information.
- g.* Do the linguists make use of these training opportunities?
- h.* Does the CLPM make use of any job-specific foreign language training and evaluation programs, such as, voice intercept comprehensive evaluation, interrogator comprehensive evaluation, or technical support packages?
- i.* Are unit linguists enrolled in regional resident military training programs such as the I Corps Language Program at Fort Lewis or PLTCE?
- j.* Does the CLPM regularly request enrollment in the DLIFLC intermediate and advanced courses for assigned linguists?
- k.* Does the CLPM know what refresher or enhancement courses are available?
- l.* SIGINT only: Does the unit have a TROJAN System? Are the linguists regularly scheduled to work in it?

F-14. Use of the Defense Language Institute Foreign Language Center services

Has the CLPM identified which of the unit's requirements could be met by DLIFLC assistance with the following?

- a.* Advice and/or guidance on establishing and maintaining a language program.
- b.* Curriculum selection or development.
- c.* Availability of DLIFLC instructional materials.
- d.* Teacher training workshops.
- e.* "Train the trainer" workshops for CLPMs and platform instructors.
- f.* The ILR proficiency standards familiarization workshop.
- g.* CLPM course or commander's course.
- h.* On-site language training through mobile training teams (MTTs).
- i.* Course-specific testing and CLP evaluation.
- j.* Clarification on DLAB, DLPT administration, and/or interpretation issues.
- k.* Telephonic or face-to-face speaking proficiency interviews.
- l.* Information on current DLIFLC developments in training and testing materials, educational technology, and class scheduling and enrollment policies, including intermediate and advanced courses.

Appendix G Training Resources

G-1. Defense Language Institute Foreign Language Center resources

a. DLIFLC provides a comprehensive collection of language learning tools focused on improving individual language proficiency. The primary CLP resource should be the DLIFLC Web site at www.dliflc.edu. The site not only includes important information on DLIFLC, but provides key language support links through the dropdown window on the homepage. These links include the DLPT 5, Field Support, and the Global Language Online Support System (GLOSS).

b. The DLPT 5 link provides familiarization guides and the latest delivery information for language tests. The field support link provides pre-deployment language tools and other downloads. GLOSS online language lessons provide learning and teaching tools for improving foreign language skills in 19 languages. The Language Materials Distribution System (LMDS) link makes available hundreds of language survival kits and other materials free of charge to deploying Servicemembers. Language materials can be viewed, downloaded, and ordered under the products tab. The site also provides online diagnostic assessments and online weekly training events. The DLIFLC student learning center also issues a compact disc entitled "A linguist's guide to autonomous language learning."

G-2. Department of the Army Intelligence Information Service language and cultural portals

The DA Intelligence Information Service (IIS) language and culture resources portals provide open source aids for over

100 languages and over 200 countries to enhance overall language and cultural proficiency. The cultural portal provides information spanning the world which contains links to official Government, academia, and commercial Web sites. The language resource portal featuring ethnic and language information are displayed by AOR, to include regional dialects of interest to linguists. These sites are available as follows:

- a. SIPRNET–Culture: <http://fvey.daiis.mi.army.smil.mil/iis/culture/default.aspx>.
- b. SIPRNET–Language [http:// fvey.daiis.mi.army.smil.mil/foriegnlang/default.aspx](http://fvey.daiis.mi.army.smil.mil/foriegnlang/default.aspx).
- c. Army Knowledge Online (AKO): <https://www.us.army.mil/suite/page/190527>.
- d. Army Open Source Portal: <https://daiis.mi.army.mil/iis/osint/default.aspx>.
- e. Hermes: <https://daiis.mi.army.mil/iis/hermes/Pages/Default.aspx>.

G–3. Webliography

The webliography of less commonly taught languages (LCTLs) represents a comprehensive compendium of online Internet materials. Depending on the language, available resources can include socio-historic language sketches, introductions to writing systems and phonologies, beginning and intermediate online tutorials and exercises, online dictionaries, media sites, cultural and target country materials, and so forth. Links to webliographies for Slavic, East European, and Eurasian languages are provided with permission of the Slavic and East European Language Resource Center at Duke University. The ILR Web site also gives clear proficiency level descriptions. The webliography is on the ILR Web site at <http://www.govtilr.org>.

