Army Programs

Army Foreign Language Program Handbook

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:

MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

Applicability. This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Defense Civilian Intelligence Personnel System employees paid from the appropriated funds with the Regular Army, the Army National Guard/Army National Guard of the United States and the United States Army Reserve. It does not apply to non-Defense Civilian Intelligence Personnel System Civilian personnel. 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.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil.

Distribution. This pamphlet is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Contents (Listed by chapter and page number)

Contents—Continued

Figure List

Glossary of Terms

Summary of Change

Chapter 1
General

1–1. Purpose
This pamphlet describes procedures necessary to develop and execute an effective Army Foreign Language Program to include the use of military, Department of the Army (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, forms, and explanation of abbreviations
See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA database located at https://armypubs.army.mil/abca/.

1–3. Associated publications
Policy associated with this pamphlet is found in AR 11–6.

1–4. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2
Linguist Requirements

2–1. Establishing linguist requirements
a. When identifying linguist requirements, commanders shall—

(1) Only identify positions in which the Army operationally requires or highly benefits from the use of a Soldier proficient in a mission critical foreign language. This includes essential operational, liaison, planning, coordination, and advisory functions.

(2) Recommend through their command and the Headquarters, Department of the Army (HQDA), Deputy Chief of Staff (DCS), G–2's Foreign Language Team (DAMI–OIO–L) the required language using the appropriate Language Identification Code (LIC).

(3) Propose proficiency requirements to the DCS, G–2 Foreign Language Team (DAMI–OIO–L). They are based on the duties of the specific position that meet or exceed the Army's General Purpose Force (GPF) minimum proficiency Interagency Language Roundtable (ILR) standard of 2/2 in Listening (L) and Reading (R) on the Defense Language Proficiency Test (DLPT) or 1+ in Speaking (S) on the Oral Proficiency Interview (OPI). The Army Special Operations Forces (ARSOF), United States (U.S.) Army Civil Affairs and Psychological Operations Command (USACAPOC), and Security Force Assistance Brigade (SFAB) minimum proficiency standard is 1+/1+ to include Civil Affairs (CA) units supporting the GPF. The 1+/1+ minimum proficiency standard does not apply to language dependent Soldiers assigned to ARSOF or GPF CA units. They must maintain proficiency standards of L2/R2.

b. New language requirements or changes to existing authorizations typically happen annually during the Army Command Plan Guidance review that occurs during the second quarter of each fiscal year (FY). Army Commands (ACOMs) and direct reporting units (DRUs) with assigned linguists will submit changes to the LICs and Language Proficiency Indicators (LPIND) to the DCS, G–2 Foreign Language Team (DAMI–OIO–L) for authorization. Provide changes to the DCS, G–2 Foreign Language Team (DAMI–OIO–L) by email: usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil.

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 DCS, G–2 Foreign Language Team (DAMI–OIO–L).

2–2. Determining proficiency requirements

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

(1) The foreign language duties the incumbent will perform.

(2) The location of the position in question.

(3) The percentage of duty/mission time the incumbent will use the foreign language.

(4) The quantity of co-located similarly coded linguists.

(5) Basic language courses are designed to train GPF Soldiers to level L2/R2/S1+ proficiency, intermediate language courses to level L2+/R2+/S2 proficiency, and advanced language courses to level L3/R3/S2+ proficiency. Therefore, skill level 10 positions should not, as a rule, be documented with proficiency higher than the Army's GPF minimum standard of L2/R2/S1+. Units may consult with the DCS, G–2 (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil) for guidance on proficiency levels for specific positions or duties.

(6) If current operational requirements justify increased proficiency, submit requests for changes to the LPIND of a position through command channels through email to the DCS, G–2 Foreign Language Team (DAMI–OIO–L). All requests will be an ACOM or DRU endorsed memorandum for record (MFR) with supporting justification for the increase in LPIND outlined in the body of the MFR. The unit commander or the DCS, G–3/5/7 must endorse the MFR.

b. The LPIND is a four-digit code. The first two digits show the Listening (L) and Reading (R) 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

The DCS, G–2 Foreign Language Team (DAMI–OIO–L) approves all modifications to linguist personnel requirements (language and proficiency changes) before documentation in table of distribution and allowances (TDA) and modified table of organization and equipment (MTOE) documents. Units must first receive written approval from the military occupational specialty (MOS), branch, or functional area (FA) proponent before sending their modifications to the DCS, G–2 Foreign Language Team (DAMI–OIO–L). The

MOS proponent for the 35M and the 35P MOSs is the Office of the Chief of Military Intelligence (MI) at the U.S. Army Intelligence Center of Excellence. The Foreign Area Officer (FAO) proponent is the DCS, G–3/5/7 Strategic Leadership Division (DAMO–SSF).

2–4. Requisitioning linguists
Request linguists using standard requisition procedures. AR 614–200 describes the procedures to requisition linguists. Units must request Officers with linguist skills under approved Officer Personnel Management processes and procedures for RA, USAR, and AGRs. Units must ensure linguist codes exist on MTOES/TDAs (see paras 2–2 and 2–3). Skill qualification identifiers (SQI) must be included in the remarks for Career Management Field (CMF) 35 and FAOs. Request 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 a critical role in carrying out Army missions. The Army must recruit, train, and retain qualified linguists to satisfy Army requirements. It is significantly less expensive to retain a government-trained linguist than to recruit and train a new one. 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 skills through accessions, in-service recruiting, and reclassification programs. The Army continually reviews its language inventory and sustains that capability using various incentive programs such as the Foreign Language Proficiency Bonus/Foreign Language Proficiency Pay (FLPB/FLPP) and enlistment and retention bonuses (see AR 612–201 for more information). Army Human Resources Command (AHRC) uses the Army Civilian Acquired Skills Program (ACASP) to recruit military personnel with foreign language and cultural skills consistent with current and future readiness requirements. DCS, G–1 provides the ACASP requirements (by language) through a Mission Letter detailing specific recruiting targets by language to the U.S. Army Recruiting Command (USAREC). ACASP saves the Army training time and money and enhances Army readiness. To enhance the capability of the Army's ACASP recruiting program, USAREC assigns and utilizes Soldiers with language and cultural skills as language advocates to augment the accession of language-qualified Soldiers to fill current and emerging requirements for the Army and the U.S. Army Reserve (USAR). The 35P MOS has very stringent security requirements in order to control access to the nation's sensitive strategic intelligence. AHRC will ensure that recruits/Soldiers meet the MOS qualification standards defined in DA Pam 611–21, prior to accession or reclassification into the 35P or 35M MOS.

b. 35M and 35P Soldiers must be U.S. citizens.

c. Soldiers accessed as 35Ms or 35Ps must demonstrate clear enunciation and comprehension of the English language and sufficient grammar skills. Applicants who are not native-born citizens, or who have not attended U.S. schools since the age of six, must obtain a minimum score of 80 in Reading and Listening on the English Comprehensive Level Test (ECLT) to enlist or reclassify into these MOSs.

d. Recruits who enlisted outside the continental United States (OCONUS) (does not include native-born U.S. citizens (excluding Puerto Rico)) are required to take the ECLT at the Military Entrance Processing Station. Schedule recruits with ECLT scores in the range of 40–74 to attend the Defense Language Institute (DLI) English Language Center (DLIELC). These recruits will first ship to Fort Sill, Oklahoma for in processing into the Army. Test all recruits with an ECLT score in the range 65–74 again once they arrive at the Fort Sill Reception Battalion. Trainees scoring 75 or higher proceed to BCT. Send recruits who score 74 and below on their ECLT to the DLIELC at Lackland Air Force Base (AFB) to improve their English language proficiency prior to attending BCT.

Section II

Qualification through the Defense Language Aptitude Battery

3–3. Description
a. The Defense Language Aptitude Battery (DLAB) provides a quantifiable indicator of the aptitude of a person to learn a foreign language in a formal training program. Determine the minimum qualifying DLAB score using the Language Difficulty Category (LDC). Use the LDC scores to determine the languages for which a recruit or Soldier qualifies. Qualifying DLAB scores by LDC are:
  (1) Category (CAT) I language: 95 higher.
  (2) CAT II language: 100 or higher.
  (3) CAT III language: 105 or higher.
  (4) CAT IV language: 110 or higher.
b. Within their respective components, AHRC, the Chief, National Guard Bureau, and the Chief, Army Reserve will ensure compliance with DLAB entry requirements. Recruits and reclassifying Soldiers who do not achieve the minimum passing DLAB score for the language they would like to study can request a waiver from the Army Service Program Manager (SPM), (DCS, G–2 Foreign Language Team (DAMI–OIO–L)). The DCS, G–2 SPM is the sole approval authority for all DLAB waivers. Submit requests for waivers using an MFR format through an email from the unit career counselor or Commander to the DCS, G–2 Foreign Language Team (DAMI–OIO–L) (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil). Requests should include mitigating factors such as evidence of prior foreign language training or experience, education level, Armed Forces Qualification Test (or Armed Services Vocational Aptitude Battery Skilled Technical scores, and so forth. The minimum Army qualifying DLAB score for recruiting purposes is 95.
c. U.S. Army Special Operations Command sets the qualifying DLAB scores for Special Operations Forces (SOF) Soldiers selected for nonresident Defense Language Institute Foreign Language Center (DLIFLC) basic language acquisition courses.

3–4. Personnel to whom the Defense Language Aptitude Battery is administered
a. For officers and warrant officers the DLAB 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 previously tested.
  (3) All officers and warrant officers requesting testing if they have not 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 upon completion of their junior year.
b. Give the test to enlisted personnel who achieve Armed Services Vocational Aptitude Battery qualification scores qualifying them for the 35P or 35M MOSs.
c. For DA Defense Civilian Intelligence Personnel System (DCIPS) Civilians, the test may be given to—
  (1) Candidates for DCIPS positions that require foreign language proficiency.
  (2) Personnel selected by their command or organization to attend foreign language training.
  (3) Dependents applying for space available training at DLIFLC.

3–5. Recording and reporting Defense Language Aptitude Battery scores
a. The Defense Manpower Data Center (DMDC) records and updates Regular Army (RA) DLAB scores.
b. For the ARNG, DMDC records the DLAB score alongside DLPT scores in a Soldier's record. The readiness non-commissioned officer needs to record the scores in the integrated Personnel Electronic Records Management System (iPERMs) and on the Soldier's ERB/ORB.
c. For USAR Individual Readiness Division 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) Soldiers, the TCO forwards test results through the individual's Readiness Division (RD). The RD will ensure the submission of the Soldiers test results into iPERMS and will forward a copy to the unit for inclusion in the unit's personnel files. The unit will also update entries in the Regional Level Application Software.

d. The TCO may provide a copy of the individual's DLAB test results to the Soldier.

e. The TCO provides the test results to the DCIPS civilian and the office listed on the DA Form 4187 (Personnel Action) requesting the DLAB.

f. The servicing TCO maintains a record of test results for everyone tested in accordance with AR 611–5.

Chapter 4
Training

Section I

General

4–1. General

a. Foreign language proficiency is a highly perishable skill that requires continuous training to ensure Soldiers maintain proficiency. Units should tailor individual language training plans (ILTPs) 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.

b. The three components of language training are as follows:

(1) *Institutional language training.* The DLIFLC conducts institutional language training at the main campus in Monterey, California, or at their satellite campus in Washington, DC. 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 provides remedial, refresher, sustainment, and enhancement language training programs designed to ensure all assigned linguists meet or exceed the Army's minimum level L2/R2 language proficiency standard for 35P Soldiers and L2/R2/S1+ for 35M Soldiers. Units with assigned MOS 35P Signals Intelligence (SIGINT) Cryptologic Language Analysts in support of National Security Agency/Central Security Service (NSA/CSS) missions will develop and implement CLPs designed to develop ILR L3/R3 35Ps to meet NSA/CSS proficiency standards. RA commanders are required to provide their 35Ps with 160 hours of language training (or equivalent) in their Control Language (CLANG) annually. ARNG and USAR commanders are required to provide their language dependent Soldiers with 80 hours of language training in their CLANG annually. RA and Reserve Component (RC) SOF commanders are required to provide their language capable Soldiers (CMF and Areas of Concentration (AOC) 18, 37, and 38) 80 hours of foreign language training in their CLANG annually.

(a) Mission required training. Mission required training equates to training Army linguists to perform in their MOS while they are serving in designated MTOE or TDA positions. Mission required training provides essential opportunities for language sustainment training. For example, having a 35M perform an interrogation or a 35P perform transcriptions in the target language, CLANG, enables commanders to achieve both language and MOS sustainment training requirements simultaneously and improve overall language proficiency.

(b) Mission related training. Design mission related training programs to meet the individualized needs of Soldiers and enhance the job proficiency of non-linguist personnel or to provide area familiarization for Soldiers assigned to foreign duty. Instruction is generally at low proficiency levels (0, 0+, or 1). Typical programs include Headstart II and Rapport, specialized training for Military Police, Border Patrol, security force assistance brigades (SFAB), Soldiers assigned to host nation units, pre-deployment language familiarization, Soldiers assuming a Regionally Aligned Readiness and Modernization Model mission cycle, and training for Soldiers whose duties require frequent contact with foreign counterparts.

(3) *Self-study.* Self-study language training consists of supervised, mentor-led, or self-paced language training and study accomplished by the individual Soldier on their own time and during duty hours. If possible, commanders should make time during the duty day for Soldiers to conduct self-study of language-

related materials as well as encourage the use of self-study materials and software applications during off-duty hours.

c. The objectives of a self-study program should include general language proficiency and enhanced mission performance. For maximum effect, the training supervisor or language mentor should prepare an ILTP listing individual training objectives, tasks, performance standards, milestones, and a training plan schedule. Self-study does not replace an annual Significant Language Training Event (SLTE). See appendices B, D, and G for self-study training resources.

4–2. Resident foreign language training

The DLIFLC provides full-time basic language acquisition training for the Department of Defense (DoD). DLIFLC conducts most resident basic course instruction at the Presidio of Monterey, California, but members of the Defense Attaché Service, Soldiers (second term and above), FAO FA, and DA Civilians studying Less Commonly Taught Languages (LCTLs) are trained in other government or commercial facilities under the auspices of the DLIFLC Washington, DC office. DLIFLC designs basic language acquisition courses to train to ILR L2/R2 and ILR S1+ skills. Intermediate and advanced language courses are designed to train to ILR L2+/R2+/S2 and ILR L3/R3/S2+ respectively. ARSOF Soldiers (CMF 18, 37, 38, and AOCs) are trained ILR 1+/1+ at the John F. Kennedy Special Warfare Center and School.

4–3. Nonresident foreign language training

The administration of non-resident foreign language programs is the responsibility of unit commanders. In accordance with Department of Defense Directives (DoDD) 5160.41E and Department of Defense Instruction (DoDI) 5160.70. 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, ACOM, ASCC, or DRU CLPMs may also be used. Submit all requests to establish new contract language training programs through email through the DCS, G–2, The Army Language Program (TALP) Manager (usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil) for approval.

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

All military applicants—

a. Must have successfully completed high school or have a General Education Degree (GED) equivalent.

b. Must possess a qualifying DLAB score, or equivalent, for the language in which training is sought as defined in paragraph 3–3.

c. 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:

(1) Intermediate: L2; R2.

(2) Advanced: L2+; R2+.

d. Soldiers who have graduated from a DLIFLC basic language acquisition course must have a current proficiency score of L2/R2 (or S2 on the OPI if no written DLPT is available) or higher to attend an additional foreign language basic acquisition course.

e. Possess a physical profile series of 1 in the Speaking (S) factor and the minimum hearing acuity of 2 in each ear in the Hearing (H) factor.

f. Meet the height and weight standards in AR 600–9 or AR 40–501.

g. Officers and warrant officers must—

(1) Be selected by their Branch, except those in the MI, CA, Psychological Operations (PSYOPS), and Special Forces Branches.

(2) Have enough time in service remaining after language training to complete their service obligation as outlined in AR 614–200.

h. Enlisted personnel must—

(1) Have completed initial military training (except those receiving language training as a prerequisite for Advanced Individual Training (AIT)).

