

Army Regulation 11-6

Army Programs

Army Foreign Language Program

**Headquarters
Department of the Army
Washington, DC
18 February 2016**

UNCLASSIFIED

SUMMARY of CHANGE

AR 11-6

Army Foreign Language Program

This expedite revision, dated 18 February 2016--

- o Clarifies that officers in area of concentration 35F will be considered a language dependent officer designation for foreign language proficiency bonus purposes. This change addresses an administrative error designating all officers in Branch 35 language dependent for foreign language proficiency bonus purposes (para 4-4c).

This major revision, dated 8 January 2016--

- o Adds a requirement for Active Army commanders to initiate a flagging action (9P) and Reserve Component commanders to change Soldier's military occupational specialty to 09U (not qualified in their military occupational specialty) for Soldiers who fail to achieve the minimum score on their post-remediation Defense Language Proficiency Test (para 1-21j).
- o Defines how a Department of the Army Civilian's control language is determined. A Department of the Army Civilian's control language is determined by the most recent language they received training for at Government expense or the language they were recruited for (para 2-6f).
- o Defines a dominant language as a language which there is sufficient inventory within the Army. Soldiers who speak these languages may or may not receive foreign language proficiency bonus pay (paras 2-8 and 4-3h).
- o Clarifies that special operations force Soldiers will receive foreign language proficiency bonus for below 2/2 proficiency for their control language and adds that they can receive pay for up to three languages (control language, deployment language, and a language supporting a combatant command) (paras 5-3a(1), 5-3a(2), and 5-5b).
- o Clarifies the policy to award Department of the Army Civilian's foreign language proficiency pay. Commanders and/or heads of activity must annotate the language requirement in the Department of the Army's Civilian's position description in order for the Department of the Army Civilian to be eligible for foreign language proficiency pay (para 6-3a(1)).
- o Defines the Department of the Army Civilians control language pay rate. Department of the Army Civilians control language is paid at the "A" rate. Payment for any other language is paid at the lower rate (para 6-4g(1)).
- o Clarifies that The Army Language Program funding may be used for career management field 18, 37, and 38 Soldiers assigned to, or assigned to support, general purpose forces and not to United States Army Special Operations Command and authorizes the use of The Army Language Program to resource English language training for heritage and native speaking career management field 35 or 09L military occupational specialty Soldiers (paras 7-1 and 7-5g).

Army Programs

Army Foreign Language Program

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
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History. This publication is an expedite revision.

Summary. This regulation sets policies and procedures for enabling linguist support to military operations. Linguist support includes policy for establishing Army linguist requirements for the Army's Command Language Programs; identifying, testing, reporting, evaluating, reevaluating, training, and assigning Army linguists; and the use of contract linguists to support military operations. This regulation also delineates minimum proficiency standards and establishes program planning and reporting requirements and inspection standards for the Army Command Language Program. Finally, this regulation describes responsibilities for the management of Army linguists and

policy for the payment of the Army's foreign language proficiency bonus.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army Civilians, unless otherwise stated. During mobilization, the proponent may modify policies contained in this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-2. The proponent has the authority to approve exceptions or waivers to this regulation 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 regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. Commanders or senior leaders of the requesting activity will endorse all waiver requests and forward them through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11-2 (see app B).

Supplementation. Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-2 (DAMI-PIO), 1000 Army Pentagon (Room 2D382), Washington, DC 20310-1000.

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

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

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Glossary

Chapter 1 Responsibilities

Section I General

1–1. Purpose

This regulation holistically describes the Army Foreign Language Program to include the use of military, Department of the Army (DA) Civilians, and contract linguists to provide linguistic support to Army missions. It delineates the policies for the management of Army language dependent and language capable military occupational specialty (MOS) Soldiers and DA Civilians, the management and acquisition of contract linguists, command language programs (CLPs), foreign language proficiency bonus (FLPB) pay for both Soldiers and DA Civilians, and policy for the use of The Army Language Program (TALP) funds. This regulation establishes responsibilities within the Army Foreign Language Program, delineates minimum language training and language proficiency standards, establishes associated language testing requirements, establishes program planning, resourcing, and reporting requirements, and describes the different types of contract linguists available and how to coordinate for contract linguist support.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

Responsibilities are listed in section II of chapter 1 and paragraph 8–2.

1–5. The Army language and cultural enterprise

a. Composition.

(1) The Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) training, as the Army’s senior language authority (SLA), will provide a chairperson, an action officer, and a recording secretary to the Army language and cultural enterprise (ALCE). The Deputy Chief of Staff, G–2 (DCS, G–2) will serve as the deputy chair of the ALCE.