G–4. Defense Language Institute English Language Center

The Defense Language Institute English Language Center (DLIELC) is the DOD Center of Excellence for English language training. It offers a wide variety of resident and non-resident English training packages, which can be tailored to a linguist’s specific needs, whether it is English grammar, reading, writing, speaking, listening, or comprehension skills. Resident programs are conducted in the DLIELC campus, located on Lackland AFB, TX. Instruction is provided in small groups, using modern language teaching technologies. Non-resident instruction consists of correspondence courses or MTTs. The DLIELC can also help set up a local language training detachment (LTD) to serve a unit’s specific needs. The student handbook link is at <http://www.dlielc.edu>.

G–5. CL–150 language learning tools and assessments

MI Soldiers and DA Civilians working in the intelligence community can access transparent language’s CL–150 suite of language learning tools and language assessments through the Joint Language University (JLU) online site. The tools are available for home use. MI Soldiers and DA Civilians can download all of the software programs and language modules located on the CL–150 Government download center. Contractors are not permitted to take part in this program. Misuse may lose access for the entire command.

G–6. Satellite Communications for Learning

Satellite Communications for Learning (SCOLA) is a non-profit, Government-funded educational organization that receives and retransmits television programming from around the world in native languages. Use SCOLA content for current news, language study, and cultural enhancement. SCOLA content is available via satellite, the Internet, and cable providers. SCOLA offers a variety of products and services from six cable and satellite channels, access to “On the street” videos, and newspaper texts to insta-class, a series of premade language training classes, each self contained with texts, notes, vocabulary and quizzes. SCOLA is found at www.scola.org.

G–7. Joint Language University

The JLU (<http://JLU.wbtrain.com>) is a free resource that offers thousands of hours of training and familiarization in both language and culture for over 50 languages and regions. NSA offers this resource free for anyone using a valid .mil or .gov email address. Many of the materials are focused at LCTLs and provide maintenance and sustainment exercises in the ILR 2+ to 3+ ranges. JLU is a great place to find language materials and resources for maintenance and enhancement of both reading and listening skills and DLPT practice objects. JLU introduced two easy to use tools that eliminate time, distance, and travel costs as obstacles to training:

- a. e-Class (powered by Centra) provides instructor led learning and communication. Training is enhanced using application sharing, Web safaris, whiteboard activities, breakout rooms, text chat, surveys, and evaluations. e-Class is available on the Internet (<http://eclass.wbtrain.com/info>) and the Intranet. Classes and events can be attended from individual workstations.
- b. e-Campus (Powered by Blackboard) provides Web-based student-centered teaching combining self-study with activities guided by an instructor. The discussion boards allow for student-to-student and instructor-to-student interaction. Courses and training may be hosted entirely within e-Campus or can be “blended” with e-Class or platform delivered training. Anyone that supports the DOD’s mission is able to participate in e-Class and e-Campus classes and events. For more information contact the advanced distance education technologies (ADET) virtual learning environment (VLE) team.

G-8. Global proficiency practice for Korean

The online Korean language class global proficiency practice for Korean (GPPK) is designed to improve listening, reading, and transcription skills in Korean for those who do not have the time to attend formal classroom language training. Students learn the intermediate or advanced Korean skills necessary to perform language missions and to improve or maintain language proficiency. GPPK provides access to hundreds of hours of language instruction based on authentic source texts and audio recordings provided by various sources including DLIFLC, local news broadcasting, Internet news, movies, and TV dramas. GPPK learning materials are grouped according to the ILR scale of the materials. Soldiers and DA Civilians can obtain a user identification and password through the Web link to sign up for the class. The minimum system requirements for using GPPK materials are in the "announcement" section of the following Web site: <http://ecampus.wbtrain.com/webapps/portal/frameset.jsp>

G-9. Mobile training teams

DLIFLC also provides language and cultural MTTs to incorporate language familiarization into pre-deployment training cycles. The classes are intended for non-target linguists and non-linguists to provide basic language survival skills. Units will coordinate this training through their ACOM, ASCC, or DRU CLPM to DCS, G-2 (DAMI-PIO) and DLIFLC to ensure proper funding and approval. Units will identify recurring DLI MTTs and refresher course requirements to their CLPM during the annual requirements data call for inclusion into the DLIFLC structure and manning decision review (SMDR).