(2) Waive enlistment or reenlistment commitments. Those with enlistment or reenlistment commitments must agree to waive them according to AR 601–280.

i. DA DCIPS Civilians must—

(1) Have successfully completed high school or possess a GED equivalent.

(2) Have the requirement for a foreign language documented in their position description (except for MI Civilian Excepted Career Program (MICECP) civilians).

(3) Possess a qualifying DLAB score or other qualifying test score as defined in paragraph 3–3, or an approved DLAB waiver.

(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: L2/R2.

(b) Advanced: L2+/R2+.

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

a. Regular Army officers and warrant officers. Officers and warrant officers may submit a DA Form 4187 requesting language training to the Commander, AHRC (AHRC–EPL–M), 1600 Spearhead Division Ave, Fort Knox, KY 40122–5680, except as indicated in paragraphs *4–6h* and *4–6i*.

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

c. All Reserve Component personnel. Submit applications according to AR 135–200.

d. Nineteen-week intermediate and advanced courses at National Cryptologic Schools language centers. Servicemembers (SMs) should work with their CLPMs to submit a training requirement through the Language Training Tool (LTT) portion of the Army Command Language Program Manager's Database (ACD). Once NCS approves the requirement, CLPMs will submit completed, signed Army Training Requirements and Resources System (ATRRS) enrollment forms to the appropriate schoolhouse point of contact. In an effort to increase fill rates in these lengthy courses, units may work with the DCS, G–2 Foreign Language Office (DAMI–OIO–L) and AHRC to process a 6–month tour extension. Intent is for SMs to attend these courses locally to avoid TDY costs.

e. Nineteen-week intermediate and advanced courses at Defense Language Institute Foreign Language Center. To the extent possible, SMs will attend local courses as outlined in 4-5*d* or request DLIFLC deploy an MTT to provide the intermediate/advanced language training. Units may use TALP funds to pay for this MTT. Units may also send Soldiers to DLIFLC to attend intermediate or advanced language training and use TALP funds to pay for the training.

4–6. Individuals ineligible for resident language training
The following categories of personnel may not apply for resident language training:

a. Soldiers who fail to meet time-in-service remaining requirements (see AR 614–200).

b. Transient personnel and patients.

c. Individuals under Court Martial charge.

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

e. Enlisted personnel attending courses at Army service schools (unless training is in a language-capable MOS).

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

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

h. Personnel flagged for any reason.

i. Previous graduates of a DLIFLC basic language acquisition course who have a current proficiency score below L2R/2 (or below 2 on an OPI if no DLPT test is available) cannot attend an additional foreign language basic acquisition course. They are eligible to attend remedial and/or refresher training.

j. RA officer, warrant officer, and enlisted personnel who did not complete a DLIFLC course because they failed to achieve the DLIFLC graduation standard of a 2.0 grade point average (GPA) and a minimum L2/R2/S1+ DLPT and OPI score. The Commander, AHRC (AHRC–EPL–M), has the authority to grant waivers on a case-by-case basis for RA personnel.

k. USAR officers, warrant officers, and enlisted personnel who did not complete a DLIFLC course because they failed to achieve the minimum DLIFLC graduation standard of a 2.0 GPA and a minimum L2/R2/S1+ DLPT and OPI score. The first General Officer in their chain of command has the authority to grant waivers on a case-by-case basis.

l. ARNG officers, warrant officers, and enlisted personnel who do not complete a DLIFLC course because they failed to achieve the minimum DLIFLC graduation standard of a 2.0 GPA and a minimum L2/R2/S1+ DLPT and OPI score. The ARNG G–3 has the authority to grant waivers on a case-by-case basis.

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

n. RA, ARNG, and USAR officers, warrant officer, and enlisted personnel who did not complete a DLIFLC course due to a lack of effort, misconduct, or a violation of school policy are permanently ineligible to attend resident DLIFLC language training.

4–7. Selection for Defense Language Institute Foreign Language Center training
a. General. The selection of RA personnel for language training is determined 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, selects Soldiers for school attendance. The Commander, AHRC (AHRC–EPL–M), may waive standards for RA Enlisted personnel, other than the provisions of *paragraph 4–6h* and the DLAB requirement. The DCS, G–2 Foreign Language Office (DAMI–OIO–L) may provide a DLAB waiver, if necessary, 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 (ADSO) 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 course is completed, whichever is later. Officers and warrant officers incur an additional ADSO 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 they complete the consecutively scheduled education course, whichever is later. The ADSO and the additional ADSO still apply if the Officer is terminated from the course on an earlier date. The ADSO for language training does not apply to officers and warrant officers involuntarily ordered to language training.

(2) *Enlisted personnel.*
(a) Enlisted personnel incur service remaining requirements computed from the date the 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 to complete language training must extend or reenlist (see AR 601–280) prior to departing their current duty station or the Soldier's DLIFLC assignment will be deleted.

(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) Assign Soldiers attending courses at the Presidio of Monterey 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) Assign students attending DLI-Washington who are not Attaché trainees to the Headquarters Company, U.S. Army Garrison, Fort Myer, VA 22211–5009. They must report for enrollment to the DLIFLC Washington Office, Zachary Taylor Building, 2530 Crystal Drive, Suite 1600, Arlington, VA 22202

(3) Assign officer and warrant officer Attaché trainees who receive language training under the auspices of the DLIFLC Washington Office to the U.S. Army Field Support Center (IASV–P), Fort Meade, Maryland 20755–5905. They must report for enrollment to the DLIFLC Washington Office, Zachary Taylor Building, 2530 Crystal Drive, Suite 1600, Arlington, VA 22202.

(4) Assign Soldiers selected for language training of less than 20 weeks as Temporary Duty (TDY) en-route to a new assignment or TDY and return to their unit.

4–9. Other educational institutions and commercial contractors
Use non-DoD educational institutions and contractors for acquisition language training for FAOs when DoD assets are unavailable and when these alternatives best meet the overall needs of the Army. For identified FAOs DCS, G–3/5/7 (DAMO–SSF) and AHRC FAO Branch will seek the AHRC Leadership Development Division's endorsement prior to sending to DLIFLC for final approval. All other Soldiers, officers, and warrant officers must attend a DLIFLC managed language acquisition course.

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 support CLP training by administering the DLPT, OPI, and the DLAB. The Army Continuing Education Center will also provide classroom 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 manages linguists, DLPT scores, FLPB status, and language training. Service, agency, installation, RA commanders, and RC commanders may conduct various courses of language instruction. Units that have personnel assigned to language required positions must establish a CLP to support their Soldier's language maintenance training. This training may include remedial, refresher, sustainment, and enhancement training. Courses may be full-time, part-time, on-duty, off-duty, group- or self-study, mandatory or voluntary, and in-house or contracted. Only certified CLPs are eligible to receive TALP funds. In order for a CLP to be considered certified, the unit must have a CLPM on appointment orders who has successfully completed the DLIFLC CLPM Course (00ZZ). Verify certification through ATRRS transcript and/or student completion certificate during CLP inspections, and periodically as requested. ASCCs, DRUs, ACOMs, ARNG, and USAR track brigades (BDEs)/groups; BDEs/groups track battalions to ensure their CLPMs are certified.

4–12. Importance of a Command Language Program
The successes and failures of ACOM, ASCC, DRU, and unit CLPs directly affect unit readiness. The primary reason CLPs are so important is that foreign language proficiency is highly perishable and requires considerable effort and resources just to maintain existing language proficiency levels. Unless a CLP regularly challenges the unit's linguists, their language skills may quickly deteriorate and the linguist will require significant remediation training at the unit language lab or Language Training Detachment (LTD) to restore their proficiency.

4–13. Establishing a Command Language Program
Commands, units, and other organizations that have personnel assigned to language required positions must establish formal CLPs to sustain and enhance their linguists' language proficiency. Units and organizations that are co-located should establish a consolidated CLP to make best use of available resources. Refer to appendices B, C, D, E, F, and G for training resources and information on establishing a successful CLP.

4–14. Guidelines for establishing command language programs
　　a. The CLP is the commander's language program. As such, the commander has the latitude to establish a CLP tailored to their mission that supports their unit's unique training needs. This autonomy enables commanders to take full advantage of local language training opportunities and resources. Commanders may use this latitude to implement incentive programs that promote superior linguist performance such as

Command Linguist of the Year competitions or unique live environment training opportunities. See appendix F for tips for establishing a successful CLP.

b. Each unit with a CLP will have a CLPM appointed by memorandum. The CLPM may be a DA Civilian, Soldier, or contractor, preferably with experience as a military linguist, who is knowledgeable of the unit's CLP and familiar with CLP best practices. Contract CLPMs will have duties defined in their statement of work (SOW). Units may use TALP to hire contractors to fill CLPM positions for units with 70 or more linguists authorized.

(1) Each unit that has language dependent or language-capable MOS Soldiers or DA Civilians whose position description designates them as a linguist, 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 ATRRS (school code 00ZZ) and may use TALP funds to pay for their CLPM's training. CLPMs who manage Consolidated Cryptologic Program (CCP) funded 35Ps will also attend the Cryptologic Language Training Manager Course (CLTM–7100). CLPMs assigned to ARSOF units will attend the ARSOF CLPM Course within 6 months of appointment. 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 as determined by the unit commander. The CLPM will maintain all assigned linguist records in the ACD to include (at a minimum) the past 2 years of the DA Form 330, the past 2 years of FLPB orders, and all memorandums of CLANG change or exceptions to policy/waivers for DLPT testing. CLPMs should coordinate initial screening of all incoming personnel for language skills and maintain accurate records to reflect command language capabilities/readiness.

(3) Commanders with 70 or more authorized linguists will appoint in writing a full-time civilian or contract CLPM with a specified job description. Identify subordinate unit CLPMs as an additional duty. The CLPM should participate in command quarterly and annual training (AT) briefs and should chair the Command Language Council (CLC) if the unit has one. Commanders will ensure they stabilize Soldiers assigned as CLPMs 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 without any language-coded authorizations or fewer than 70 authorized linguists will identify a CLPM as an additional duty to manage the training and testing requirements of assigned language dependent and language capable Soldiers; to resolve FLPB issues for assigned language dependent and language capable Soldiers; Soldiers trained or recruited for their language capability at government expense; and those Soldiers receiving or eligible to receive FLPB.

4–15. Command Language Council
Units with 50 or more linguists have the option to establish a standing CLC in accordance with AR 11–6. Units choosing to do so will outline CLC by-laws and other procedural guidelines in the unit CLP SOP. The CLC will prepare and follow an agenda and keep records of CLC minutes.

a. CLCs advise commanders on issues relating to the unit's CLP and assist the commander with their CLP responsibilities to include incentives, maintenance, training, TALP budget execution, and any program initiatives that will benefit from group input and direct command intervention and discussion. CLC membership should consist of the commander (or representative), CLPM, command sergeant major or first sergeant, primary staff officers (S1, S2, S3), representatives from each subordinate unit or element that has assigned linguists, a representative from each staff element, and the unit resource manager (RM). Other language specialists, technicians, supervisors, and trainers should be encouraged to attend and participate in CLC meetings. In cases where geographical separation prevents or renders this impractical, commanders may modify the composition of the CLC to meet their mission and geographic situation or conduct the CLC virtually.

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 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 based on command intent and discretion. It is highly suggested that CLCs convene on a quarterly schedule.

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

4–16. Command Language Program Army Command Language Program Manager's Database

a. Command Language Program Manager responsibilities. The ACD is TALP database of record. The unit CLPM is responsible for the maintenance of the ACD. Maintain the ACD for 100 percent of assigned language capable Soldiers, language dependent Soldiers, and DA DCIPS Civilian linguists. At the time of appointment, CLPMs will request an Air Force Portal account to gain access to the Joint CLPM Database and obtain ACD administrative permissions. CLPMs will attend training, as needed, to ensure compliance with database maintenance requirements. The ACD will contain the following entries for each assigned linguist:

(1) Basic demographic data, including duty assignment and primary military occupational specialty (PMOS) and job title.

(2) Additional language training completed following DLIFLC graduation.

(3) Ongoing language training.

(4) Expiration term of service (ETS) and PCS dates.

(5) All future language-training requirements (through the Language Training Tool (LTT)).

(6) FLPB orders.

(7) DA Form 330 of all DLPTs taken including the version of the DLPT (DLPT IV, 5, or DLPT5–CA).

(8) Required DLPT recertification dates to prevent expiration of FLPB.

(9) 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 and formats 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 records 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 with assigned linguists trained at government expense, may incorporate this data into the command's training database.

c. Command Language Program files. The CLP files will contain information reflecting DLPT testing, training resource lists, the CLP SOP, TALP funding and budget information, ILTP arrival interview records, and CLP maintenance, remediation, and SLTE training records.

d. Command Language Program training records. Units will initiate a CLP training record for each Soldier possessing a language capability they identify during in-processing, regardless of MOS, duty assignment, or how acquired. CLPMs will file all appropriate information pertaining to these personnel in their training record and maintain copies of all DLPT results (DA Form 330), records of language training (completion certificates), FLPB orders, and the ILTP in the ACD. Commands will maintain the training record at the lowest possible supervisory level (company or battalion CLPM).

e. Individual language training plans. Commanders will ensure that every linguist has an ILTP. CLPMs in conjunction with the linguist's direct supervisor and a language mentor should develop the ILTP for each linguist. Tailor the ILTP 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 and language mentors 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 ILTP quarterly to ensure effectiveness and improvement. ILTPs will reflect progress in all additional training performed. 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 and DA Pam 11–8 available. All Army publications are available online from the Army Publishing Directorate at https://armypubs.army.mil. CLPMs will maintain an electronic link to all required publications identified in appendix A.

4–17. Command Language Program standard operating procedures

a. All CLPMs will develop and publish a SOP covering all aspects of the unit CLP. Base the CLP SOP upon higher headquarters' (HQ) CLP SOP and guidance. The SOP will include information on language training requirements and procedures and all other information necessary for program continuity.

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. Units will review the CLP SOP at least every 2 years and publish changes based upon higher-level guidance to ensure the unit SOP reflects the most current information.

4–18. Self-study

Self-study language training is essential to increasing language proficiency and consists of supervised or self-paced language training and study accomplished by the individual Soldier on their own time or during the duty day. The objectives should include general language proficiency and assurance of mission performance. For maximum effect, the training supervisor should prepare an ILTP that includes individual self-study training objectives, tasks, performance standards, milestones, and a program schedule. See appendices B, D, and G for DCS, G–2 approved self-study programs.

Section III

Requesting Defense Language Institute Training and External Language Training

4–19. Requesting language training

AHRC, ARNG, and USAR must plan and request language training seats at DLIFLC and DLI–W annually. ASCC and ACOM CLPMs must also plan and request future external language training for their units. There are a significant number of external language training opportunities available to help CLPMs enhance the proficiency of their assigned linguists. This training includes DLI language training and CLPM mobile training teams (MTTs); courses offered at DLI LTDs; NCS language training opportunities; and external training opportunities. Many of these language-training opportunities are offered at no cost to the unit. The procedures for requesting these language-training opportunities are as follows:

a. Structure Manning Decision Review.

(1) The Structure Manning Decision Review (SMDR) is an annual process used to schedule DLIFLC and DLI–W language training seats and MTT language training opportunities for all Services.

(2) The annual SMDR covers a 3 fiscal year span and determines how many training seats the Army requests from DLIFLC. For example, the FY21 SMDR will review FY 24–26 language training requirements. Participants will review FY 24 language training requirements, validate FY25 requirements, and establish FY 26 training requirements.

(3) AHRC (includes enlisted and FAO Branch requirements), the ARNG, and the USAR Quota Source (QS) managers must use the SMDR process to request future DLIFLC and DLI–W language training seats. Army ACOM, DRU, and ASCC CLPMs must use the annual SMDR process to request future DLI language training MTTs.

(4) The SMDR begins in April when the DCS, G–3/5/7 releases the annual SMDR announcement. The DCS, G–2 SPM will notify the AHRC, ARNG, and USAR QS managers and the ACOM, and ASCC CLPMs to develop their future language training requirements and submit them to the DCS, G–2's SPM by email for validation. Once the DCS, G–2 SPM validates the language training requirements, AHRC/ARNG/USAR QS Managers and ACOM/ASCC CLPMs will input approved requirements to the CU screens in the ATRRS by using the update SMDR column update (CU).