(2) The ALCE will be composed of senior officers or senior executive service members from Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)); Assistant Secretary of the Army (Financial Management and Comptroller) (ASA (FM&C)); Deputy Chief of Staff, G–1 (DCS, G–1); DCS, G–2; DCS, G–3/5/7; Deputy Chief of Staff, G–8 (DCS, G–8); U.S. Army Human Resources Command (AHRC); Chief, National Guard Bureau (CNGB); Chief, Army Reserve (CAR); U.S. Army Intelligence and Security Command (INSCOM); U.S. Army Forces Command (FORSCOM); U.S. Army Training and Doctrine Command (TRADOC); U.S. Army Special Operations Command (USASOC); U.S. Army Accessions Command; the U.S. Military Academy (USMA); U.S. Army Intelligence Center and Fort Huachuca; and the Defense Language Institute Foreign Language Center (DLIFLC).

(3) Other principal Headquarters, Department of the Army (HQDA) officials, Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs) will provide representatives when issues affecting their organizations are being addressed.

b. Direction and control. The ALCE will—

- (1) Meet quarterly or as the chair may direct.
- (2) Have the authority to communicate directly with any organization on foreign language and cultural matters.
- (3) Facilitate communications related to language, culture, and regional knowledge issues among key Army leaders and staffs.
- (4) Focus Army efforts in the various functional areas (FAs) related to language, culture, and regional knowledge issues and policy.
- (5) Monitor accomplishment of Army tasks outlined in the Defense Language Transformation Roadmap.
- (6) Assess the Army’s language needs.
- (7) Track language assets.
- (8) Recommend language policy.
- (9) Identify present and emerging language needs.
- (10) Identify language training and financial requirements.
- (11) Assess those mission areas and tasks that can be met with, mitigated by, or enhanced by machine foreign language translation technologies.

1–6. Scope

- a.* The Army must train and maintain or contract for proficient linguists to respond to worldwide roles, missions, and contingencies.
- b.* The Army will ensure resources are available to certify language proficiency annually in languages for which Defense Language Proficiency Tests (DLPTs) are available (in accordance with para 2–4). If DLPTs are not available, an oral proficiency interview (OPI) may be administered according to paragraph 2–4*d* of this regulation. Vendors must certify contract linguists to the proficiency levels designated by the contract performance work statement (PWS).
- c.* Commands not authorized linguists or with linguist requirements that exceed the number of linguists authorized or with regular or periodic mission requirements for foreign language capability will identify those requirements to the DCS, G–2 (DAMI–PIO).

Section II Responsibilities

1–7. The Secretary of the Army

The SECARMY will—

- a.* Determine the specialties and duties for which FLPB is authorized within the Army.
- b.* Serve as the Department of Defense (DOD) lead agent for contract linguist support.

1–8. The Assistant Secretary of the Army (Financial Management and Comptroller)

The ASA (FM&C) will—

- a.* Develop procedures for the payment and accounting of FLPB by installation finance and accounting offices.
- b.* Provide monthly accounting of disbursements by category (officer, warrant officer, enlisted, and DA Civilian), FLPB level, language identification code (LIC), MOS, and total amount paid.

1–9. The Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA (M&RA) will—

- a.* Provide oversight to the FLPB program in coordination with DCS, G–1; DCS, G–2; DCS, G–3/5/7; AHRC; Army National Guard (ARNG); CAR; and Defense Finance and Accounting System (DFAS).
- b.* Coordinate all FLPB policy changes in coordination with DCS, G–1 (DAPE–PRC) and DCS, G–2 (DAMI–PIO).
- c.* Identify the critical languages for which the Army will pay FLPB.

1–10. Chief, National Guard Bureau

The CNGB delegates oversight to the Director, Army National Guard (DARNG). The DARNG will—

- a.* Develop requirements for the DLIFLC structure and manning decision review (SMDR) and submit them to the DCS, G–2 (DAMO–PIO) for consolidation and submission in accordance with the schedule developed by the DCS, G–3/5/7.
- b.* Provide policy and procedural guidance on the Army Foreign Language Program’s implementation and Army linguist management to The Adjutants General (TAGs) of the States and territories.
- c.* Exercise staff supervision and management of the FLPB Program as it pertains to the Army National Guard of the United States (ARNGUS).
- d.* Maintain an inventory of authorized language positions in the ARNG.
- e.* Submit reports of linguist status, as required.
- f.* Designate an office to monitor TALP activities within the ARNG, including TALP resources and subordinate CLPs.
- g.* Ensure that adequate resources and facilities are available to support foreign language training for ARNG linguists.
- h.* Report TALP requirements and expenditures for the ARNG, as required, to the DCS, G–2 TALP manager.
- i.* Ensure, in coordination with the DCS, G–2, that ARNG language force structure is properly documented.