G-10. Contracted instruction

Units can contract locally for foreign language training offered by universities and institutes. Only authorized KOs may initiate contractual agreements with non-DOD individuals and firms. Consult the unit resource management officer before starting any contract language program. However, university programs that are available to the public and have published tuition costs may be used without a contract. Use a SF 182 (Authorization, Agreement, and certification of Training) to pay for tuition costs. Contracted language acquisition courses must be approved through CLP channels to DLIFLC, prior to planning this training. Units can identify local streamlined acquisition contract vehicles using the General Services Administration language service schedule at www.gsa.org.

G-11. Maintenance instructors

Commanders are encouraged to incorporate contract language maintenance instructors into their CLPs. Use these maintenance instructors to decrease the impact of operational tempo by providing more flexible one-on-one and small group language enhancement to supplement self-study plans. CCP funded CLPs will use the National Cryptologic School's (NCS's) Cryptologic Language and Area Studies Training contract. CLPs will forecast maintenance instructors in their annual budget submissions. CLPMs will forward requests for dialect, other language training MTTs, and LTD training through ACOM, ASCC, and DRU CLPMs to DA G-2 (DAMI-PIO) to DLIFLC to ensure expedited delivery and approval of funding.

G-12. Personal electronic devices

The www.dliflc.edu and www.scola.org Web sites have numerous mp3 downloads for hand-held devices which allow Soldiers to learn "on-the-go" and while deployed. CLP electronic device purchase is authorized using TALP funding; however the commander should consider technology update and accountability issues associated with these devices. The devices will be hand-receipted and cannot be given away as incentives if that generation of device becomes obsolete.

G-13. English language enhancement

The NCS offers cryptologic English as a second language course. CLPMs should search school code 820 for cryptologic English as a second language classes in the Army Training Requirements and Resources System (ATRRS) catalog at <https://www.atrrs.army.mil>. Units can also forecast English enhancement MTTs during the annual budget and quota forecast.

G-14. SCHOOLBAG working aids

Language-specific working aids and dictionaries are available through the SCHOOLBAG program. These resources include newspaper reader workbooks, dictionaries, and glossaries tailored to specific vocabulary sets. CLPMs submit requests for SCHOOLBAG working aids using the following Web site: usarmy.belvoir.inscom.mbx.hq-g3-info-language@mail.mil.

G-15. Department of the Army Civilian language training

DA Civilians in language-coded positions can use the online resources defined in appendix D of this pamphlet for language sustainment. DA Civilians must have the requirement for a foreign language documented in their position description and be assigned to a job requiring the foreign language in order to be eligible for resident language training and FLPP. Process requests for resident language instruction through DA Civilian personnel training channels. In

accordance with AR 11–6, CLPMs cannot use The Defense Language Program (TDLP) and/or TALP to fund DA Civilian language acquisition or sustainment training.

G–16. REACH Language Support Program

The REACH Language Support Program (RLSP) is a DA-mandated program administered by the National Ground Intelligence Center to address the challenges of maintaining linguists' language skills. The RLSP's two fold mission is to provide virtual foreign language translation support to the Warfighter and to improve the linguist's foreign language skills by providing meaningful real-world translation opportunities. The RLSP has hundreds of documents in over 40 languages available for translation. If you have a linguist with a LCTL capability, the RLSP will search for translation work for the specified target language. The RLSP resolves the difficulty of locating appropriate work for a large number of linguists. Commanders will encourage all language dependent MOS linguists to enroll in the RLSP program to maintain real world use of language skills. The RLSP is available on AKO and AKO–Secret links.

G–17. Middle Enlisted Cryptologic Career Advancement Program

Military Enlisted Cryptologic Career Advancement Program (MECCAP) is a 3-year work-study program designed to further develop the technical and managerial skills of selected military career senior enlisted personnel through advanced formal training and individually planned operational assignments at NSA. Upon completion of MECCAP Soldier will incur a 36-month ADSO.

G–18. Military Cryptologic Continuing Education Program

Military Cryptologic Continuing Education Program (MCCEP) was established to provide a structure for the professional development of cryptologic military language analysts. MCCEP provides career guidance to assist cryptologic language analysts in broadening and deepening their target knowledge and job abilities. The program is divided into several phases which lay out a roadmap for professional development from novice through master cryptologic linguists. MCCEP monitors and facilitates professional and language training needs by working with the NCS and private vendors to provide training in language and job-performance skills. Enroll in MCCEP by typing "go MCCEP" in the uniform resource locator window on NSAnet.