(5) In cases where CLPMs do not have access to the ATRRS CU screens, DCS, G–2 will input requirements on their behalf. Units unable to access CU screens will provide Army G–2 with a standardized SMDR spreadsheet submission consisting of quota source, component code, course code, and number of seats requested. Contact DCS, G–2 with quota source issues or general CU screen inquiries.

(6) AHRC, the USAR, and the ARNG provide DLIFLC and DLI–W basic language training seat requirements. DLIFLC language training seat requirement requests should align with the National Defense Strategy and service fill requirements.

(7) An increase of any DLIFLC training seat requirement that is over 10 percent or a decrease that is over 20 percent requires additional justification.

(8) In addition to requesting CLPM basic course MTTs, CLPMs are encouraged to request foreign language MTTs for their assigned linguists. DLIFLC offers language training MTTs in 2, 4, and 5 week sessions. These MTTs count toward annual SLTE training, typically at little or no cost to the unit.

(9) Finally, in August of each year, after the CU screens have closed, the DCS, G–2 SPM will participate in the annual SMDR meeting to approve/disapprove/negotiate the Army's DLI training seat and MTT requirements. SMDR meeting attendees include the DCS, G–2 SPM, the AHRC QS Manager, the ARNG QS Manager, the USAR QS Manager and the FAO QS Manager only. DCS, G–3/5/7 publishes the SMDR results within 180 days.

(10) QS Managers who develop additional DLIFLC and DLI–W language training seat requirements after the SMDR has closed may attempt to acquire additional language training seats using the quarterly Training Resource Arbitration Panel process.

(11) CLPMs who develop MTT requirements after the SMDR process has concluded may coordinate with the DLIFLC Scheduling Branch Chief to determine if DLIFLC can accommodate their MTT request.

b. National Cryptologic School Requirements Call.

(1) The National Cryptologic School (NCS) hosts an annual requirements call during third quarter of the current FY for the following FY.

(2) Submit all NCS training requirements using the Language Training Tool (LTT) on the Joint CLPM Database. The NCS Team will notify CLPMs of the specific due date for the requirements call. CLPMs are strongly encouraged to submit for every possible training scenario to ensure their requirements are considered. Once all language training requirements are received, NCS produces the language training schedule according to service language training requests.

(3) In order to attend NCS language training, language dependent SMs must be proficient (ILR L2/R2 or higher) in the language course requested.

(4) NCS has specific nomenclature aligned to course levels. Resources with complete nomenclature guides are located in the LTT resources folder. Generally, course names are a four-letter language code with a four digit level indicator. For example, RUSS2099 is the requirement for Russian Basic Enhancement, or ILR 2; RUSS2154, RUSS3500, and RUSS4129 are next in succession on the Russian training pathway for NCS.

(5) NCS has no cost, other than travel expenses, if a SM is not co-located with a schoolhouse.

c. Vendor Requirements Call Consider. Vendor requirements call consider executing training requirements that cannot be fulfilled by existing contract instruction, DLIFLC MTTs, DLI LTDs, or NCS training using external language training vendors. CLPMs will submit external vendor training requirements to their higher headquarters who maintain the organizations TALP budget for consideration.

Chapter 5
Language Proficiency

Section I

Proficiency

5–1. Scope
a. Annual language testing is 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 or language capable MOS career field, or are assigned to a language-coded position.

b. The Army's GPF minimum DLPT proficiency level is ILR L2/R2 in their CLANG for all Soldiers except MOS 35M Soldiers. 35M Soldiers must maintain a minimum proficiency of L2/R2/S1+ to maintain MOS qualification. 35M Soldiers who score a DLPT proficiency of 2/2 or higher but less than a 1+ in the speaking modality are not MOS qualified. 35M Soldiers who take a DLPT and an OPI and score 1+ on their OPI but less than L2/R2 on their DLPT are not MOS qualified.

c. MOS 35P Soldiers are authorized to take an OPI only if they score L3/R3 on their DLPT.

d. FAOs and ARSOF personnel may take the Two Skill Oral Proficiency Interview (TSOPI) upon request. FAO and ARSOF personnel are authorized to take the Total Officer Personnel Management System TSOPI in lieu of the DLPT. FAOs must score S2 or higher on the TSOPI to qualify for FLPB. ARSOF personnel must score S1+ or higher on the TSOPI to qualify for FLPB.

e. All linguists scoring below ILR L3/R3 must recertify annually. Linguists who score ILR L3/R3 or above will recertify every 2 years.

f. Test Soldiers and DA Civilians who claim knowledge of a foreign language or whose records indicate previous language study to maintain an accurate reflection of force capability.

g. Commanders must ensure that CLPMs 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.

h. Finally, this chapter includes the procedures used to update databases to ensure they reflect the most current proficiency levels for assigned linguists.

i. Vendors validate a contract linguist's proficiency in accordance with the standards established in the contract's performance work statement. Vendors/units will not use government administered DLPTs and OPIs to determine or validate a contract linguist's proficiency. Contract linguist vendors will use a commercial independent organization that does not have a business relationship with the linguist contractor to certify and validate a contract linguists' language capability in both English and the required language.

5–2. Initial evaluation
As an initial evaluation, give Soldiers a DLPT for any language they were trained or recruited for at government expense (excluding Headstart, Headstart II, and Rapport 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, or other DoD approved proficiency test, Soldiers 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 language acquisition courses
a. Failure to meet minimum proficiency levels at DLIFLC sponsored courses.

(1) *Regular Army.* The Office of the Chief of MI is the MOS proponent and has the authority, in coordination with the Commander, 229th MI Battalion and AHRC Enlisted Language Branch (AHRC–EPB–M), to determine the disposition of Soldiers who do not meet DLIFLC graduation standards. Soldiers who do not achieve DLIFLC graduation standards may receive a prerequisite waiver for foreign language proficiency to attend a language dependent AIT MOS school. AHRC (AHRC–EPB–M) will approve all reclassification actions for RA Soldiers.

(2) *Army National Guard.* The ARNG DLIFLC Liaison Officer (LNO) will communicate the failure directly to the State CLPM and 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) *U.S. Army Reserve.* For USAR non-IET Soldiers, the DLIFLC USAR LNO will communicate the failure and DLIFLC recommendation to the CLPM of the Soldier's unit. The unit's CLPM will coordinate with the commander to determine the final disposition of the Soldier. For IET Soldiers, the DLIFLC USAR LNO communicates with the USAR, G–1 Accessions and Training Branch to determine the final disposition of the Soldier.

(4) *Department of the Army Civilians.* DA Civilian's supervisors should consult with their servicing CPAC office relative to DA Civilians who fail to meet required proficiency standards.

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

(1) AHRC–EPB–M for the RA.

(2) The State for the ARNG.

(3) USAR: Military Intelligence Readiness Command (MIRC) (for MI MOSs) and USACAPOC CMFs 37 and 38).

c. Reclassify Soldiers, according to the needs of the Army, who do not meet graduation standards and do not receive a waiver to attend a language-dependent MOS school.

5–4. Re-evaluation procedures

a. 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 scoring below ILR L3/R3 must recertify annually. Linguists who score ILR L3/R3 or above, will test every 2 years. Complete re-evaluation no later than the last day of the month of their previous evaluation. 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 trained at government expense, recruited for their language capability, or hold a PMOS of 35M or 35P when:

(a) A 35P fails to achieve a minimum DLPT score of 2 in Listening or Reading in their CLANG.

(b) A 35M fails to achieve a DLPT score of 2 in Listening and Reading and pass an annual OPI with a minimum score of 1+ in Speaking in their CLANG.

(c) Any 35M or 35P Soldier, or DA Civilian trained at government expense or recruited for their language who fails to test annually 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 and/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) during which the Soldier must complete a SLTE of 160 consecutive hours of language training and retake their DLPT or OPI (or both). The remediation period starts the day after the Soldier becomes sub-proficient in their CLANG (Soldier either fails their DLPT or fails to test no later than the last day of the month of their previous evaluation).

(3) Commanders and CLPMs will immediately initiate paperwork to terminate FLPB for Soldiers who fail their DLPT/OPI or fail to test.

(4) Commanders in all Compos must provide Soldiers in language dependent and language capable MOSs with the training, time, and resources required to improve their language proficiency. Commanders will ensure sub-proficient Soldiers receive a minimum of 160 consecutive hours of language training and retake their DLPT or OPI after their initial DLPT failure. Commanders will also ensure sub-proficient Soldiers complete remediation, training, and testing as soon as possible, but no later than 6 months following the initial DLPT failure (12 months for RC Soldiers). Soldiers of any Component may request an exception to policy to retake their DLPT earlier than 6 months once they complete 160 consecutive hours of language training.

(5) Soldiers in a language dependent MOS must obtain a passing score on the DLPT and/or OPI in their CLANG during the remediation period to remain MOS qualified. If a RA Soldier fails to achieve a passing score following the remediation period, their commander must initiate action to withdraw the SQI "L" at the 6–month mark of the initial DLPT failure (12–month mark for USAR and ARNG). Commanders will submit a DA Form 4187 to the servicing personnel actions center to award or withdraw the SQI "L". The two-character LIC will remain to track that the Soldier received language 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, RA commanders will notify and counsel the Soldier that AHRC will place an Immediate Reenlistment Prohibition (IMREPR) code "9P" (loss of qualification in their PMOS) upon the following conditions: after the failure of a DLPT in their CLANG or if a Soldier fails to test within 60 days following their last annual test date. 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.

(6) RA Soldiers with an IMREPR code of 9P cannot reenlist, attend promotion boards, be 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 decentralized promotion list in accordance with AR 600–8–19.

(7) Commanders must initiate a separation request to the separation authority for a Soldier holding a language dependent MOS who fails to achieve language proficiency standards after completing remedia-

tion 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 (RA 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 reclassifying into another MOS.

(8) Commanders should initiate separation or reclassification actions for 35M and 35P MOS Soldiers who fail to maintain their language proficiency more than once in a 3–year period. Commanders should address a linguist's language proficiency scores on their non-commissioned officer evaluation report, officer evaluation report, or DA Civilian performance appraisal. Specifically, commanders must annotate in the Presence section or address their language proficiency in the Achieves section of the report if a linguist fails to maintain the required minimum language proficiency or improve 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 an OCONUS contingency operation that does not require use of their CLANG and/or where a testing facility is not available. Commanders must ensure that the Soldier completes a SLTE and tests no later than 180 days (12 months for USAR and ARNG Soldiers) after their redeployment or after their return date to their unit. Commanders (O–6 or above) will grant a language recertification waiver for language capable/dependent MOS/Branch Soldiers who will attend a MOS producing course or language course (includes language courses exceeding 180 days and the Defense Threat Reduction Agency Course) that is 180 days or longer if their language proficiency expires within 180 days prior to their course report date. The following are examples of schools that exceed 180 days: MOS producing schools, Officer Candidate School, Warrant Officer Candidate Course, DLIFLC basic language acquisition courses or language enhancement courses, Non-Commissioned Officer Education System courses, Drill Sergeant School, recruiting courses, and special operations assessment and qualification courses.

(10) Commanders may request to change 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 RA linguists, AHRC is the approval authority for any CLANG change. Approval authority for ARNG and USAR Soldiers' CLANG changes are:

(a) ARNG Soldiers: CNGB (NGB–ARH).

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

(11) FA 48 (FAOs) who are assigned as FAOs and who fail to maintain their language qualification may be ineligible to fill certain FAO positions, particularly those in overseas locations. In addition, non-language-qualified FAOs may not be competitive for promotions or school selections.

c. Soldiers who received language training at government expense or who were recruited for their language capability have priority at testing centers. However, individuals with foreign language proficiency who were not trained at government expense are encouraged to test annually on a space available basis.

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

(1) The MPD or Human Resource Office (HRO) for RA 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 are as follows:

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

(2) Soldiers assigned to a language-coded position who are not language qualified and were never trained at government expense or recruited for their language capability. Headstart, Headstart II, Rapport, language familiarization training, and independent personal non-resident programs do not qualify as training provided at government expense.

f. It is a language capable/dependent Soldier and DA Civilian's responsibility to test annually to validate their language proficiency. CLPMs will query and monitor DLPT and/or OPI status for every linguist assigned to their command monthly. CLPMs will provide their commanders with a monthly roster showing current language test data. The only exception to this policy is Soldiers and/or Civilians that score L3/R3 or higher on the DLPT.

g. Commanders and supervisors may waive annual recertification for Soldiers and DA Civilians who are deployed OCONUS for more than 180 days where they do not use their CLANG or who are assigned OCONUS where testing facilities are not available.

(1) Document the recertification on 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. Language dependent and language capable Soldiers who were not proficient prior to deployment must receive counseling and receive an IMREPR code "9P" (not qualified in PMOS). Sub-proficient RA Soldiers have 180 days upon redeployment to meet language proficiency in accordance with paragraph 5–4b(2). Sub-proficient USAR and ARNG Soldiers have 12 months upon redeployment to regain 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 who 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 Soldier or DA Civilian's language capability.

h. USASOC has established the OPI as the preferred method of testing for all ARSOF personnel. SOF Soldiers who take an OPI qualify for FLPB payments using the TSOPI pay scale (see table 6–2).

i. Commanders may recertify (as an exception to policy) language dependent Soldiers assigned to Drill sergeant, recruiter, and observer controller positions at combat training centers. This recertification will not exceed 3 years. Soldiers covered by this exportable training package (ETP) will retake their DLPT within 180 days of assignment to a position not covered by this ETP.

5–5. Retesting with the Defense Language Proficiency Test

a. Administer no more than two iterations of the same DLPT to the same person in a 12–month period. Individuals who have completed a SLTE (minimum of 160 consecutive hours of training for the RA and 80 hours for the RC) may retest in less than 6 months from the last test date as an exception to policy. Submit exception to policy requests for DLPT or OPI retesting to the Commander, AHRC (AHRC–PDE) for approval. If approved for retesting, 6 calendar months must elapse before any subsequent testing may occur. Two–week language refresher courses do not meet the requirements for an exception to policy to retest within the 6–month 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 2023 and fails; takes a 160 consecutive hour SLTE from 1–31 March 2023; receives an exception to policy to retest within 6 months; and retakes their DLPT on 5 April 2023; then they would not be eligible to take another DLPT until the anniversary of their first test on 8 January 2024.

b. Requests for this exception to policy will document the SLTE, to include a copy of the Soldier or DA Civilian's certificate of graduation or completion of the language-training event. AHRC will accept a memorandum from the instructor, CLPM, or course administrator stating the Soldier or DA Civilian has completed the training event in lieu of a graduation or completion certificate. The memorandum must include the title of the specific course completed and the completion date. This training must consist of a minimum of 160 hours of immersion training or classroom instruction (30 hours of classroom instruction per week for 5 consecutive weeks). RC exceptions to policy requests are handled on a case-by-case basis by

AHRC (AHRC–PDE) and must include an endorsed statement from the individual's commander (O–5 or above) 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 (Department of the Army Form 330)
Use the DA Form 330 to—
a. Report foreign language proficiency.
b. Report a Soldier's FLPB eligibility.

5–7. Department of the Army Form 330 preparation
a. Prepare a DA Form 330 for all Soldiers and DA Civilians every time they take a foreign language proficiency test.
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 a U.S. Air Force test facility) will take the test results issued by the test facility to the organization responsible for issuing orders. The 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.