1–11. Deputy Chief of Staff, G–1

The DCS, G–1 will—

- a.* Be responsible for oversight of the FLPB program in coordination with ASA (M&RA); DCS, G–2; DCS, G–3/5/7; AHRC; ARNG; CAR; and DFAS.
- b.* Submit reports of linguist status, as required.
- c.* Provide guidance concerning program report preparation to ARNG, CAR, AHRC, and DFAS.
- d.* Develop policies to ensure that the Army Continuing Education System (ACES) and the Army Learning Centers support foreign language proficiency testing.
- e.* Monitor and recommend for approval to the DCS, G–2 any changes to linguist table of distribution and

allowances (TDA) and table of organization and equipment (TOE) authorizations for which they have staff proponenty (see table 1-1).

f. Participate, as required, in the review of linguist procedures, policies, and requirements.

g. The DCS, G-1 delegates the following responsibilities to the Commanding General (CG), AHRC. The Commander (CDR), AHRC will—

(1) Have overall staff supervisory authority for the acquisition, assignment, utilization, and retention of Army linguists.

(2) Develop personnel management systems and procedures for the operation of the Army Foreign Language Program.

(3) Human Resources Command (HRC) education services will ensure testing policies, facilities, and equipment support DLPT testing.

(4) Coordinate with the DCS, G-1 and users to manage a career program based on Armywide requirements of officer, warrant officer, enlisted, and DA Civilian linguists.

(5) Conduct language inventory analysis and project requirements to develop Active Army (AA) language training requirements. Determine requirements to maintain language inventory and readiness for the SMDR and training resources arbitration panel (TRAP). Manages the training cycle for all language requirements at the DLIFLC and for advanced individual training (AIT) training seats for AA MOSs 35P, 35M, and 09L.

(6) Coordinate Army linguist management policies and procedures with the DCS, G-3/5/7's SLA, the DCS, G-2's deputy SLA, DCS, G-1, DCS G-2, and Office of the Chief of Military Intelligence (OCMI) at Fort Huachuca.

(7) Provide monthly language reports and ensure that linguist data is current and accessible to the HQDA staff, ACOMs, ASCCs, DRUs, and language personnel managers.

(8) Announce changes to FLPB policy, proficiency requirements, pay rates, and procedures.

(9) Monitor AA and U.S. Army Reserve (USAR) FLPB recipients by position, language, pay rate, and category (officer, warrant officer, enlisted, and DA Civilian), and report this information to the DCS, G-1, as required.

(10) Assist the DCS, G-1, the DCS, G-2, CAR, and ARNG in implementing provisions of chapter 4 (FLPB) of this regulation.

(11) In consultation with the DCS, G-2, approve exceptions to policy for the retesting of language proficiency within 6 months.

(12) Ensure personnel management systems are properly coded to identify sub-proficient linguists serving in language dependent MOSs.

(13) Manage assignments and track the military career for military accessions vital to the national interest (MAVNI) Soldiers in accordance with regional alignment and professional development requirements.

(14) Review and make final disposition on requests to change the control language (CLANG) for AA language dependent and language capable MOSs in accordance with Army readiness requirements, policy, and professional development requirements.

(15) Conduct analysis and make recommendations to the DCS, G-2 on the Army Civilian Acquired Skills Program (ACASP) mission requirements for the annual mission letter.

(16) Determine MOS 35P promotions monthly by language and complete the promotion allocation report.

(17) Distribute all initial entry training (IET) assignments for MOSs 35P, 35M, 09L, and MAVNI Soldiers.

(18) As the executing agency for the DCS, G-1, manage the acquisition, assignment, utilization, and retention of Army linguists.

(19) Provide a senior level representative for the SMDR and TRAPs as required.

(20) Provide a senior level representative to the ALCE.

1-12. Deputy Chief of Staff, G-2

The DCS, G-2 will—

a. Serve as the Army's deputy SLA and deputy chairperson of the ALCE (usually the deputy G-2 (DAMI-ZC)).

b. Serve as the Army's foreign language proponent.

c. Represent the Army at the following forums: foreign language executive committee (FLEXCOM) chaired by the Office of the Director of National Intelligence (ODNI); the technology working group (TEG); the education and instructional technology working group (EITEG); testing assessment working group (TAEG); the cultural and regional knowledge working group (CRKEG); the defense language testing working group (DLTWG); SMDR, TRAP, and the defense language curriculum working group (DLCWG).

d. Serve as the service program manager (SPM) with overall staff responsibilities for the development, coordination, and conduct of the Army Foreign Language Program.

e. Serves as the executive manager (EM) for all DOD contract linguist support and execute responsibilities in accordance with paragraphs 8-2a, 8-2b, 8-2c, and 8-2d.

f. Develop FLPB program policy and publish the Army language payment list and the dominant language list annually. If an annual list is not published then the last published list remains in effect.