G–19. Yonsei Program

The NCS Center for Language and Area Studies provides an annual scholarship for the year-long Yonsei Korean program. One seat is offered to an Army MOS 35P Korean (KP) linguist at Yonsei University in Seoul, Republic of Korea. The annual deadline for submission is 1 March. Candidates must be an active duty cryptolinguist (MOS 35P) with a minimum of L2/R2 on their most recent Korean DLPT (current DA 330). The selection incurs a service remaining obligation and additional 1 year assignment in Korea after graduation. The session begins in September and ends in September of the next year. NSA and/or NCS will pay for all tuition. The Army will provide transportation, housing, and administrative support for the Army selectee. The competition for the single Army selection is very competitive. Selection is based on linguistic accomplishments, Soldier skills, and attaining a higher level of proficiency. Applications are available from the INSCOM Language Branch.

G–20. Military Language Analyst Program

NSA's Military Language Analyst Program (MLAP) is a 3 year internship program which prepares qualified Army cryptologic linguists for advanced positions in cryptologic language missions. The internship consists of advanced formal language training and a series of individually tailored operational assignments. Upon graduation from MLAP, the Army places the Soldier on a 3 year worldwide assignment as an expert cryptologic linguist and subject matter expert in the focus language, thus requiring at least a 6 year ADSO commitment before beginning the program. Languages included are Arabic, Chinese, Korean, Persian-Farsi, Russian, and Spanish. Additional application requirements can be found in the MLAP message on the AHRC MI Branch homepage.

G–21. Defense Language Institute Foreign Language Center field support resources

a. Country and language familiarization tools are available online through the www.dliflc.edu. Field support module downloads also include countries in perspective, pronunciation guides, cultural orientation, Headstart, and downloads. Language familiarization resources are available for over 35 countries. They include basic language familiarization and area studies and many even provide air crew, CA, command and control, cordon and search, and force protection modules.

b. Audio, printable material, and personal media device downloads are easily accessible.

c. The site also includes a DLI cultural awareness assessment which identifies familiarity with specific countries. Language survival kits for many languages are also available on short notice via the "Ordering" toolbar on the site. They contain a compact disc, language card, and survival language booklet.