5–8. Department of the Army Form 330 disposition
a. iPERMs; Provide copy 2 to the Soldier and maintain copy 3 in the Soldier's local file for 2 years. Upload and scan a copy into the ACD.
b. For ARNG personnel—
(1) Forward copy 1 and 2 to the Military Personnel Management Office at the State headquarters.
(2) Retain copy 3 in the individual's ACD record.
(3) Give an additional copy 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 RA and USAR Soldiers and the Reserve Data Management System for USAR personnel. This automated process uploads Listening and Reading scores for Soldiers who took a DLPT and the speaking score for Soldiers who took an OPI. AHRC uploads DLPT scores to the databases within 72 hours. AHRC uploads OPI scores on a bi-monthly basis due to the complexity of the OPI reporting process. OPI Participatory Listening scores are not reported since DLI does not report the data to the DMDC.
(1) Test centers and AHRC Enlisted Language Branch are not responsible for language data updates.
(2) The 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 DMDC's automated process to work. DLPT scores usually show up in as little as 24 hours. If DLPT scores are visible in the DMDC site and do not appear on the Officer's Record Brief (ORB) or Soldier's Record Brief (SRB) within 5 working days the installation should submit a Customer Relationship Management case along with a screen shot of the DMDC site reflecting the DLPT score or the DA Form 330 to have the data corrected on the ORB or SRB. The ORB/SRB will only reflect the year and month of the DLPT. OPIs take up to 30 days before they appear on the SRB because of the manual input process used by DLIFLC. If the Soldier's OPI does not appear on the ORB or SRB within 30 days, then the installation can submit a trouble ticket to the eMILPO.
b. Regular Army.

(1) PAS chief: The PAS chief will submit an AHRC Field Services Division (FSD) trouble ticket to the eMILPO help desk. Create trouble tickets at https://www.fsd.hrc.army.mil/main/main.aspx.

(2) Trouble tickets will include the following information:

(a) Ticket type: priority action.

(b) 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/Total Officer Personnel Management System II and SRBs and/or ORBs were checked and requested action was not 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))."

(5) AHRC FSD helpdesk will analyze data in EDAS/Total Officer Personnel Management System II and eMILPO. If data requires changes, AHRC will initiate necessary transactions to update personnel automation systems and the SRB or ORB.

c. 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 Integrated Personnel and Pay System-Army (IPPS–A). As a result, USAR officer, warrant officer, and enlisted linguists should follow the procedures in paragraphs 5–9c(1) through 5–9c(3) if their language test data is not uploaded properly.

(1) IRR and IMA Soldiers should contact their servicing AHRC career management personnel actions branch for IPPS–A updates.

(2) TPU Soldiers should contact their unit S–1.

(3) Active Guard Reserve (AGR) Soldiers must first contact their unit S–1. The unit S–1 will coordinate with the supporting ACOM prior to contacting the servicing AHRC career manager for IPPS–A updates.

d. 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 guidance on how to determine FLPB eligibility by MOS/Branch, by language-coded billet, or by critical language designated by the DCS, G–2. The chapter also describes the procedures for a Soldier/Officer to initiate and validate a DA Form 4187 (Written Agreement) before processing by the pay authority.

6–2. Determining Foreign Language Proficiency Bonus eligibility by MOS/Branch
a. Soldiers/officers with a PMOS/Branch/AOC designated as language dependent or language capable are authorized to receive FLPB for their CLANG in accordance with AR 11–6. See table 6–1 and table 6–2 to determine the amount of FLPB they are entitled to receive.

b. Only award CLANGs to PMOSs/Branches/AOCs designated in AR 11–6.

c. All members of the USAR, regardless of status are required to have a CLANG determination memorandum issued by the USARC G–1, Special Action Branch.

d. Commanders should verify a CLANG in accordance with AR 11–6 before completing the DA Form 4187 with the Soldier or Officer.

e. Dominant languages can be designated as a CLANG for the language dependent/capable population designated in AR 11–6.

f. FAO (FA48) may be authorized to maintain multiple CLANGs if approved by the FAO Proponent Branch but must maintain proficiency in their primary CLANG to receive FLPB for any additional CLANGs.

g. Soldiers/officers authorized FLPB by MOS/Branch are eligible for FLPB regardless of assignment.

h. Soldiers/officers must meet the minimum DLPT/OPI requirements in AR 11–6 for CMF/Branch 18, 37, and 38 to complete the DA Form 4187 (see fig 6–1).

i. Soldiers/officers must be proficient in their primary CLANG to be eligible for FLPB for other critical languages.

j. Soldiers/officers who qualify for FLPB by MOS/Branch will complete the DA Form 4187 (see fig 6–1).

6–3. Determining Foreign Language Proficiency Bonus eligibility for language coded billets

a. Soldiers/officers who do not have a language dependent or language capable PMOS/Branch/AOC are authorized to receive FLPB if serving in a language coded billet, participating in the Military Personnel Exchange Program or attending or instructing a Professional Military Education (PME) Course conducted in a foreign language.

b. Language coded billets must clearly have a LIC required for the paragraph and line number on the unit's MTOE/TDA and verified using the Force Management System Website (FMSWeb) for the Soldier/officer to receive FLPB.

c. Soldiers/officers participating in the Military Personnel Exchange Program or attending/instructing a PME in a foreign language will have the language requirements verified in their special assignment instructions.

d. Dominant languages are authorized FLPB if required by the position or assignment.

e. FLPB eligibility begins when the Soldier/Officer is assigned to the language coded position or when they achieve a qualifying DLPT/OPI score after assignment to the position.

f. FLPB eligibility ends on the date of departure from the assignment regardless of when the DLPT/OPI expires.

g. FLPB will continue uninterrupted for Soldiers assigned to a language coded billet when the Soldier/Officer is performing temporary or special duties not to exceed 90 days, attending a course of instruction related directly to or necessary for continuation in the billet, in an inpatient status assigned to a Soldier Recovery Unit, or on authorized leave.

h. Soldiers/officers qualified for FLPB by language coded billet will complete the written agreement using DA Form 4187 (see fig 6–1).

Table 6–1
Foreign Language Proficiency Bonus payment levels

DLPT Score	Payment
1+/1+1	150
2/2	200
2/2+	250
2+/2+ or 2/3	300
2+/3	350
3/3	400
3/3/3² or 4/4	500

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.

Table 6–2
Two Skill Oral Proficiency Interview * Foreign Language Proficiency Bonus payment levels

OPI Score	Amount Authorized
1+**	$150
2	$200
2+	$300
3	$400

| 4 | $500 |

Notes:

[1] Annotate the DA Form 330 for a speaking and a listening score. For example, a Soldier scoring a 2+ on a TSOPI would have 2+ annotated for Speaking and a 2+ annotated for Participatory Listening on their DA Form 330.

[2] ** This includes Soldiers of all components assigned to CMFs 18, 37, 38; 180A warrant officers; AOCs 18, 37 and 38; Soldiers assigned to a SFAB and ARSOF units (the 75th Ranger Regiment, 160th Special Operations Aviation Regiment et c.).The1+/1+ minimum proficiency standard does not apply to language dependent Soldiers assigned to ARSOF or GPF CA units.

6–4. Determining Foreign Language Proficiency Bonus for critical languages on the Army Strategic Language List

a. Soldiers/officers who have demonstrated the required proficiency in AR 11–6 are authorized FLPB for languages designated as "Immediate Investment" or "Emerging" on the Army Strategic Language List (ASLL) regardless of MOS/Branch or duty position.

b. Only Soldiers/officers with a PMOS/Branch/AOC listed in AR 11–6 are authorized to receive FLPB for languages designated as "Enduring" on the ASLL provided they are proficient in their CLANG.

c. Eligibility is determined by using the ASLL in effect on the date the Soldier/Officer achieved the required proficiency or the date a language was added to the ASLL provided they were proficient prior to the addition of the language to the ASLL.

d. Eligibility to receive FLPB for languages removed from the ASLL ends when the proficiency achieved prior to the removal of the language ends.

e. The current ASLL can be found on the HRC FLPB website at https://www.hrc.army.mil/content/foreign%20language%20proficiency%20bonus

f. Request previous ASLLs and ask questions about eligibility at usarmy.knox.hrc.mbx.tagd-flpb@army.mil.

g. Soldiers/officers qualified for FLPB for critical languages will complete DA Form 4187 (see fig 6–1).

6–5. Written agreement for Foreign Language Proficiency Pay

In accordance with Title 37, United States Code, Section 353, skill incentive pay or proficiency bonus requires a Soldier/Officer/DA Civilian to enter into a written agreement that specifies the amount of the proficiency bonus, the period for which the bonus will be paid, and the initial certification or recertification necessary for the payment of the proficiency bonus. The DA Form 4187 will serve as the written agreement and will serve as an authorized pay document (see fig 6–1).

6–6. Processing written agreement (DA Form 4187) for the Regular Army

a. The Soldier/Officer is responsible for initiating the DA Form 4187 if eligible for FLPB by MOS/Branch/AOC, by language-coded billet, or for a critical language listed on the ASLL.

b. The Soldier/Officer will submit the DA Form 4187 along with the DA Form 330 to the first Commander in the chain of command.

c. The first Commander in the Soldier's/Officer's chain of command will verify eligibility in accordance with AR 11–6, check Block 11 as "has been verified" and sign in Block 13.

d. Soldiers/officers who have a flagging action in accordance with AR 600–8–2 may continue to receive FLPB provided the Soldier/Officer has a valid DLPT/OPI and meets the eligibility criteria in AR 11–6.

e. Submit the DA Form 4187 to the Orders Issuing Authority on the installation in accordance with AR 600–8–105 for validation.

f. The Orders Issuing Authority will validate the Soldier's/officer's eligibility and submit the DA Form 4187 to the servicing finance office for payment or return to the unit for submission to the servicing finance office in accordance with installation standard operation procedures.

g. The validation authority is responsible for uploading a copy of the written agreement to iPERMS.

6–7. Processing written agreement (DA Form 4187) for the Army National Guard

a. The Soldier/officer is responsible for initiating the DA Form 4187 if eligible for FLPB by MOS/Branch/AOC, by language coded billet or for a critical language.

b. The Soldier/officer will submit the DA Form 4187 along with the DA Form 330 to the first Commander in the chain of command.

c. The first Commander in the Soldier's/officer's chain of command will verify eligibility in accordance with AR 11–6 and check Block 11 as "has been verified" and sign in Block 13.

d. Soldiers/officers who have a flagging action in accordance with AR 600–8–2 may continue to receive FLPB provided the Soldier/officer has a valid DLPT/OPI and meets the eligibility criteria in AR 11–6.

e. The DA Form 4187 will be submitted to the command level authorized to issue Active Duty for Operational Support-RC, AT, active duty training, or Active Duty for Operational Support and/or full time National Guard Active Duty for Operational Support orders for validation.

f. The validation authority will submit the DA Form 4187 to the servicing finance authority for payment.

g. The DA Form 4187 remains valid for the specified period for Soldiers/officers who transfer to a different ARNG command authority.

h. Terminate the DA Form 4187 written agreement of Soldiers/officers who transfer to the USAR or to Regular Army. They must enter into a new written agreement with their new component.

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE:	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES:	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.
DISCLOSURE:	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
Soldier's Company Commander Unit, Address, and Zip Code	MPD Fort Knox, KY 40121 (see DA Pam 11–8, chap 6)	Soldier's Information Soldier's Unit, Address, and Zip Code

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Last Name, First Name MI	SGT/35P	123-45-6789

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from   N/A   to

N/A   effective _____ hours,   N/A

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

☐ Service School *(Enl only)*	☐ Special Forces Training/Assignment	☐ Identification Card
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training *(Enl only)*	☐ Identification Tags
☐ Volunteering For Oversea Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB
☐ Exchange Reassignment *(Enl only)*	☐ Officer Candidate School	☒ Other *(Specify)* Written Agreement for Foreign Language Proficiency Bonus Pay
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*
DIGITAL SIGNATURE 123456789	YYYYMMDD

SECTION IV - REMARKS *(Applies to Sections II, III, and V)* *(Continue on separate sheet)*

I understand I am authorized monthly FLPB in accordance with AR 11–6, Table 4–1 and 4–2 rate of $XXX, effective (date) through (date) for the language of (language) based on my DLPT results of x listening score, x reading score, and/or x speaking score taken on (date) and meet the eligibility requirements in AR 11–6, paragraph 4–2.

I am authorized FLPB in accordance with AR 11–6, chapter 4 (Check one):
( ) The language of (list language) is my CLANG for my language dependent/capable MOS/branch of (list MOS/branch) in accordance with AR 11–6, paragraph 2–7 and paragraph 4–6.
( ) I am currently assigned to a language coded billet, attending a Professional Military Education assignment, or participating in the Military Personnel Exchange Program in accordance with AR 11–6, paragraph 4–7. (list paragraph/line number of MTOE or TDA or the assignment information from RFO or special instructions)
( ) Language has been designated as critical on the current (GPF or ARSOF) ASLL dated (date) as: Immediate Investment, Emerging or Enduring (remove the two that don't apply).
( ) I am authorized a Commander's waiver of recertification in accordance with AR 11–6, paragraph 4–9.

See Continuation Sheet:

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)*   or that the request for personnel action *(Section III)*   contained herein -

☐ HAS BEEN VERIFIED   ☐ RECOMMEND APPROVAL   ☐ RECOMMEND DISAPPROVAL   ☐ IS APPROVED   ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
COMMANDER, IM A	DIGITAL SIGNATURE 123456789	YYYYMMDD

DA FORM 4187, MAY 2014   SUPERSEDES DA FORM 4187, JAN 2000   Page 1 of 2
                                    AND REPLACES DA FORM 4187-1-R, APR 1995   APD LC v1.04ES

Figure 6–1. DA Form 4187 (Written Agreement)

15. NAME OF INDIVIDUAL Last Name, First Name MI	16. SSN 123-45-6789

ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL

AUTHORITY	a. TO Address of Recipient	b. FROM Address of Sender

c. ACTION: ☒ APPROVED ☐ DISAPPROVED	RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL
d. NAME *(Last, First, Middle)* Last Name, First Name MI	e. RANK Rank	f. DATE *(YYYYMMDD)* YYYYMMDD
g. TITLE/POSITION Title/Position	h. SIGNATURE DIGITAL SIGNATURE 123456789	

i. COMMENTS
Meets the requirements of AR 11–6, chapter 4.

AUTHORITY	a. TO N/A	b. FROM N/A

c. ACTION: ☐ APPROVED ☐ DISAPPROVED	RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL
d. NAME *(Last, First, Middle)* N/A	e. RANK N/A	f. DATE *(YYYYMMDD)* N/A
g. TITLE/POSITION N/A	h. SIGNATURE N/A	

i. COMMENTS
N/A

AUTHORITY	a. TO N/A	b. FROM N/A

c. ACTION: ☐ APPROVED ☐ DISAPPROVED	RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL
d. NAME *(Last, First, Middle)* N/A	e. RANK N/A	f. DATE *(YYYYMMDD)* N/A
g. TITLE/POSITION N/A	h. SIGNATURE N/A	

i. COMMENTS
N/A

AUTHORITY	a. TO N/A	b. FROM N/A

c. ACTION: ☐ APPROVED ☐ DISAPPROVED	RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL
d. NAME *(Last, First, Middle)* N/A	e. RANK N/A	f. DATE *(YYYYMMDD)* N/A
g. TITLE/POSITION N/A	h. SIGNATURE N/A	

i. COMMENTS
N/A

DA FORM 4187, MAY 2014

Page 2 of 2
APD LC v1.04ES

Figure 6–1. DA Form 4187 (Written Agreement)—Continued

i. Soldiers/officers who have a flagging action in accordance with AR 600–8–2 may continue to receive FLPB provided the Soldier/Officer has a valid DLPT/OPI and meets the eligibility criteria in AR 11–6.

j. The DA Form 4187 will be submitted to the command level authorized to issue Active Duty for Operational Support–RC, AT, active duty training, or Active Duty for Operational Support and/or full time National Guard Active Duty for Operational Support orders for validation.

k. The validation authority will submit the DA Form 4187 to the servicing finance authority for payment.

l. The DA Form 4187 remains valid for the specified period for Soldiers/officers who transfer to a different ARNG command authority.

m. Terminate the DA Form 4187 written agreement of Soldiers/officers who transfer to the USAR or to Regular Army. They must enter into a new written agreement with their new component.

n. Commanders are responsible for ensuring the Soldier/Officer is a satisfactory participant throughout the period of the written agreement in accordance with AR 135–91.

o. Report Soldiers/officers who fail to meet the requirements in AR 135–91 to the servicing finance authority to have their FLPB terminated and the unearned portion of their FLPB recouped.

p. The validation authority is responsible for uploading a copy of the written agreement to iPERMS.