- g. Announce changes to the DA Civilian FLPB policy for Civilians performing intelligence duties to include proficiency requirements, pay rates, and procedures.
- h. Approve all changes to and coordinate with the HQDA staff for the review, validation, and approval of all changes to Army foreign language requirements for all components.
- i. Approve all military intelligence (MI) language-coded positions.
- j. Maintain access to a database of authorized language positions.
- k. Identify critical languages to meet Army requirements.
- l. Determine foreign language proficiency requirements for language positions.
- m. Establish the Army's foreign language proficiency standard.
- n. Conduct an annual review of authorization documents for units with language-coded positions and approve and coordinate with the appropriate HQDA staff elements for authorization changes affecting language-coded positions.
- o. Appoint a TALP functional manager.
- p. Assist the DCS, G-3/5/7 (DAMO-TR) in the management and requirements build process of TALP as part of The Defense Language Program (TDLP) management decision package (MDEP) throughout the programming and budget cycles.
- q. Provide comments to DLIFLC on language training from ACOMs, ASCCs, DRUs, the USAR, and the ARNG.
- r. Develop and implement policies, objectives, and guidelines designed to achieve, maintain, and improve Army linguists' language proficiency.
- s. Develop, disseminate, and update CLP planning and reporting guidance and provide oversight of the CLP.
- t. Determine the overall Army language requirements based on ACOM, ASCC, and DRU recommendations and areas of responsibility, estimated future contingencies, and foreign policy needs.
- u. Determine the requirements for linguists by specific MOS and function.
- v. Stabilize language requirements by monitoring and limiting changes to overall language requirements.
- w. Coordinate changes in language requirements with AHRC to allow sufficient lead time to identify, recruit, and train soldiers prior to linguist requirements affecting the manning of the force.
- x. Monitor and recommend for approval to the DCS, G-2 any changes to linguist TDA and TOE authorizations for which they have staff proponency (see table 1-1).
- y. Participate, as required, in the review of linguist policies, procedures, and requirements.
- z. Ensure subordinate commands inspect their CLPs annually in accordance with Army Regulation (AR) 11-2.
- aa. Approve all Defense Language Aptitude Battery (DLAB) waivers.
- ab. CG, INSCOM will—
 - (1) Execute contract linguists' administration in accordance with paragraph 8-2e.
 - (2) Provide a representative for the DCS, G-2 at the FLEXCOM operations expert group (OEG).

Table 1-1

Staff proponency

DCS, G-1 positions	Personnel management
DCS, G-2 positions	Intelligence and electronic warfare (EW) or standard requirement code 35 and MOS 09L
DCS, G-3/5/7 positions	Military assistance advisory groups (MAAGs); missions (less intelligence); chemical and nuclear; foreign area officers (FAOs); command, control, and communications; TOE and TDA positions unless otherwise designated herein, where operational requirements override Officer Personnel Management System (OPMS) or Enlisted Personnel Management System (EPMS) considerations; and law enforcement.

1-13. The Deputy Chief of Staff, G-3/5/7

The DCS, G-3/5/7 will—

- a. Serve as the SLA for the Army and chair the ALCE.
- b. Formulate, present, and defend foreign language training resource requirements to the program evaluation group (PEG) for TDLP MDEP.
- c. Serve as the DOD EM for the DLIFLC.
- d. Oversee DLIFLC budget execution.
- e. Represent the Army on the Defense Language Steering Committee (DLSC).
- f. Serve as the FAO proponent.

- g. Validate foreign language training seat requirements during the SMDR, and reconcile those requirements to an affordable, acceptable, and executable training program.
- h. Manage and implement foreign language training program adjustments in the budget and execution years via the TRAP.
- i. Monitor and recommend for approval to the DCS, G-2 any changes to linguist TDA and TOE authorizations for which they have staff proponency (see table 1-1).
- j. Participate, as required, in the review of linguist policies, procedures, and requirements.

1-14. Chief, Army Reserve

The CAR will—

- a. Develop the initial USAR entry and prior service language requirements for the DLIFLC SMDR, manage fill rates for DLIFLC, and submit the requirements to the DCS, G-2 (DAMI-PIO) for consolidation and submission in accordance with the schedule developed by the DCS, G-3/5/7 (DAMO-TR).
- b. Exercise staff supervision and management of the FLPB program as it pertains to the USAR.
- c. Maintain an inventory of authorized language positions in the USAR.
- d. Submit linguist status reports, as required.
- e. Designate an office to monitor TALP activities, TALP resources, and subordinate CLPs.
- f. Ensure adequate resources and facilities are available to support foreign language training for linguists in troop program units (TPUs).
- g. Report TPU TALP requirements and expenditures for the USAR, as required to the DCS, G-2 TALP manager.
- h. Ensure, in coordination with the DCS, G-2, that the USAR language force structure is properly documented and coded to ensure inventory and training is accurate (for example, “35M10 QB” should read “35M1LQB”).