Glossary

Section I Abbreviations

AA

Active Army

ABO

Army Budget Office

ACASP

Army Civilian Acquired Skills Program

ACOM

Army command

ADOS

active duty for operational support

ADSO

active duty service obligation

AGR

Active Guard Reserve

AGRMIS

Active Guard and Reserve Management Information System

AHRC

Army Human Resource Command

AKO

Army Knowledge Online

AMHS

Automated Message Handling System

AOC

area of concentration

AOR

area of responsibility

AR

Army regulation

ARNG

Army National Guard

ASCC

Army service component command

AT

annual training

ATMS

Army Training Management System

ATRRS

Army Training Requirements and Resources System

BCT

brigade combat team

CA

civil affairs

CAR

Chief, Army Reserve

CAT

category

CCF

central clearance facility

CCP

Consolidated Cryptologic Program

CDR

commander

CI

counterintelligence

CIA

Central Intelligence Agency

CLANG

control language

CLC

command language council

CLP

Command Language Program

CLPM

Command Language Program manager

CMF

career management field

CNGB

Chief, National Guard Bureau

COCOM

combatant command

CONUS

continental United States

COR

contracting officer's representative

CPAC

civilian personnel advisory center

CSS

central security service

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DFAS

Defense Finance and Accounting Service

DFLP

Defense Foreign Language Program

DLAB

Defense Language Aptitude Battery

DLI

Defense Language Institute

DLIELC

Defense Language Institute English Language Center

DLIFLC

Defense Language Institute Foreign Language Center

DLPT

Defense Language Proficiency Test

DMDC

Defense Manpower Data Center

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DRU

direct reporting unit

EA

executive agent

EDAS

Enlisted Distribution and Assignment System

eMILPO

electronic military personnel office

EOD

explosive ordnance device

ERB

enlisted record brief

ETP

exportable training package

ETS

expiration term of service

FA

functional area

FAO

foreign area officer

FLPP

foreign language proficiency pay

GED

general education degree

H

hearing

HQDA

Headquarters, Department of the Army

HRO

human resource office

HUMINT

human intelligence

IET

initial entry training

IIS

Intelligence Information Service

ILR

interagency language roundtable

ILTP

individual language training plan

IMA

individual mobilization augmentee

IMREPR

immediate reenlistment prohibition reason

INSCOM

Intelligence and Security Command

iPERMS

integrated Personnel Electronic Records Management System

IRR

Individual Ready Reserve

KO

contracting officer

LIC

language identification code

LN

local national

LNO

liaison officer

LPIND

language proficiency indicator

LTD

language training detachment

MECCAP

Military Enlisted Cryptologic Career Advancement Program

MEPS

military entrance processing station

MI

military intelligence

MIPR

military interdepartmental purchase request

MOS

military occupational specialty

MOSQ

military occupational specialty qualified

MPD

military personnel division

MTOE

modified table of organization and equipment

MTT

mobile training team

NCOER

noncommissioned officer evaluation report

NCOES

Noncommissioned Officer Education System

NCS

National Cryptologic School

NETUSR

net-centric unit status report

NGB

National Guard Bureau

NOA

nature of action

NSA

National Security Agency

OCO

overseas contingency operation

OCONUS

outside the continental United States

OCS

Officer Candidate School

OER

officer evaluation report

OPI

oral proficiency interview

OPMS

Officer Personnel Management System

ORB

officer record brief

OSINT

open source intelligence

Pam

pamphlet

PCS

permanent change of station

PME

professional military education

PMOS

primary military occupational specialty

PRT

provincial reconstruction team

PSB

personnel service battalion

PSYOPS

psychological operations

QASP

quality assurance surveillance plan

RAF

regionally aligned force

RC

Reserve Component

RLAS

regional level application software

ROTC

Reserve Officers' Training Corps

RSC

regional support command

SCOLA

Satellite Communications for Learning

SECARMY

Secretary of the Army

SF

standard form

SIGINT

signals intelligence

SMDR

structure and manning decision review

SOF

special operations forces

SOP

standard operating procedure

SOW

statement of work

SPM

service program manager

SQI

skill qualifications identifier

ST

skilled technical

TALP

The Army Language Program

TAPDB

total Army personnel database

TCO

test control officer

TDA

table of distribution and allowances

TDY

temporary duty

TPU

troop program unit

USACAPOC

United States Army Civil Affairs and Psychological Operations Command

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USASOC

U.S. Army Special Operations Command

USC

United States Code

USMA

U.S. Military Academy

USMEPCOM

United States Military Entrance Processing Command

USSOCOM

U.S. Special Operations Command

Section II**Terms****Acquisition language training**

Initial language training conducted at an accredited institution of higher learning (DLIFLC and college) for the express purpose of learning a foreign language.

Army Continuing Education System

An integrated system of academic and non-academic educational opportunities.

Army strategic language list

A list of languages the Army requires to execute its mission. This list is published annually by the DCS, G-2 and is used to determine the amount of FLPB paid. Dominant languages are also listed.

Command Language Program

Language training programs directed, managed, funded, and controlled by an ACOM, ASCC, or DRU chain-of-command. A CLP is designed to satisfy individual linguist proficiency requirements.

Control language

The language determined by AHRC to be an individual's primary language based on completion of training, bonus entitlement, and the needs of the Army.

Conversion

Training an Army linguist in an additional foreign language designed to meet the Army's proficiency standard.

Critical language

Any foreign language designated by the Secretary of Defense as required because of national defense considerations.

Cross-training

Foreign language training that is designed to provide a limited capability. Cross-training is not considered an acquisition course.

Defense Language Institute Foreign Language Center

The DOD school for providing resident foreign language acquisition training, advanced language training, and a variety of non-resident programs such as MTTs and video teleconferencing for DOD.

Defense Language Proficiency Test I and II

Proficiency tests which evaluate the listening and reading skills using the rating scale of 0, 0+, 1, 1+, 2, 2+, and 3.

Defense Language Proficiency Test II (renormed)

The DLPT II re-calibrated and scored using the ILR developed language skill level descriptions that employ the rating scale 0, 0+, 1, 1+, 2, 2+, and 3.

Defense Language Proficiency Test III

A DOD proficiency test which is designed to evaluate linguists in the listening, reading, and speaking skills using the ILR rating scale 0, 0+, 1, 1+, 2, 2+, and 3.

Defense Language Proficiency Test IV

A DLPT version which differed from previous forms of the DLPT by its use of authentic language materials. The DLPT IV made extensive use of newspaper, television, and radio excerpts.