6–8. Processing written agreement (DA Form 4187) for the U.S. Army Reserve

a. The Soldier/officer is responsible for initiating the written agreement if eligible for FLPB by MOS/Branch/AOC, by language coded billet, or for a critical language.

b. The Soldier/Officer will submit the DA Form 4187 along with the DA Form 330 (and USARC G–1 CLANG memo if requesting FLPB for MOS/Branch/AOC) to the first Commander in the chain of command.

c. The first Commander in the Soldier's/Officer's chain of command will verify eligibility in accordance with AR 11–6 and check Block 11 as "has been verified" and sign in Block 13 of DA Form.

d. Soldiers/officers who have a flagging action in accordance with AR 600–8–2 may continue to receive FLPB provided the Soldier/officer has a valid DLPT/OPI.

e. USAR members in a TPU status (to include those in a mobilized status) will submit the DA Form 4187 to the servicing RD for validation.

f. The RD will validate the DA Form 4187 and return it to the unit. The unit is responsible for submitting the DA Form 4187 to the finance authority.

g. USAR members in an AGR, Individual Ready Reserve (IRR), and Individual Mobilization Augmentation (IMA) status will submit the DA Form 4187 to Headquarters, Human Resources Command, Incentives and Compensation Branch (ICB) team email box: usarmy.knox.hrc.mbx.tagd-flpb@army.mil for validation.

h. ICB will submit the validated DA Form 4187 to the G–8 Reserve Pay team for members in an IRR or IMA status.

i. ICB will return the DA Form 4187 to the unit for members in an AGR status. The unit is responsible for submitting the DA Form 4187 to the servicing finance office for payment.

j. The written agreement remains valid for the specified period for Soldiers/officers who transfer between different USAR statuses.

k. Soldiers/officers who transfer to the ARNG or to the RA will have their written agreement terminated upon transfer. They must enter into a new written agreement with their new component.

l. Commanders are responsible for ensuring the Soldier/Officer is a satisfactory participant throughout the period of the written agreement in accordance with AR 135–91.

m. Report Soldiers/officers who fail to meet the requirements in AR 135–91 to the servicing finance authority to have their FLPB terminated and the unearned portion of their FLPB recouped.

n. The validation authority is responsible for uploading a copy of the written agreement to iPERMS.

6–9. Testing procedures

a. The Soldier/officer/DA Civilian is responsible to schedule their DLPT/OPI in a timely manner prior to the end of the written agreement to ensure continued eligibility for FLPB.

b. Soldiers/officers/DA Civilians testing on an Army installation will request for a DLPT/OPI in accordance with the Army Personnel Testing TCO handbook located on the Army Personnel Testing MilSuite Group page https://www.milsuite.mil/book/groups/army-personnel-testing-program.

c. Soldiers/officers/DA Civilians testing at a different service installation will contact the education center directly to request the requirements to schedule a DLPT/OPI.

d. Soldiers/officers/DA Civilians testing at a different service installation will normally receive a memorandum showing the scores achieved.

e. It is the commander's responsibility to ensure a DA Form 330 is created in accordance with DA Pam 11–8.

f. Direct questions concerning the creation of the DA Form 330 to usarmy.knox.hrc.mbx.tagd-flpb@army.mil.

6–10. Terminating or reinstating a foreign language proficiency bonus

a. FLPB should be terminated immediately for any of the following reasons:

(1) Loss of MOS qualification.

(2) Designation as an unsatisfactory participant in accordance with AR 135–91 (USAR and ARNG only),

(3) Failure to meet minimum proficiency of 2/2 (2/2/1+ if a 35M) if testing prior to current FLPB expiring.

(4) Failure to recertify annual recertification requirement prior to expiration of current DLPT.

(5) Removal from a language coded billet for Soldiers not in a language dependent/capable MOS.

b. Do not terminate FLPB when a Soldier is flagged for actions that do not lead to loss of MOS qualifications.

c. Commanders will complete a new DA Form 4187 to terminate FLPB stating the effective date of termination along with the reason in (see *para 6–10a*) for the loss of eligibility and submit the form to the validation authority for approval. Once approved by the validation authority, they will submit the DA Form 4187 to the servicing finance office for action. See figure 6–2 for a sample termination DA Form 4187.

d. FLPB will continue uninterrupted when the Soldier who is assigned to a language coded position, but is not in a language dependent/capable 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 continue FLPB qualification.

(3) In an inpatient status.

(4) On authorized leave.

e. Do not terminate FLPB for language dependent/capable MOS Soldiers/officers solely based on a PCS.

f. Should the reason for loss of MOS qualification be unfounded, reinstate FLPB as of the date FLPB was terminated.

g. Soldiers who had FLPB terminated for failing to meet the annual recertification requirement (whether for failure to minimum proficiency of 2/2 or expired DLPT) will have FLPB reinstated effective the date the Soldier has achieved the minimum proficiency requirements of 2/2.

6–11. Processing Foreign Language Proficiency Pay for Department of the Army Civilians

DA Civilians Foreign Language Proficiency Pay (FLPP) payments are made at the commander's discretion. Pay FLPP out of the unit's civilian pay budget. See table 6–3 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 (Request for Personnel Action), with the following document through their commanders or head of activity who will route the following documents to their servicing CPAC:

(1) DA Form 330.

(2) A Position Description showing foreign language proficiency is required for DA Civilians to receive FLPP. MICECP personnel are exempt from this requirement. Treat MICECP personnel the same as a language dependent Soldier and as such are eligible for FLPP based on their CLANG or any other language authorized in writing by the U.S. Army Field Support Center CDR or MICECP Director. MICECP employees will have their language requirements documented in their personnel folders maintained by the U.S. Army Field Support Center Human Resources section.

(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 Records Center and/or CPAC 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 6–3
Department of the Army Civilian Foreign Language Proficiency Pay table

Payment per Bi-Weekly Pay Period

DLPT Score	Payment
2/2	$92.31
2+/2+	$138.46
3/3	$184.62

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
Soldier's Company Commander Unit, Address, and Zip Code	MPD Fort Knox, KY 40121 (see DA Pam 11–8, chap 6)	Soldier's Information Soldier's Unit, Address, and Zip Code

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Last Name, First Name MI	SGT/35P	123-45-6789

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from N/A to

N/A   effective _____ hours,   N/A

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

☐ Service School *(Enl only)*	☐ Special Forces Training/Assignment	☐ Identification Card
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training *(Enl only)*	☐ Identification Tags
☐ Volunteering For Oversea Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB
☐ Exchange Reassignment *(Enl only)*	☐ Officer Candidate School	☒ Other *(Specify)* Termination for Foreign Language Proficiency Bonus Pay
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*
DIGITAL SIGNATURE 123456789	YYYYMMDD

SECTION IV - REMARKS *(Applies to Sections II, III, and V)* *(Continue on separate sheet)*

Soldier's name, FLPB pay is terminated effective (DATE).

Reason for termination of FLPB in accordance with DA Pam 11–8, paragraph 6–10a is: (list on of the four reason for termination in DA Pam 11–8, para 6–10a(1) through (5)).

Recoupment of any unearned FLPB is required.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED   ☐ RECOMMEND APPROVAL   ☐ RECOMMEND DISAPPROVAL   ☐ IS APPROVED   ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
COMMANDER, IM A	DIGITAL SIGNATURE 123456789	YYYYMMDD

DA FORM 4187, MAY 2014   SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995   Page 1 of 2   APD LC v1.04ES

Figure 6–2. DA Form 4187 (Termination Agreement)

15. NAME OF INDIVIDUAL Last Name, First Name MI		16. SSN 123-45-6789	
ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			

AUTHORITY

a. TO Address of Recipient	b. FROM Address of Sender

c. ACTION: ☒ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME (Last, First, Middle) Last Name, First Name MI	e. RANK Rank	f. DATE (YYYYMMDD) YYYYMMDD
g. TITLE/POSITION Title/Position	h. SIGNATURE DIGITAL SIGNATURE 123456789	

i. COMMENTS
Meets the requirements of AR 11–6, chapter 4.

AUTHORITY

a. TO N/A	b. FROM N/A

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME (Last, First, Middle) N/A	e. RANK N/A	f. DATE (YYYYMMDD) N/A
g. TITLE/POSITION N/A	h. SIGNATURE N/A	

i. COMMENTS
N/A

AUTHORITY

a. TO N/A	b. FROM N/A

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME (Last, First, Middle) N/A	e. RANK N/A	f. DATE (YYYYMMDD) N/A
g. TITLE/POSITION N/A	h. SIGNATURE N/A	

i. COMMENTS
N/A

AUTHORITY

a. TO N/A	b. FROM N/A

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME (Last, First, Middle) N/A	e. RANK N/A	f. DATE (YYYYMMDD) N/A
g. TITLE/POSITION N/A	h. SIGNATURE N/A	

i. COMMENTS
N/A

DA FORM 4187, MAY 2014

Page 2 of 2
APD LC v1.04ES

Figure 6–2. DA Form 4187 (Termination Agreement)—Continued

Chapter 7
Linguist Management and Readiness Reporting

Section I

Career Development

7–1. Scope
This chapter describes procedures commanders and CLPMs 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 levels have on unit readiness.

7–2. Managing enlisted linguists
Army enlisted linguists are managed using the following three categories: 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 or language capable MOSs are: PMOS 18, 35M, 35P, 35Z (who were previously a 35M or 35P), 37, and 38; command sergeants major designated as PMOS 00Z with a 35M, 35P, 18, 37 or 38 CMF background; 35L, 35N, and 35Y are eliminated as language capable MOSs and are no longer authorized to receive FLPB unless they occupy a language coded MTOE/TDA billet or are proficient in an SLL language.

b. Career Branch Managers, unit commanders, and CLPMs 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 into their career progression at every opportunity.

c. Personnel in language capable MOSs. Personnel possessing a native and/or heritage language capability or trained in a foreign language in preparation for a specific assignment continue to be identified as linguists 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 an 18, 35, 37, 38 CMF background), and 35Z (if the feeder MOS was a language dependent MOS).

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. The Officer Personnel Management System administers the Officer and Warrant Officer Linguist career development.

b. Special Forces, CA, FAO, and PSYOPS officers and warrant officers should actively seek language-training opportunities in order to increase language proficiency and use it as an important component of a well-balanced career.

c. Designated MOSs, AOCs, and FAs with language requirements:

(1) Language dependent: FAs 47A, 47G, and 48 officers.

(2) Language capable: 351M, 351Y, 351Z, 352N (limited to those 351Ms and 352Ns who previously served in a language-dependent 35M or 35P MOS), 180A warrant officers and AOC 18, 37, and 38 branch officers. MOS 351L is eliminated as a language capable MOS.

7–4. Application for linguist assignments (enlisted linguists)
a. Regular Army: AHRC EPB–M manages assignments for language dependent MOSs 35P and 35M through the ASK–EM process based on year, month, and availability date. Non-language dependent Soldiers who desire an assignment to a language-coded position for their PMOS must contact their enlisted

branch upon notification that they will be placed into the enlisted market as part of the enlisted manning cycle.

b. Army National Guard. ARNG Soldiers who are duty MOS qualified and have a qualifying DLAB score may apply for a linguist assignment/language training by submitting a request through command channels to the State, Territory, or District of Columbia Joint Force Headquarters for consideration.

c. U.S. Army Reserve. USAR Soldiers who are duty MOS qualified and have a qualifying DLAB score may apply for a linguist assignment/language training by submitting a request through command channels to the MIRC (AFRC−MIR−OPTL), 8831 John J. Kingman Drive, Fort Belvoir, VA 22060. CA Soldiers should submit their requests through command channels to USACAPOC (AFRC−CPC) 4037 Pratt Street, Building A 5585, Fort Bragg, NC 28310.

Section II

Linguist Readiness Reporting

7–5. Unit Status Report

a. The FY 20 National Defense Authorization Act and AR 220−1 requires Commanders who are authorized linguists to report their linguist readiness status by fit, fill, and proficiency. Report linguist readiness status by fill, fit, and proficiency in the personnel section of the Net-centric Unit Status Report. Fill is the correct MOS and grade. Fit is the correct language. For example, if a 35P Soldier who speaks Arabic is assigned to a Korean MTOE billet, they would not be counted as a filled language coded billet because the billet is not coded for Arabic. Proficiency is defined as the correct proficiency as defined by the LPIND on the units MTOE/TDA.

b. In the status report window under the personnel tab, locate the LIC qualification box by selecting the military strength dropdown and open the line on the MTOE (using the +sign) for each language coded billet. For each Soldier, if Fit, Fill, and Proficiency are met, check the box for "LIC QUAL" located on the far right. If Fit, Fill, and Proficiency are not all met, the LIC Qualification block will remain unchecked.

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 AIT 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 of this pamphlet. Language dependent Soldiers with sub-proficient DLPT scores are considered non-MOSQ if 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 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 required 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 DoD Executive Agent (EA) for contract linguist support per DoDD 5160.41E. The SECARMY has designated the DCS, G−2 as the Responsible Officer (RO) for all DoD contract linguist operations.

b. The DCS, G−2 provides oversight of all DoD linguist support contracts unless the DCS, G−2 grants an exception to policy. Organizations that desire to establish their own linguist contracts must submit a

request for an exception to policy to the DCS, G–2 (DAMI–OIO–L), 1000 Army Pentagon, Washington, DC 20310–1040 (email: usarmy.pentagon.hqda-dcs-g-2.list.foreign-language-office@army.mil).

c. Intelligence and Security Command (INSCOM) G–3 administers the DoD Language Interpretation and Translation Enterprise Contract portfolio to fulfill the Army's EA responsibilities for providing contract linguist support services to all DoD components as prescribed by DoDD 5160.41E. The INSCOM Contract Linguist and Intelligence Programs Support Office (CLIPSO) serves as the singular point of entry for all contract linguist requirements validated and resourced under EA authorities.

8–3. Contract linguist capabilities

a. Contract linguists are hired primarily because of their ability to listen, read, speak, and write proficiently in a foreign language. INSCOM categorizes contract linguists by their level of security clearance. Contract linguists may or may not have a security clearance. The contract linguist categories are:

(1) *CAT I*: No security clearance. CAT I linguists can be local hires or U.S. or Five Eye nation hires.

(2) *CAT II*: Linguist must obtain and maintain SECRET security clearance eligibility.

(3) *CAT III*: Linguist must obtain and maintain TOP SECRET or TOP SECRET/sensitive compartmented information (TS/SCI) eligibility. CAT III linguists supporting a SIGINT or cyber mission require additional screening by the National Security Agency's A525 Directorate. These screenings often take 12 months or longer to complete after the linguist has received a fully adjudicated TOP SECRET/sensitive compartmented information security clearance and a favorable counterintelligence (CI) polygraph. The cost for CAT III linguists is substantially higher than for the other categories, therefore approving officials should carefully review the CAT III linguist requirements.

b. Vendors may hire non-U.S. persons to serve as contract linguists. Foreign-cleared CAT II and CAT III linguists must hold the appropriate security clearance in a so-called Five Eyes country with which the U.S. has reciprocal security 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) Training missions.

(d) Medical operations.

(e) Open-Source Intelligence (OSINT) cells.

(f) Translation cells.

(g) CA missions.

(h) Detention operations (echelonand mission-specific).

(i) Logistics and procurement activities support.

(j) Military information support operations.

(k) Liaison (echelonand mission-specific).

(l) Document and Media Exploitation (DOMEX) (echelonand mission-specific).

(2) CAT II—

(a) SIGINT collection (mission-specific).

(b) Human Intelligence (HUMINT) collection (mission-specific).

(c) Interrogation support.

(d) PSYOPS (echelon-specific).

(e) Detainee analysis.

(f) Explosive Ordnance Disposal forensics.

(g) Commander's interpreters (brigade and above).

(h) DOMEX (echelonand mission-specific).

(i) Liaison (echelon-and mission-specific).

(j) Detention operations (echelonand mission-specific).