1-15. Commanders, Army commands, Army service component commands, and direct reporting units

- a. Direct subordinate commands to manage nonresident foreign language refresher, maintenance, and enhancement training to ensure they achieve readiness objectives. Treat language training with the same level of attention given to physical fitness, common Soldier skill training, weapons qualification training, and MOS training.
- b. Develop personnel systems and procedures to ensure that linguists are utilized in authorized positions that require foreign language capability.
- c. Develop procedures for the monthly accounting of FLPB recipients.
- d. Designate officials to approve positions and duties that meet the requirements for FLPB.
- e. Provide complete identification and justification, and obtain approval from the DCS, G-2 (DAMI-PIO) prior to modification of authorization documents impacting numbers of linguist authorizations, languages, and proficiency levels.
- f. Coordinate with the U.S. Army Installation Management Command (IMCOM) for the facilities to support the effective maintenance, remedial, and enhancement training of assigned linguists.
- g. Document the command’s TALP requirements and the method used to determine them, and support the DCS, G-2’s TALP functional manager, as required.
- h. Ensure TALP funds are used exclusively for the language training of assigned military linguists. This includes the use of TALP funds to send the unit’s Command Language Program manager (CLPM) to the DLIFLC resident or nonresident CLPM Course. See paragraph 7-5a for exceptions to this policy.
- i. Maintain a CLP and designate a CLPM responsible for all aspects of the development, implementation, and management of the CLP. The CLPM also will serve as the focal point for language issues within the command. CDRs of units with 150 or more linguists assigned should consider using a full-time CLPM with a specified job description to manage their CLP.
- j. Submit TALP reports on the execution of TALP dollars twice annually to DAMI-PIO in accordance with paragraph 7-6.
- k. Execute contract linguists’ responsibilities in accordance with paragraph 8-2f.
- l. Establish a unit policy for the payment of DA Civilian foreign language proficiency pay (FLPP) and review this policy annually to determine if it is still applicable.
- m. USASOC will—
 - (1) Establish the qualifying DLAB scores for special operations forces (SOF) Soldiers selected for nonresident DLIFLC basic language courses.
 - (2) Determine the minimum proficiency standard for SOF personnel.
 - (3) Request TALP funding for career management field (CMF) 35 linguists only.
 - (4) Coordinate with U.S. Special Operations Command (USSOCOM) for CLP funding to provide language training to SOF MOS Soldiers.

- (5) Coordinate with USSOCOM to determine the preferred proficiency test and OPI requirements for SOF linguists.

1-16. Commander, U.S. Army Training and Doctrine Command

- a. The CDR, TRADOC has overall responsibility for the training of Army linguists.
- b. Provide a representative to the ALCE.
- c. The CDR, TRADOC delegates to the CDR, U.S. Army Recruiting Command (USAREC), the following responsibilities:
 - (1) Interview every applicant to determine all foreign languages spoken by the applicant.
 - (2) Inform applicants of—
 - (a) The ACASP for those who claim foreign language proficiency.
 - (b) Specific MOS options that guarantee language training for those who qualify.
 - (3) Record foreign language capability on the DD Form 1966 series (Record of Military Processing Armed Forces of the United States) on page 1 in the “Remarks” section.
 - (4) Include completed DA Form 330 (Language Proficiency Questionnaire) as part of the enlistment packet.

1-17. Commander, United States Military Entrance Processing Command

The USMEPCOM will—

- a. Test all applicants with a skilled technical (ST) score of 110 or higher with the DLAB.
- b. Initiate National Intelligence Agency Checks (NIACs) on all personnel enlisting for a language capable or language dependent MOS.

1-18. Commanders, U.S. Army Reception Battalions

The CDRs of U.S. Army Reception Battalions will—

- a. Screen every applicant’s record and ensure language capabilities other than English are entered in the total Army personnel database (TAPDB).
- b. Test all applicants who claim knowledge of a foreign language with the DLPT or OPI in languages where testing is available.
- c. Record DLAB scores according to AR 612-201.
- d. Upload all completed DA Forms 330 to include those received from the military entrance processing station (MEPS) to iPERMS.

1-19. Directors of Army Continuing Education System

Directors of ACES will provide local CDRs assistance in establishing their CLPs. ACES will assist in providing non-mission language education such as Headstart and off-duty college courses. Local commands are responsible for their CLPs, including the funding of contract language instructors.