Defense Language Proficiency Test 5

The current DLPT designed to more closely align testing with ILR standards. This test is Web delivered. Only the most recently developed DLPT is valid; if a DLPT 5 is available to the field, an earlier test cannot be used.

Diagnostic language test

A testing device designed to specifically identify linguistic strengths and weaknesses as a first step in structuring individual remedial training. A DOD proficiency test designed to evaluate linguist in the reading skill only, using the ILT rating scale.

Dominant languages

A language in which sufficient inventory exists within the Army.

Enhancement language training

Training which improves the general language skills and proficiency of already qualified linguists.

Executive agent

The military department designated by the Secretary of Defense responsible for the management of common Service activities on a DOD-wide basis. The SECARMY is the DOD EA for the DFLP and contract linguist management. The EMs for DFLP and the contract linguist program are the DCS, G-3/5/7 (DAMO-TR) and the DCS, G-2 respectively.

FOUNDRY

An Armywide program administered by the DCS, G-2 and executed by INSCOM G-3 designed to maintain and improve the technical skills of tactical intelligence personnel.

Government expense

Training which is paid for by the Government. This includes training at the USMA, DLIFLC, other DOD, or other Government agency. Also, training conducted through colleges, universities, or contractors and reimbursed or paid for by the Government.

Language capable linguist

A Soldier who has some language proficiency but has not met the Army proficiency standard.

Language capable military occupational specialty

A PMOS which requires language training but does not have a designated proficiency standard.

Language dependent military occupation specialty

A PMOS that requires a foreign language skill. Soldiers holding a language dependent MOS are trained at Government expense or recruited for their language capability and required to maintain a minimum language proficiency level.

Language functional skill

Ability to perform specific language activities (that is, speaking, listening, comprehension, writing, reading, transcribing, or translating).

Language identification code

The two digit alpha codes used to designate a particular language as described in this regulation. An individual may hold as many LICs as they are qualified in.

Language proficiency

Level of proficiency a Soldier possesses in a foreign language skill (listening, reading, and speaking).

Linguist

Anyone who has been awarded the SQI "L."

Maintenance language training

Training which prevents skill deterioration through periodic general language review and frequent practice, but does not necessarily improve skills.

Nonresident Language Program

Training requested from and approved by the DLIFLC, ATFL-OPP to satisfy specified mission-related or job-related requirements for language skills.

Primary linguist

A Soldier in certain MOSs who has both language required positions and non-language required positions (for example, 35NL).

Proficiency level

Quantitative statement of the degree of overall ability in using a language based on the ILR skill level descriptions and associated 0 to 5 level scale.

Refresher language training

Training intended to improve foreign language proficiency in linguists.

Remedial language training

Training intended to help sub-proficient linguists meet or exceed minimum proficiency standards.

Resident Language Program

Training conducted by the DLIFLC at any of their facilities in which the Soldier's primary responsibility is to learn a language. Also, training conducted under contract to the DLIFLC.

Skill qualification indicator

The SQI of "L" is awarded to linguists who score at least 2/2 on the current DLPT.

Sub-proficient linguist

An individual who scores below the Army minimum proficiency standard on any testable DLPT language skill.

Sustainment language training

See maintenance language training.

Target language

The foreign language in which one is being trained, sustained, and tested.

Section III**Special Abbreviations and Terms****ACOR**

alternate contractor officer's representative

ADET

advanced distance education technologies

AFLPO

Army Foreign Language Proponency Office

CLIPSO

Contract Linguist and Intelligence Program Support Office

DLRPT

Defense Language Reading Proficiency Test

DOMEX

document exploitation

EM

executive manager

FLPB

foreign language proficiency bonus

FSD

Field Services Division

GLOSS

Global Language Online Support System

JLU

Joint Language University

L

listening

LCTL

less commonly taught language

LDC

language difficulty category

LMDS

Language Materials Distribution System

MAVNI

military accessions vital to the national interest

MCCEP

Military Cryptologic Continuing Education Program

MIRC

Military Intelligence Readiness Command

MLAP

Military Language Analyst Program

NFNA

notification of foreign national affiliation

PAS

Personnel Accounting System

PLTCE

Partner Language Training Center, Europe

R

reading

RDMS

Reserve Data Management System

RLSP

REACH Language Support Program

S

speaking

SCRL

specified contract required language

TDLP

The Defense Language Program

TLM

theater linguist manager

VLE

virtual learning environment

WOCC

Warrant Officer Candidate Course

UNCLASSIFIED

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