(3) CAT III—

(a) SIGINT collection and/or analysis (mission-specific).

(b) HUMINT collection and/or analysis (mission-specific).

(c) Strategic debriefing.

(d) Pre-deployment and/or prepositioning.

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

(5) 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).

(6) Each BCT, Special Forces Groups, and SFAB 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).

(7) Prepositioned linguists count against theater manning level requirements.

d. 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.* Usually work for the "Blue Force" to meet specific language-oriented training requirements.

e. Requesting contract linguist support: Requiring commands will—

(1) Submit area of responsibility validated contract linguist requirements through command channels to DCS, G–2 (DAMI–OIO–L). Requests must include the number of required contract linguists by language, necessary clearance level, and requisite skills (reading, writing, or speaking). Pending immediate operational need, units may submit requirements for validation up to three times a year (15 March, 15 July, and 15 November).

(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–OIO–L).

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

(c) Include the number of linguists by language, security clearance level, and requisite skills.

(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 RO for all contract linguist operations, provides oversight for all DoD linguist support contracts other than the specified exceptions of the U.S. Special Operations Command (USSOCOM) and the DoD intelligence combat support agencies. These agencies are not required to use the DoD contract linguist program and may establish their own linguist contracts. Oversight techniques and metrics include fiscal planning and accountability, contractual accountability, coordination with the Theater Linguist Managers (TLM), and requirements tracking and fill.

b. Contract linguist support. INSCOM G–3 administers the DoD Language Interpretation and Translation Enterprise contract portfolio to fulfill the Army's EA responsibilities for providing contract linguist support services to all DoD components as prescribed by DoDD 5160.41E. The INSCOM CLIPSO serves as the singular point of entry for all contract linguist requirements validated and resourced under EA authorities.

c. 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). The DCS, G–2 will consider requirements for validation if they are in accordance with recommended contract linguist manning guidelines (see table 8–1 through 8–4). DCS, G–2 established these manning guidelines 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. Troops-to-contract linguist 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 (U.S.): 10 percent.

(c) CAT II: 20 percent.

(d) CAT III: 3 percent.

(3) Once the combatant command has validated these requirements, the TLM will send a validation request signed by an O–6 or above through email to the DCS, G–2 (DAMI–OIO–L) who will forward the requirements to the combatant command for validation. Units may send validation requests up to three times a year depending on operational requirements (15 March, 15 July, and 15 November). Once the CCMD and the DCS, G–2 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, contract modification could take approximately 90 days. Failure to obtain validation by the Area of Responsibility command, the CCMD, or the DCS, G–2 will prevent funding and necessitate customer funding to satisfy requirements. Eligible units receive their validated linguist requirements 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 prior to travel. The units must provide the funding before the RO and/or CLIPSO will authorize the linguists to travel.

(4) If the operational contract linguist requirements are not contingency (OCO) 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). Once INSCOM receives the MIPR, the contracting officer (KO) will add the requirement to the contract through a contract modification. Contract modifications may take up to 90 days although the KO can verbally authorize the requesting organization to proceed sooner. The customer is responsible for using the appropriate funds for the contract linguist requirement.

(5) Once the linguist requirements are on contract, the vendor will recruit and INSCOM will CI 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.

d. 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 using 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–OIO–L).

(1) *Funding.* DCS, G–2 (DAMI–OIO–L) prepares the annual contingency funding request based on requirements forwarded from requiring commands and provides it to the DCS, G–2's RM (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 RM for contract execution.

(2) *Reimbursable funding.* If a linguist request does not qualify for contingency operations funding, the requiring command must provide cost reimbursement to satisfy their contract linguist requirement. The requiring command will forward requirements to the INSCOM's CLIPSO with a copy furnished to DCS, G–2 (DAMI–OIO–L). The request for support must include the identification of an appropriate funding source. Requiring commands will send a DD Form 448 to the following address with a copy furnished to the INSCOM CLIPSO Contracting Officer Representative (COR): Commander, U.S. Army Intelligence and Security Command (IARM–PB–HQ), 8825 Beulah Street, Fort Belvoir, VA 22060–5246.

e. Linguist recruiting, processing, screening.

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

(a) Write and speak in with 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 non-technical 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 comply 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 host nation laws.

(g) Live and work in a harsh, austere 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 performance work statement and from English and the SCRL.

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

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

(d) 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 linguist 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 prospective linguist candidate will undergo a CI focused security and force protection screening conducted by a government certified investigative authority and facilitated by INSCOM. CAT II and III linguists will undergo personnel security background investigations conducted by the Defense Counterintelligence Security Agency (DCSA) and adjudication by the DCSA Adjudications Facility for interim and final security clearance eligibility.

(5) Theater CI personnel will debrief all linguists prior to their return from theater.

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

f. Linguist management.

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

(2) The INSCOM CLIPSO 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.

g. Questions. Direct all questions and comments to DCS, G–2 (DAMI–OIO–L), 1000 Army Pentagon, Washington, DC, 20310–1040.
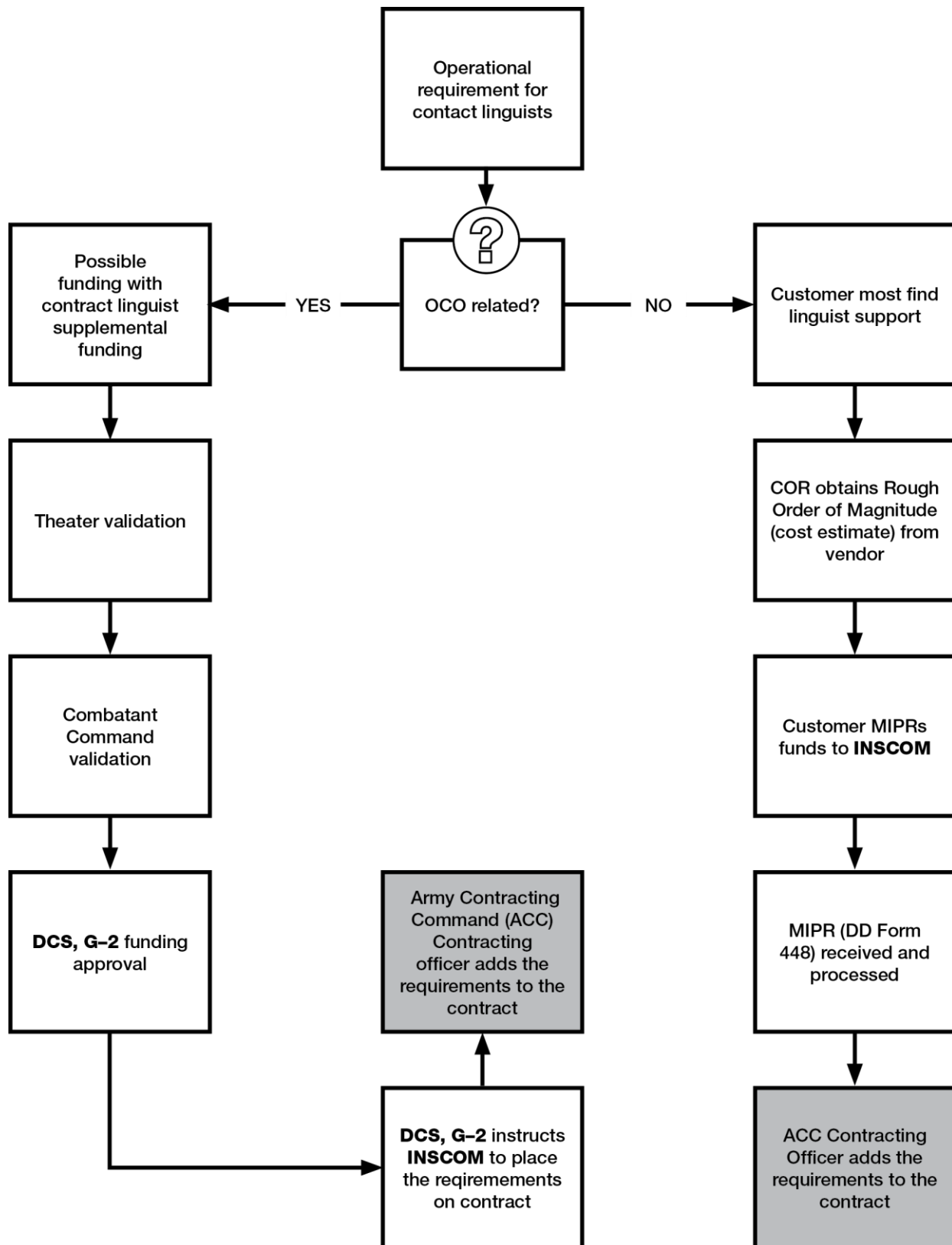
Figure 8–1. Contract linguist acquisition flowchart

Table 8–1
Recommended Stryker Brigade Combat Team contract linguist manning

Unit Size	Unit Type/Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	TOTAL
4303	**TOTAL**	**280**	**45**	**12**	**23**	**11**	**0**	**371**
221	**Headquarters and Headquarters Troop, Brigade (BDE) HQ**							
	Rgt CO		1		1			2
	Rgt command sergeant major (CSM)		1					1
	Legal		1					1
	Tactical Operations Center (TOC)		2		2			4
	PAO		1					1
	PSYOPS				1			1
	Total	*0*	*6*	*0*	*4*	*0*	*0*	*10*
693	**1st Squadron**							
	HQ	12	4		1			17
	Rifle Company (CO)	14	1					15
	Rifle CO	14	1					15
	Rifle CO	14	1					15
	Total	*54*	*7*	*0*	*1*	*0*	*0*	*62*
693	**2nd Squadron**							
	HQ	12	4		1			17
	Rifle CO	14	1					15
	Rifle CO	14	1					15
	Rifle CO	14	1					15
	Total	*54*	*7*	*0*	*1*	*0*	*0*	*62*
693	**3rd Squadron**							
	HQ	12	4		1			17
	Rifle CO	14	1					15
	Rifle CO	14	1					15
	Rifle CO	14	1					15
	Total	*54*	*7*	*0*	*1*	*0*	*0*	*62*
498	**4th Squadron (Recon)**							
	HQ	11	3		1			15
	Recce Troop (TRP)	11	1					12

Table 8–1
Recommended Stryker Brigade Combat Team contract linguist manning—Continued

Unit Size	Unit Type/Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	TOTAL
	Recce TRP	11	1					12
	Recce TRP	11	1					12
	Surv TRP	10	1					11
	SIGINT Col-lection					9		9
	SIGINT Anal					2		2
	Human Intelligence Control Team (HCT)/Operational Management Team (OMT)			9	9			18
	Tactical un-manned aerial vehicle PLT							0
	Total	*54*	*7*	*9*	*10*	*11*	*0*	*91*
53	**Anti-Armor TRP**							
	HQ	11	1		1			13
	Total	*11*	*1*	*0*	*1*	*0*	*0*	*13*
384	**FA Squadron**							
	HQ	10	4		1			15
	Fires Battery	10	1					11
	Fires Battery	10	1					11
	Fires Battery	10	1					11
	Tgt Acq PLT	3						3
	Weapon Locating Radar System (WLRS) Sec (Q–37)	3						3
	WLRS Sec (TPQ–36)	3						3
	Met Tm							0
	Surv Tm	3						3
	Cntr fire Ops Sec	3						3
	Cntr Mortar Rad Sec	3						3
	Total	*58*	*7*	*0*	*1*	*0*	*0*	*66*
142	**Engineer (ENG) Battalion (BN)**							
	1st PLT	1	1					2
	2nd PLT	1						1
	3rd PLT	1						1
	Total	*3*	*1*	*0*	*0*	*0*	*0*	*4*

Table 8–1
Recommended Stryker Brigade Combat Team contract linguist manning—Continued

Unit Size	Unit Type/Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	TOTAL
74	**MI TRP**							
	Tactical Human Intelligence Team			3	3			6
	OMT				1			1
	Intelligence, Surveillance, and Reconnaissance (ISR) Anal				1			1
	Total	*0*	*0*	*3*	*5*	*0*	*0*	*8*
56	**SIGNAL TRP**							
								0
	Total	*0*	*0*	*0*	*0*	*0*	*0*	*0*
740	**Support (SPT) Squadron**							
	Squadron HQ	3	3					6
	Distribution CO							0
	Field Maintenance CO							0
	Med CO							0
	Total	*3*	*3*	*0*	*0*	*0*	*0*	*6*
	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 1P	CAT II	CAT III	CAT II / III	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
	Total	*0*	*6*	*0*	*4*	*0*	*0*	*10*
625	**1st BN**							
	HHC	12	4		1			17
	Rifle CO	14	1					15

Table 8–2
Recommended Heavy Brigade Combat Team contract linguist manning—Continued

Unit Size	Unit Type/Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	Total
	Rifle CO	14	1					15
	Armor CO	14	1					15
	Armor C	14	1					15
	Total	*68*	*8*	*0*	*1*	*0*	*0*	*77*
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
	Total	*68*	*8*	*0*	*1*	*0*	*0*	*77*
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
	Total	*68*	*8*	*0*	*1*	*0*	*0*	*77*
422	**Recon Squadron**							
	HQ	8	4		1			13
	Recon TRP	11	1					12
	Recon TRP	11	1					12
	Recon TRP	11	1					12
	Total	*41*	*7*	*0*	*1*	*0*	*0*	*49*
309	**FA BN**							
	HQ	10	4		1			15
	Tgt Acq PLT	3						3
	WLRS Sec (TPQ–36)	3						3
	WLRS Sec (TPQ–37)	3						3
	Met Tm							0

Table 8–2
Recommended Heavy Brigade Combat Team contract linguist manning—Continued

Unit Size	Unit Type/Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	Total
	Surv Tm	3						3
	Cntr Fire Ops Sec	3						3
	Ltwt Cntr Mortar Sec	3						3
	Fires Battery	10	1					11
	Fires Battery	10	1					11
	Total	*48*	*6*	*0*	*1*	*0*	*0*	*55*
504	**Brigade Special Troops Battalion**							
	Special Troops Battalion HQ	8	4		1			13
	Military Intelligence Company							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
	Total	*11*	*6*	*3*	*6*	*8*	*0*	*34*
1089	**Support BN**							
	HHC	2	1					3
	Distribution CO							0
	Field Maintenance CO							0
	Med CO							0
	Forward SPT CO (Recon)	1	1					2
	Forward SPT CO (CA)	1	1					2
	Forward SPT CO (CA)	1	1					2
	Forward SPT CO (FA)	1	1					2

Table 8–2
Recommended Heavy Brigade Combat Team contract linguist manning—Continued

Unit Size	Unit Type/Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	Total
	Total	*6*	*5*	*0*	*0*	*0*	*0*	*11*
	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 1P	CAT II	CAT III	CAT II / III	Total
3450	**TOTAL**	307	54	3	15	8	0	387
175	**BDE HQ**							
	BDE CDR		1		1			2
	BDE CSM		1					1
	Legal		1					1
	TOC		2		2			4
	PAO		1					1
	PSYOPS				1			1
	Total	*0*	*6*	*0*	*4*	*0*	*0*	*10*
686	**1st BN**							
	HHC, , Infantry (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
	Total	*68*	*8*	*0*	*1*	*0*	*0*	*77*
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
	Total	*68*	*8*	*0*	*1*	*0*	*0*	*77*
686	**3rd BN**							
	HHC, INF BN	12	4		1			17

Table 8–3
Recommended Infantry Brigade Combat Team contract linguist manning—Continued

Unit Size	Unit Type / Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	Total
	Rifle CO	14	1					15
	Rifle CO	14	1					15
	Rifle CO	14	1					15
	Weapons CO	14	1					15
	Total	*68*	*8*	*0*	*1*	*0*	*0*	*77*
396	**Recon Squadron**							
	Headquarters and Headquarters Troop, Recon Squadron	8	4		1			13
	Mot Recon TRP	11	1					12
	Mot Recon TRP	11	1					12
	Dismntd Rec TRP	11	1					12
	Total	*41*	*7*	*0*	*1*	*0*	*0*	*49*
285	**FA BN**							
	Headquarters and Headquarters Battery	10	4		1			15
	Fires Battery	10	1					11
	Fires Battery	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
	Total	*45*	*6*	*0*	*1*	*0*	*0*	*52*
826	**SPT BN**							
	HHC, SPT BN	2	1					3
	Distribution CO							0
	Field Maintenance CO							0
	Medical CO							0