1-20. Commanders of Military Personnel Division/Human Resource Office, Active Army Military Personnel Division, the States’ Adjutants General, Army National Guard of the United States, and U.S. Army Reserve units responsible for the custody of military records

CDRs of Military Personnel Division/Human Resource Office (MPD/HRO), AA Military Personnel Division, the States’ Adjutants General, ARNGUS, and USAR units responsible for the custody of military records will—

- a. Ensure that DA Form 330 is uploaded to iPERMS.
- b. Publish orders according to AR 600-8-105 to record the award or withdrawal of the skill qualifications identifier (SQI) “L” to or from—
 - (1) The specialty code for commissioned officers according to DA Pamphlet (Pam) 611-21.
 - (2) The MOS for warrant officers and for enlisted personnel according to DA Pam 611-21.
- c. Record DLAB results on the Soldier’s personnel qualification records according to AR 600-8-104.
- d. Screen and verify personnel information on applications for language training or linguist assignment prior to forwarding to the CDR, AHRC.
- e. Advise and assist unit CDRs in administering the FLPB program.
- f. Ensure that Soldiers receiving FLPB meet all the eligibility requirements specified in chapters 4, 5, and 6 of this regulation.

1-21. Commanders at brigade, group, and battalion level

CDRs with assigned linguists at brigade, group, and battalion level will—

- a. Establish, document, and maintain a CLP.
- b. Direct subordinate commands to manage nonresident foreign language refresher, maintenance, remedial, and enhancement training to ensure they achieve readiness objectives. Treat language training with the same level of attention given to physical fitness training, common Soldier skill training, and MOS training.

- c. Define specific training, goals, and objectives to meet mission requirements for authorized linguists and outline the use of available language training opportunities for all assigned linguists.
- d. Arrange, through proper channels, for the administration of DLPTs to all Soldiers with foreign language proficiency as required by this regulation and in accordance with AR 611-5.
- e. Appoint a unit CLPM to assist the CDR in overseeing the unit's CLP. CDRs with large numbers of linguists assigned (150 or more) should consider appointing a full time CLPM with a specified job description to manage their CLP. All personnel performing CLPM duties (either full time or as an additional duty) must attend the DLIFLC CLPM Course, either in residence or by a mobile training team (MTT) within the first 6 months of appointment.
- f. CDRs will ensure that raters address language proficiency requirements for language dependent MOSs and for any officer, warrant officer, Soldier, or DA Civilian serving in a position that requires an SQI "L". Comments regarding proficiency are optional on noncommissioned officer evaluation reports (NCOERs), officer evaluation reports (OERs), and DA Civilian Defense Civilian Intelligence Personnel System (DCIPS) performance appraisals for all language capable linguists. However, evaluation report comments are mandatory for a significant improvement in a linguist's language capability or a failure to sustain the minimum level of language proficiency. Raters will not make a comment on the linguist's evaluation report when they initially fail to achieve proficiency on their annual DLPT. CDRs should wait until the linguist has completed remediation retraining and retesting. If the linguist fails the post-remediation DLPT or OPI test, then the rater must address proficiency on the linguist's evaluation report. Additionally, once a linguist has failed their post-remediation DLPT, CDRs will initiate the process to remove the linguist's SQI "L" and to eliminate or reclassify Soldiers in language dependent MOSs within 12 months of the initial DLPT failure.
- g. Identify and submit annual program and funding requirements to maintain the unit CLP through the appropriate chain of command.
- h. Provide access to language training programs, instructors, and instructional materials in all languages documented in their units.
- i. Monitor the status of linguist proficiency within their command and evaluate the effectiveness of unit language programs.
- j. Ensure all linguists in a language dependent MOS, language capable MOS, or FA who received language training at Government expense or were recruited for their language capability in one or more languages (not to include Headstart, Gateway, or other familiarization courses) complete training and annual retesting requirements for their CLANG and all other languages they receive FLPB for. AA Soldiers in language dependent MOSs who fail their DLPT and who fail to test annually, and are past 60 days will receive a DA emplaced reenlistment prohibition code of 9P. Reserve Component (RC) Soldiers who fail to achieve the minimum proficiency level after the 12 month remediation period will have their MOS changed to 09U (not qualified in MOS).
- k. Provide access to remedial, refresher, maintenance, and enhancement training for all Soldiers in language coded positions, language dependent (35P and 09L), and language capable MOSs.
- l. Schedule remedial, maintenance, and enhancement training on the unit training schedule.
- m. Maintain individual linguist records that document assignments, training, and proficiency requirements and test results.
- n. Ensure personnel with foreign language skills, whether trained or recruited for their language capability at Government expense or not, maintain their language proficiency and validate it by taking an annual DLPT or OPI. This does not apply to Soldiers who were reclassified from a language dependent or language capable MOS. Language trained at Government expense is defined as acquisition language training or enhancement training (intermediate course or advanced course) conducted at DLIFLC or a Government approved institution (Government or commercial).
- o. Initiate reclassification or separation action for sub-proficient linguists serving in language dependent MOSs after the remediation period is over. CDR's have 12 months starting from the date of the initial DLPT failure to initiate this action.
- p. Establish a command language council (CLC) if 50 or more language coded positions are authorized on Army manning documents.
- q. Maintain the FLPB Program in accordance with chapters 4, 5, and 6 of this regulation (as applicable).
- (1) Monitor message traffic for changes to the FLPB Program.
 - (2) Initiate actions at the installation level to determine Soldier eligibility and issue orders.
 - (3) Establish internal controls to verify FLPB accuracy and for audit purposes.
 - (4) Sign the DA Form 4187 (Personnel Action) to authorize FLPB. Ensure linguists receiving FLPB meet the eligibility requirements in paragraphs 4-2, 5-2, and 6-3.
 - (5) Ensure FLPB start and stop orders are processed in accordance with chapter 6, DA Pam 11-8, The Army Foreign Language Program Handbook, and that FLPB payments are accurately executed.
 - (6) Ensure Soldiers' FLPB orders are rescinded when their FLPB eligibility terminates.
 - (7) Report the status of linguist readiness in MOS and language in the personnel section of the net-centric unit status report (NETUSR).
- r. Execute the following to ensure eligible DA Civilian's receive their FLPP:

- (1) Ensure required foreign language skills are reflected in the DA Civilian's duty position description.
- (2) Annually certify the foreign language requirement for each DA Civilian's position description to ensure continued eligibility for FLPP in accordance with paragraph 6–3.
- (3) Ensure Standard Form (SF) 52 (Request for Personnel Action) is processed and FLPP payments are executed.
- (4) Ensure the requirement to maintain their foreign language proficiency is reflected in the employee's DCIPS objectives and documented in their position description.
- (5) Ensure the ACOM, ASSC, and DRU CDR's policy authorizing FLPP is reviewed and acknowledged by the DA Civilian.
- (6) Encourage agency-sponsored and self-development efforts to obtain, maintain, and enhance proficiencies in languages deemed critical by the Army or required by the command.

1–22. Unit level Command Language Program managers

Unit level CLPMs will—

- a.* Incorporate a language training program into the unit CLP for assigned linguists.
- b.* Schedule and chair CLC meetings for units with 50 or more language coded positions.
- c.* Coordinate and report resource and training requirements.
- d.* Coordinate language proficiency testing in accordance with AR 611–5 and chapter 2 of this regulation.
- e.* Oversee the FLPB program, coordinating with the servicing personnel office to ensure that qualified personnel are awarded the appropriate FLPB amount and ensure that FLPB is terminated when a Soldier ceases to be qualified.
- f.* Maintain current records of linguist qualification status within the command.
- g.* Provide the annual TALP report as required by paragraph 7–6*b* of this regulation.
- h.* Maintain a separate CLP hand receipt for all property purchased with TALP funds in excess of \$250. Maintain the hand receipt in accordance with Army regulations.
- i.* Serve as the CDR's primary advisor on all foreign language training, readiness, and administrative issues.
- j.* Attend the DLIFLC CLPM Course in residence or via MTT within 6 months of appointment.

Chapter 2

Linguist Recruiting, Language Proficiency Standards, and Control Language

Section I

Linguist Recruiting Programs

2–1. Recruiting programs

The Army recruits Soldiers with various language and cultural capability skills through accessions, in-service recruiting, and reclassification programs. The Army continually reviews language inventory and sustains that capability using various incentive programs such as enlistment and retention bonuses (see AR 612–201 for more information). The ACASP should be used as much as possible to access personnel with foreign language and cultural skills consistent with current and future readiness requirements. The Army provides the ACASP requirements by a mission letter detailing specific requiring targets by language to USAREC. The ACASP saves the Army training time and money and enhances Army readiness. To enhance the capability of the Army's ACASP recruiting program, USAREC will assign and utilize Soldiers with language and cultural skills as language advocates. These Soldiers are used to augment the accession of language-qualified Soldiers to fill current and emerging requirements for the Army and the USAR. The 35P MOS has very stringent security requirements in order to control access to our most sensitive strategic networks. The Army must ensure during accession or reclassification that neither Soldiers nor their spouses have any immediate family members who reside in a country within whose borders physical or mental coercion is known to be common practice, either against:

- a.* Persons accused of or acting in the interest of the U.S.; or,
- b.* The relatives of such person to whom they are reasonably considered to be bound by ties of affection, kinship, or obligation. Immediate family for both the Soldier and spouse includes both blood and step parents, spouse, children, sisters, brothers, and sole living blood relative or person in loco parentis per AR 600–8–10.