Table 8–3
Recommended Infantry Brigade Combat Team contract linguist manning—Continued

Unit Size	Unit Type / Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	Total
	Forward SPT CO (Rec)	1	1					2
	Forward SPT CO (Infantry)	1	1					2
	Forward SPT CO (Infantry)	1	1					2
	Forward SPT CO (FA)	1	1					2
	Total	*6*	*5*	*0*	*0*	*0*	*0*	*11*
396	**Brigade Special Troops Battalion**							
	Special Troops Battalion HQ	8	4		1			13
	Military Intelligence Company							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
	Total	*11*	*6*	*3*	*6*	*8*	*0*	*34*
	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 1P	CAT II	CAT III	CAT II / III	Total
TOTAL	**0**	**5**	**0**	**29**	**66**	**0**	**100**
E–MIB HQ							
BDE CDR		1		2			3
CSM		1					1
TOC/HQ		1		2			3
Total	*0*	*3*	*0*	*4*	*0*	*0*	*7*

Table 8–4
Recommended Expeditionary-Military Intelligence Brigade contract linguist manning—Continued

Unit Type/Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	Total
Corps Intelligence and Electronic Warfare BN							
Headquarters and Headquarters Company (HHC), MI BN		1		1			2
Analysis and processing, exploitation, and dissemination (PED)							0
SIGINT Tech Control					2		2
OSINT Section					2		2
PED PLT					6		6
CI/HUMINT							0
CI OMT				1			1
CI Tm				4			4
HUMINT OMT				3			3
HCT				10			10
MD MI Detachment							0
Technical Control and Analysis Center					2		2
SIGINT Coll TMs					3		3
Tactical Ground System PED					2		
Electronic Warfare (EW) CO							
EW PLTs (4)					16		16
Total		*1*		*20*	*33*		*54*
Intelligence and Electronic Warfare BN Division							
HHC, MI BN		1		1			2
MD MI Detachment							0
SIGINT Tech Ctl					2		2
SIGINT Collection					3		6

Unit Type/Subset	CAT I LN	CAT I US	CAT 1P	CAT II	CAT III	CAT II / III	Total
Tactical Ground System PED Section					2		2
Interrogation				4			4
Analysis and PED							
SIGINT Tech Control					2		2
OSINT Team					2		2
PED PLT					6		6
EW CO							
EW PLTs (4)					16		0
Total	*0*	*1*	*0*	*5*	*33*	*0*	*38*
TOTAL	**0**	**5**	**0**	**29**	**71**	**0**	**100**

Chapter 9
Inspection Program

9–1. General
Inspections are a critically 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 deficiencies 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. Incorporate the CLP into 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 11–2, 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 the DCS, G–2 (DAMI–OIO–L) within 30 days of the receipt of the report.

9–3. Inspection checklists
DCS, G–2's inspection checklist is the basis for all CLP inspections within the Army. This checklist is located in appendix C (this pamphlet) and is reviewed and updated 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 DCS, G–2 SPM will conduct inspections of participating commands (ACOM, ASCC, and DRU) every 2 years 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.

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 1–3.)

AR 40–501
Standards of Medical Fitness (Cited in *para 4–4f.*)

AR 220–1
Army Unit Status Reporting and Force Registration–Consolidated Policies (Cited in *para 7–5a.*)

AR 350–100
Officer Active Duty Service Obligations (Cited in para 4–7b(1).)

AR 600–8–105
Military Orders (Cited in *para 6–6e.*)

AR 600–9
The Army Body Composition Program (Cited in *para 4–4f.*)

AR 601–280
Army Retention Program (Cited in para 4–4h(2).)

AR 611–5
Personnel and Classification Testing (Cited in *para 3–5f.*)

AR 612–201
Initial Military/Prior Service Trainee Support (Cited in *para 3–2a.*)

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

Prescribed Forms
This section contains no entries.

Appendix B

Outside Resources

B–1. Language identity
Access the DoD Trigraph Language identification (https://dlnseo.org/).

B–2. Major languages by country
Central Intelligence Agency World Fact Book lists major languages alphabetically by country (https://www.cia.gov/the-world-factbook/).

B–3. Interagency Language Roundtable language skill levels
A description of the ILR language proficiency levels for each modality is listed on their website at (https://www.govtilr.org/).

Appendix C

Department of the Army Inspection of Participating Commands Command Language Program Checklist

Inspectors will annotate a score for each line item. Available points are reflected in the scoring box. Some line items are weighted more heavily than others are. If a CLP does not meet the standard of 80 percent or more of the line items, the program will be subject to inspection 12 months post-initial inspection. To pass the inspection, units need to have 80/100 points.

C–1. Command level considerations
a. Do subordinate units authorize regularly scheduled language training time, especially for sub-proficient linguists? Points 2.
b. Has an ACOM, ASCC, or DRU developed a CLP in accordance with AR 11–6 and DA Pam 11–8? Points 3.
c. Has the ACOM, ASCC, or DRU conducted a biennial inspection of subordinate units' CLP? Provide copies of the inspections of subordinate units conducted since the last DCS, G–2 inspection. Points 10.
d. Do subordinate units inspect their subordinate's CLPs (for example, Corps CLPMs inspect Division CLPs E-MIBs). How often are these inspections conducted at each level? Points 10.
e. Does the commander's training guidance at each level (ACOM–Corps–Division–Brigade; ACOM, and so forth) address language training? Points 5.
f. Total points: 30.

C–2. Command Language Council (optional in accordance with guidance from the DCS, G–3/5/7)
a. Does the ACOM, ASCC or DRU have a standing CLC? Do subordinate units have a CLC/participate in the DRU/ACOM CLC? Points 3.
b. Total points: 3.

C–3. Command Language Program Manager
a. Does the unit have an alternate and filled CLPM? Points 2.
b. Does the CLPM regularly brief the Commander on the status of language training and proficiency within the Command? Points 1.
c. Is the CLPM's tenure assured for at least a year? Points 1.
d. Are CLPM functions at each level documented through job descriptions, SOPs, or other means? points 1.
e. Are subordinate unit primary and alternate CLPMs appointed in writing? points 1.
f. Total points: 6.

C–4. Linguist recordkeeping and tracking
a. Does the CLPM maintain the Army CLPM Database with the following elements for each linguist in the unit? Points 8.
   (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.
   (7) Required FLPB 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. Does the CLPM maintain copies of any exceptions to policy or waivers? Points 2.
c. Are procedures in place to ensure that the ACD database remains current and accurate? Points 1.
d. Total points:11.

C–5. Linguist retention and incentives

a. Are subordinate unit linguists notified of training opportunities such as the Military Language Instructor program; Middle Enlisted Cryptologic Career Advancement Program, Military Language Analyst Program for SIGINT Soldiers and intermediate and advanced DLIFLC language courses? How is information on these courses disseminated to the linguists in the compo/command? Points 2.

b. 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? CLP of the Year? Points 5.

c. Does the CLP offer linguists unique language training opportunities such as Live Environment Training opportunities? Is this centrally managed, decentralized, or by another method? Point 3.

d. Total points:10.

C–6. Standard operating procedures

a. Has the CLPM established and implemented an SOP covering all aspects of the unit's CLP; to include explanation of the rationale for the program and outline of procedures? Points 5.

b. Does the CLPM update the SOP on a regular basis to reflect changes in mission, personnel, procedures, and so on? Points 1.

c. Has the unit published a CLP SOP or policy letter? Points 1.

d. Does the CLPM regularly publish / disseminate a CLP newsletter or updates? Points 1.

e. Total points: 8.

C–7. Adequate funding

a. Has the ACOM, ASCC, or DRU CLPM submitted an annual language budget report on the execution of TALP and Foreign Language Operations and Training (funding) dollars no later than 1 December? Points 1.

b. Has the ACOM, ASCC, or DRU CLPM established internal fiscal control policies (annual plans, periodic reports, and subordinate command inspections)? How does the unit document obligated funds? Points 1.

c. Are accountability procedures adequate? Points 1.

d. Did the unit expend TALP funds to satisfy requirements identified in the annual plan? Is the unit executing 100 percent of their TALP funding? If not, what does the unit do with excess TALP funding? Points 1.

e. Are CLP funding requirements adequately identified and documented on a routine basis? Points 1.

f. Are CLP funding requirements addressed in annual unit budget planning? Points 1.

g. Is the CLPM knowledgeable about procedures to obtain needed CLP funding? Points 1.

h. Are CLP funding requirements separate from other training budgets? Points 1.

i. Did the unit provide an annual unit TALP report provided to the DCS, G–2 TALP Program Manager in accordance with AR 11–6? Points 1.

j. Total points: 9.

C–8. Linguist utilization

a. Are linguists assigned against billets for the language they were trained? Points 1.

b. Are authorized language coded positions updated in accordance with DCS, G–2 guidance? What is the current fill percentage for the 4+1 languages? Is the program compliant with the 75 percent 4+1 and 25 percent other G–2 and Army Command Plan Guidance? Points 3.

c. Were sub-2/2 linguists with expired remediation periods reclassified or separated in accordance with AR 11–6 and DA Pam 11–8? If so, how many? Points 1.

d. Total point: 5.

C–9. Dedicated instructional time

a. How many linguists in this command are sub-proficient? Do sub-proficient linguists receive a minimum of 160 hours language training and retest within 6 months of their DLPT failure? Have any received IMREPR codes this year and either reclassified or involuntarily separated? How is this tracked at the headquarters level (both number of sub-proficient linguists and actions taken to retrain / reclassify or separate them)? Points 4.

b. Has every linguist been tested for proficiency every 12 months (below 3/3) and 24 months (3/3 or better)? How does the headquarters track this? Is FLPB paid to linguists who are out of tolerance/failed their DLPT test? Points 1.

c. Is the program tracking linguists who are unable to access NSA systems or facilities? Points 1.

d. How many linguists denied access by the NSA's Military Affairs Division (A525) or Virtual Access Request System (VARS) process were reclassified in the last 24 months? How does the headquarters track Soldiers impacted by Military Affairs Division/VARS? What happens with the linguists affected by the Military Affairs Division/VARS policy? Points 4.

e. Total points:10.

C–10. Dedicated space and other training program resources

a. Has the ACOM, ASCC, or DRU provided funding to ensure adequate, dedicated facilities to support language training?

b. If the current language training facility is not adequate, are there specific plans to upgrade it? How often is the unit's language lab inspected? Points 1.

c. Is the equipment (computers/headphones / tablets) adequate to support language training? If not, is there a plan to execute lifecycle replacements? When is the next lifecycle upgrade due? Has the unit budgeted for it? Points 1.

d. Are current, appropriate foreign language texts, supplementary materials, newspapers, magazines, and other resources available in the subordinate unit language lab? Points 1.

e. Is it clear to subordinate unit CLPMs where they can obtain training materials? How is information disseminated to subordinate units on the availability of new training materials? Points 1.

f. Is the furniture and equipment adequate for classroom instruction and self-study? How does the unit pay for language lab furniture? When is language lab furniture due for replacement (by installation)? Has the CLP budgeted for it? Points 1.

g. Do subordinate unit language labs have space and equipment for individual listening and studying? Points 1.

h. Total points: 6.

C–11. Use of training options

a. Are self-study materials available at subordinate unit language labs? Can linguists check out self-study materials and devices to use during off-duty hours? How does the unit order self-study materials? Whose responsibility is it to order these materials? Points 3.

b. Do linguists have Critical Language–150 or a similar self-study app available? How many Soldiers are using it? Are the CLPMs tracking linguist use of these self-study training materials? Points 2.

c. Do subordinate CLPMs request enrollment in the DLIFLC intermediate and advanced courses for assigned linguists? How many are currently attending or scheduled to attend? Has the unit requested DLIFLC MTTs to provide intermediate and advanced language training for linguists? Points 1.

d. Total points: 6.

C–12. Use of the Defense Language Institute Foreign Language Center services

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

(1) DLIFLC instructional materials.

(2) CLPM course or commander's course.

(3) On-site language training through MTTs.

(4) Clarification on DLAB, DLPT administration, and/or interpretation issues.

(5) Telephonic OPIs.

b. Has the CLPM requested DLI MTTs using the Structure and Manning Decision Review (SMDR) process?

c. Total points: 6.

d. Total points from paragraphs C–1 through C–12:100.

e. Overall evaluation is as follows:

(1) Did the Unit pass the inspection with a score of 80/100 or higher?

(2) What are positive programmatic patterns noted in this unit?

(3) What could this unit implement or alter to enhance proficiency and/or readiness?

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 the following website at https://www.dliflc.edu/online-learning/.

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 websites for more information:
   a. https://www.onlinenewspapers.com/.
   b. https://www.voanews.com/.
   c. https://www.duolingo.com/.
   d. http://www.concordialanguagevillages.org/.

Appendix E

Command Language Program

E–1. Introduction
a. The four necessary ingredients for a successful CLP are as follows:
(1) Command involvement, emphasis, and advocacy of the program.
(2) A sound program with detailed objectives and appropriate resources.
(3) A program that is in direct compliance with requisite regulations.
(4) 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 language-training program's objectives?
(3) How many linguists require training annually and in what languages?
(4) Are training facilities and equipment (classrooms, language laboratories, and electronic devices (for example, iPads and computers)) available and properly accounted for?
(5) What specific language training resources are available? What language training materials are on hand? Are the language training materials easily accessible?
(6) Do instructors conduct the language training? If so, what are their qualifications?
(7) What is the projected length of the training course in hours and weeks? How many instructional hours per day and per week are scheduled? Start date? End date?
(8) What are the cost of instructor salaries, instructional equipment, and materials (dictionaries, textbooks, audio-visual aids, and computer equipment)?
b. Step 2. In-unit programs.
(1) When you develop a CLP, consider and choose programs that are flexible 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 L2/R2 or above foreign language proficiency levels and the other for linguists who fall below the L2/R2 foreign language proficiency standard as measured by the DLPT.
(2) Interview newly assigned linguists and check their records to ascertain their current foreign language proficiency level. Review each linguist's DA 330 to determine his or her language proficiency. The test results should not be older than 12 months. If the results are older than 12 months, refer to paragraph 5–4 for actions the commander must take.
(3) SLTEs should be at least 6 hours per day in the classroom or virtual environment with an additional one to two hours of homework over the course of 5 weeks. When such an intensive language program is impractical, consider using 2-week refresher or immersion programs. Immersion programs are effective training programs where linguists deploy to specific geographical locations to study their languages in a native environment. While 2-week courses are effective, they do not meet the requirements for an exception to policy for a DLPT retest within the required 6–month waiting period.
(4) 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 for language enhancement programs.
(5) The RC will develop a suitable language-training program that is consistent with 80 consecutive hour requirement in accordance with AR 11–6.
(6) Self-study language training consists of supervised or self-paced language training and study accomplished by Soldiers on their own time or during duty hours. For maximum effect, the training supervisor, with feedback from the language mentor and CLPM, will prepare an ILTP listing individual training objectives, tasks, performance standards, milestones, and a program schedule for each linguist designed to enhance the individual's language proficiency.

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

(8) Task-oriented and mission-related language training consists of drills organized and conducted as part of the unit training by the training supervisor or other qualified Soldiers on specific mission tasks and vocabulary required to prosecute language-related missions.

(9) Units can identify local streamlined acquisition contract vehicles using the General Services Administration Language Service Schedule at http://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.

(2) The Army Education Center can assist Soldiers with personal language assistance needs (for example, translation of medical documents or housing contracts, and so forth.)

(3) The following may authorize a CLP contract:

(a) Corps, divisions, BCTs, and installation commanders may authorize contract foreign language instruction.

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

(4) The following rules apply to contracting:

(a) Contract for foreign language instruction in the language(s) matching the unit's MTOE/TDA language requirements. The purpose of such training is to provide remedial, refresher, sustainment, or enhancement training to Soldiers with previously acquired foreign language skills.

(b) The DLIFLC, School for Continuing Education, (ATFL–SCE–FS), should, when possible, authorize new contract and the subsequent production of foreign language instructional materials. Inform the DCS, G–2 Foreign Language SPM on all new contract requests. This is to ensure standardization and conformity to existing Army regulations and policies.

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

(d) Commands must prepare a SOW and Quality Assurance Surveillance Plan 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 unit's responsibility.

(g) The vendor will 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 does. The minimum instructor proficiency level is 3, based upon contract requirements.

(h) The vendor will also certify in writing that the foreign language instructors have a 2 or higher English fluency level (speaking, listening, and reading).

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

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

(k) 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
The single most significant characteristic of a highly successful CLP is the degree of support provided to the program by the commander 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. Does the commander monitor linguists' language proficiency scores?
b. Does the commander receive regularly scheduled briefings and other reports on the CLP?
c. When problems arise in the CLP, is the commander receptive to the issues and willing to provide needed support?

F–3. Command Language Council (optional)
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 through a unit charter or SOP?
d. Is the CLC chairperson selected based on their Defense Foreign Language Program knowledge and experience? 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. Consider employing 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 annual training briefs?
e. Is the CLPM the chairperson of the CLC?
f. Is the CLPM's tenure assured for at least one year?
g. Are all substantive CLPM functions documented through job descriptions, SOPs, or other means?

F–5. Linguist recordkeeping and tracking
a. Does the CLPM maintain the ACD 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) Original DA Form 330 and Certificate of Completion/Graduation (with grades) from DLIFLC.
  (3) Additional language training completed following DLIFLC graduation.
  (4) Ongoing language training.
  (5) ETS and PCS dates.
  (6) FLPB status, including orders to award, terminate, change, or reinstate FLPB.
  (7) Administration dates and results of all DLPTs and OPIs taken.
  (8) Required testing dates to prevent expiration of FLPB.
  (9) ILTPs including language maintenance and improvement objectives driven by the mission requirements.
b. The CLPM should maintain copies of any exceptions to policy or waivers. Entries in the database should 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?

F–7. Command Language Program 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 CLP, as well as outline procedures for specific requirements such as a database, inspections, ILTP, mentorship programs, award/reward programs, CLP of the Year and Language Professional of the Year, and so forth?
d. Does it specify points of contact?
e. Is it updated on a regular basis to reflect changes in mission, commanders, personnel, procedures?
f. Is it an integral component of the unit command SOP?

F–8. Adequate funding
a. Are CLP budget requirements identified and documented on a routine basis?
b. Are CLP funding requirements explicitly addressed in the annual unit budget planning?
c. Is the commander, CLPM, or other CLC members knowledgeable about procedures to obtain CLP funding thru TALP, CCP, and/or the Office of the Director of National Intelligence Foreign Language funds?
d. Is the CLP 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 pamphlets readily available (digitally and/or hard copy)?
b. Does the CLPM understand where he can obtain new/updated regulations?

F–10. Utilization and sustainment of unit linguist assets
a. Can linguists not assigned to the unit (for example, from other companies or battalions) be utilized as instructors, assistant instructors, or language mentors?
b. Is there a linguist development program with quantifiable benchmarks within the unit?

F–11. Dedicated instructional time
a. Is language training designated regularly on the unit training schedule? If not, why?
b. Does the CLPM actively participate in training schedule preparation? If not, why?
c. 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 (cypher locked/padlocked facility that can be utilized similar to a Coffee Shop)?
d. Are current, appropriate foreign language texts, supplementary materials, newspapers, magazines, movies, podcasts, 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 the use of self-study materials encouraged?

b. 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?

c. Does the CLPM enroll the linguists in appropriate courses during the duty day and encourage off-duty enrollment?

d. Does the CLPM regularly afford linguists opportunities for operational readiness training (for example, live environment training)?

e. Does the CLPM receive training bulletins or journals listing other CONUS or OCONUS language instruction opportunities, such as college or university, commercial programs, PLTCE, Yonsei University, and immersions?

f. Do the linguists make use of these training opportunities?

g. Does the CLPM make use of job-specific foreign language training and evaluation programs, such as, voice intercept comprehensive evaluation, interrogator comprehensive evaluation, or technical support packages?

h. Are unit linguists enrolled in regional resident military training programs such as the PLTCE?

i. Does the CLPM regularly request enrollment in the DLIFLC intermediate and advanced courses for assigned linguists or coordinate with DLIFLC to send an MTT to the installation to provide intermediate/advanced language training?

F–14. Use of the Defense Language Institute Foreign Language Center services
Has the CLPM identified requested 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. CLPM course.

g. On-site language training through MTTs.

h. Clarification on DLAB, DLPT administration, and/or interpretation issues.

i. Telephonic or face-to-face Oral Proficiency Interviews.

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 DLIFLC website (https://www.dliflc.edu) should be the primary CLP online resource. This site not only includes important information on DLIFLC, but also provides key language support links through the dropdown window on the homepage. These links include the DLPT5 Familiarization Guide, Field Support, the Global Language Online Support System (GLOSS), and Broadband Language Training System.

b. The DLPT5 Familiarization Guide provides familiarization guides and the latest delivery information for language tests. The field support link provides pre-deployment language tools and other downloads. GLOSS provides learning and teaching tools for improving foreign language skills in 16 languages. The Language Materials Distribution System link provides hundreds of language survival kits (LSKs) and other materials free of charge to deploying Service members. Units can also view, download, and order language materials under the products tab (Under E-Learning). The site also provides the Online Diagnostic Assessment.

G–2. Other Language Resources

These sites are available as follows:

a. Army Open Source Portal: https://daiis.mi.army.mil/iis/hermes/siteassets/aosphome.aspx.
b. Hermes: https://daiis.mi.army.mil/iis/hermes/pages/default.aspx.
c. Joint Language University: https://jlu.mygovlearn.com.

G–3. Webliography

The webliography of LCTL 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. Links to webliographies for Slavic, East European, and Eurasian languages are available with permission of the Slavic and East European Language Resource Center at Duke University. The ILR website also gives clear proficiency level descriptions. The webliography is on the ILR website at https://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, tailored to a linguist's specific needs, whether it is English grammar, reading, writing, speaking, listening, or comprehension skills. DLIELC conducts resident programs at the DLIELC Lackland AFB, TX campus. Instruction is provided in small groups, using modern language teaching technologies. Nonresident instruction consists of correspondence courses or MTTs. The DLIELC will also help units establish a local LTD to serve a unit's specific needs. The student handbook link is at https://www.dlielc.edu.

G–5. Joint Language University

The JLU (https://jlu.mygovlearn.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 on 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 reading and listening skills and DLPT practice objects.

G–6. Mobile training teams

DLIFLC also provides language MTTs to provide language sustainment and enhancement training to linguists. Units will identify recurring DLI MTTs and refresher course requirements to their CLPM during the annual requirements data call for inclusion into the annual DLIFLC SMDR conducted by the DCS, G–3/5/7 (usually in August or September each year).

G–7. Contracted instruction
Units can contract locally for foreign language training. Only authorized KOs may initiate contractual agreements with non-DoD individuals and firms. Consult the unit RM before starting coordination for any contract language program. Units may use university programs that are available to the public without a contract. Use a SF 182 (Authorization, Agreement, and certification of Training) to pay for tuition costs. Units can identify local streamlined acquisition contract vehicles using the General Services Administration language service schedule at http://www.gsa.org.

G–8. Contract language instructors
Commanders are encouraged to incorporate contract language instructors into their CLPs. Use these 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. CLPs will forecast for language 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 DCS, G–2 (DAMI–OIO–L) to DLIFLC to ensure expedited delivery and approval of funding.

G–9. Personal electronic devices
The https://www.dliflc.edu website has numerous downloads for hand-held devices which allow Soldiers to learn "on-the-go" and while deployed. Units may use TALP funding to purchase electronic device purchase; however, the commander should consider technology update and accountability issues associated with these devices.

G–10. English language enhancement
The NCS offers English (course designator ENGL) as a second language course as well as English grammar and writing courses for native speakers. CLPMs should search school code 820 for classes in the ATRRS catalog at https://www.atrrs.army.mil. Units can also forecast English enhancement MTTs during the annual budget and quota forecast.

G–11. Language Analysis Resource Center (formerly known as SCHOOLBAG working aids)
Language-specific working aids and dictionaries are available through the Language Analyst Resource Center (LARC). These resources include newspaper reader workbooks, dictionaries, and glossaries tailored to specific vocabulary sets. LARC information, catalogs, and request spreadsheets are located in the ACD in the Resource Center, Language Resource folder. CLPMs submit requests for LARC materials to usarmy.belvoir.inscom.mbx.g37-trex-language-training@army.mil.

G–12. 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 in order to be eligible for resident language training and FLPP (does not apply to MICECP). Process requests for resident language instruction through DA Civilian personnel training channels. In accordance with AR 11–6, CLPMs cannot use TDLP and/or TALP to fund DA Civilian language acquisition or sustainment training.

G–13. Middle Enlisted Cryptologic Career Advancement Program
Middle Enlisted Cryptologic Career Advancement Program (MECCAP) is a 3–year work-study program designed to 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–14. Military Cryptologic Continuing Education Program
NSA established the Military Cryptologic Continuing Education Program (MCCEP) to provide a structure for the professional development of military cryptologic 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 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–15. National Language Service Corps

The National Language Service Corps (NLSC) identifies and recruits on-call, volunteer civilian language specialists. The NLSC has expanded its capabilities to support over 414 languages and dialects. To meet the increasing need for professionals with language skills, in 2018 the NLSC extended its support beyond DoD organizations to all Federal Government agencies. Administered by the Defense Language and National Security Education Office within the Office of the Secretary of Defense for Personnel and Readiness, the NLSC enables Federal agencies to leverage a full range of language capabilities, including interpretation, translation, instruction, and cultural support. For more information, visit the program website at https://www.nlscorps.org/.

G–16. CultureReady

CultureReady (https://cultureready.org) is a website for discovering all of the resources, programs, and initiatives to nurture culture and language learning. CultureReady provides the necessary culture and language resources to prepare personnel to build bridges and to interact with other people, no matter where you are in the world.

G–17. Military Language Analyst Program

NSA's Military Language Analyst Program (MLAP) is a 3–year internship program that 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. Interested Soldiers can find additional application requirements in the MLAP message on the AHRC MI Branch homepage.

G–18. Defense Language Institute Foreign Language Center field support resources

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

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

c. The site also includes a DLI cultural awareness assessment that is a practical tool used to gauge familiarity with specific cultures. Developed using DoD regional and cultural expertise guidelines, these easy-to-use online tests measure knowledge in topics such as geography, religion, traditions, history, and security. Language survival kits for many languages are also available on short notice through the "Ordering" toolbar on the site. These survival kits contain a compact disc, language card, and survival language booklet.

Glossary of 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. DCS, G−2 publishes this list annually. Use the ASLL to determine the amount of FLPB paid.

Command Language Program
Language training programs directed, managed, funded, and controlled by an ACOM, ASCC, or DRU chain-of-command. Design the unit's CLP 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 for DoD.

Defense Language Proficiency Test 5
The current DLPT designed to align testing with ILR standards. This test is Web delivered. Only the most recently developed DLPT is valid; if a DLPT5 is available, do not use an earlier test.

Defense Language Proficiency Test IV
A DLPT version that 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.

Diagnostic language test
A testing device designed to identify linguistic strengths and weaknesses as a first step in structuring individual remedial training. A DoD proficiency test designed to evaluate linguists in the Reading skill only, using the ILR 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 DLIFLC and contract linguist management. The ROs for DLIFLC 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. In addition, training conducted through colleges, universities, or contractors and reimbursed or paid for by the government.

Language functional skill
Ability to perform specific language activities (that is, Speaking, Listening, Comprehension, Writing, Reading, Transcription, 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).

Language-capable linguist
A Soldier who has demonstrated language proficiency but is not in a language-dependent MOS (as defined by AR 11–6).

Language-capable military occupational specialty
A primary MOS that requires language capability 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.

Linguist
Anyone 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. Nonresident language training is not taught at the DLIFLC.

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.

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
Award the SQI "L" 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 trained, sustained, and tested.

SUMMARY of CHANGE

DA PAM 11–8
Army Foreign Language Program Handbook

This major revision, dated 28 February 2022—

- Raises the minimum proficiency level for Army Special Operations Forces from a 1/1 to a 1+/1+ on the Defense Language Proficiency Test or 1+ on the Two Score Oral Proficiency Interview in their Control Language (paras 2–1a(3), 4–2, and *5–1d*).
- Requires Commanders to provide language capable and language dependent Soldiers with 160 consecutive hours of language training or equivalent (paras 4–1b(2) and 5–4b(4)).
- Requires Regular Army and Reserve Component Special Operations Forces to complete 80 hours of foreign language training annually in their Control Language (para 4–1b(2)).
- Lowers the Defense Language Proficiency Test requirement to cross-train into another language from 2+/2+ to 2/2 (*para 4–4d*).
- Establishes Command Language Program certification requirements (para 4–11).
- Authorizes units with 70 or more assigned linguists to use The Army Language Program funds to hire contract Command Language Program Managers (*para 4–14b*).
- Changes the requirement for the Commander to appoint a unit Command Language Program Manager from 150 authorized linguists to 70 authorized linguists (para 4–14b(3)).
- Changes the requirement for a Command Language Council to optional (but highly recommended) (para 4–15).
- Establishes the Army Command Language Program Manager's Database as the Army's linguist database of record. All Command Language Program Managers are required to maintain their linguist's training records within the Army Command Language Program Manager's Database (para 4–16).
- Establishes military occupational specialty 35M as a language dependent military occupational specialty (paras 5–1, 5–4e(1), and *7–2a*).
- Requires language qualified military occupational specialty 35M Soldiers to take an annual Oral Proficiency Interview and score a minimum of 1+ to maintain military occupational specialty qualification (paras *5–1b* and 5–4b(1)(b)).
- Authorizes linguists who score 3/3 or higher on the Defense Language Proficiency Test to test every 24 months (paras *5–1e*, *5–4a*, and *5–4f*).
- Designates the Oral Proficiency Interview as the preferred testing method for all Special Operations Forces (*para 5–4h*).
- Eliminates the B Foreign Language Proficiency Bonus payment list. All Soldiers will calculate their Foreign Language Proficiency Bonus pay (table 6–1).
- Establishes a Two Skill Oral Proficiency Interview Foreign Language Proficiency Bonus pay (table 6–2).
- Initiates requirement for a Soldier/Officer to enter into a written agreement that specifies the amount of the Foreign Language Proficiency Bonus, the period for which the bonus will paid and the initial certification or recertification necessary for the payment of the proficiency bonus (paras 6–5, 6–6, 6–7, and 6–8).
- Authorizes payment of Foreign Language Proficiency Pay to Civilian employees regardless of assignment to a language-coded billet at the discretion of their unit Commander (para 6–11).
- Eliminates the B Foreign Language Proficiency Pay payment list. All Department of the Army Civilians will calculate their Foreign Language Proficiency pay (table 6–3).
- Eliminates military occupational specialties 35L, 35N, 35Y, and 35V as language capable military occupational specialties and clarifies that 35Z is only authorized to draw a Foreign

Language Proficiency Bonus if their previous military occupational specialty was a language dependent feeder military occupational specialty (*para 7–2a*).

- Eliminates military occupational specialty 351L as a language capable area of concentration. Adds warrant officer military occupational specialty 351Z as a language capable military occupational specialty. Designates warrant officer military occupational specialties 351M and 352N as language capable military occupational specialties. Limits 352N eligibility for a Foreign Language Proficiency Bonus to Soldiers whose feeder military occupational specialty was a language dependent military occupational specialty (para 7–3c(2)).
- Adds guidance on the process for Army National Guard and United States Army Reserve Soldiers to apply for a linguist assignment/language training (paras *7–4b* and *7–4c*).
- Establishes requirement for commands to inspect their subordinate unit's Command Language Program every 24 months (*para 9–2a*).
- Revises the Command Language Program Inspection Checklist by assigning numerical values to the inspection items and establishing pass/fail criteria (app C).