2–2. Additional requirements for recruiting programs

- a.* Soldiers or their spouses may not have commercial or vested interest in a country where physical or mental coercion is known to be common practice against persons acting in the interests of the U.S.
- b.* Soldiers must be United States citizens.
- c.* The 35M, 09L, and MAVNI program do not have a notification of foreign national affiliation (NFNA) requirement and the recruitment of Soldiers or their spouses who have foreign contacts is not an issue unless it prevents Soldiers from obtaining a necessary MOS security clearance.

d. Soldiers accessed as 35Ps or 35Ms must demonstrate clear enunciation and comprehension of the English language and good standard English 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) or American Course Language Placement Test (ACLPT) to enlist or reclassify into these MOSSs’.

Section II Language Proficiency Tests

2–3. Scope

The following policy articulates the minimum proficiency level Army linguists must achieve and sustain and the testing procedures to evaluate a linguist’s proficiency. Also, policy is established that defines how a linguist’s CLANG is determined and how a linguist can change their CLANG.

2–4. Language proficiency tests

a. *Initial evaluation.* As an initial evaluation, potential recruits for 35M and 35P and all potential recruits who score 110 or higher on their ST test take the DLAB during accessions to determine if they have the aptitude to learn a foreign language. Recruits who claim knowledge of a foreign language should be given a DLPT or OPI to verify their foreign language capability. Personnel enlisting for a language dependent or language capable MOS are given the DLPT or OPI for any language in which they are trained (after they complete the training initially) or recruited at Government expense (excluding Gateway and Headstart courses or similar “survival level” courses and college foreign language courses) or for which proficiency is claimed. For languages in which there is no DLPT, Defense Language Reading Proficiency Test (DLRPT), or other DOD approved proficiency test, personnel will take OPIs according to the guidance found in paragraph 2–4d, provided certified testers are available. Personnel requiring tests are:

- (1) *Defense Language Aptitude Battery.*
 - (a) Cadets at the USMA and contracted cadets in the Reserve Officer Training Corps (ROTC) upon completion of their junior year.
 - (b) Officers and warrant officers at basic branch courses or at their first duty station. Officers and warrant officers who do not attend the basic branch course are tested at their initial duty assignment.
 - (c) USMEPCOM will test all applicants with a ST score of 110 or higher.
- (2) *Defense Language Proficiency Test.*
 - (a) All USMA cadets who are attending a semester abroad program.
 - (b) Enlistees for ACASP options requiring a determination of foreign language proficiency prior to enlistment.
 - (c) Enlistees processing through a U.S. Army Reception Battalion who claim proficiency in a foreign language should be tested with the DLPT or OPI to verify their capability.
 - (d) Soldiers graduating from the DLIFLC or other military, DA Civilian, or contract foreign language training programs paid for by Army funds (this refers to acquisition, intermediate, or advanced language courses).
 - (e) Soldiers completing a CLP course of study consisting of a minimum 150 hours of instruction.
 - (f) Soldiers requesting an initial evaluation upon completion of a self-study course (for example, night school, college, or home study).
 - (g) Personnel whose records, evaluation reports, or other documents show knowledge of a foreign language not recorded on their qualification records. This includes personnel applying for a language-dependent MOS or FA.
 - (h) Soldiers not identified above who claim knowledge of a foreign language or languages.
 - (i) DA Civilians as a condition of employment.

b. *Reevaluation.*

(1) The Army’s minimum linguist proficiency level is 2/2 in their CLANG for all linguists except for 09L MOS Soldiers. 09L Soldiers minimum language proficiency is 2+ in their CLANG on their OPI. Annual language proficiency recertification is mandatory for Soldiers and DA Civilians who have received foreign language training at Government expense (and graduated), were recruited for their language capability, serve in a language dependent MOS career field (35P and 09L MOS Soldiers), or are assigned to a language-coded position. All linguists must recertify annually prior to the anniversary of their last certification to remain eligible to receive FLPB. Linguists who no longer serve in a language dependent or language capable MOS are encouraged but not required to recertify annually. Also test Soldiers and DA Civilians who claim knowledge of a foreign language or whose records indicate previous language study. A contract linguist’s proficiency is validated by vendor administered tests in accordance with the standards established in the contract PWS. Government administered DLPTs and OPIs may not be used to determine or validate a contract linguist’s proficiency. CDRs should adhere to the procedures identified in this chapter to initially evaluate and reevaluate their assigned linguists’ proficiency.

(2) Soldiers must obtain a passing score of 2/2 in their CLANG on the DLPT or 2+ on the OPI test in their CLANG to maintain MOS language proficiency standards.

(3) Linguists who are subproficient in their CLANG will undergo a remediation period of no less than 180 days (12

months for the RC) during which time the Soldier and their chain of command will apply the maximum level of training resources, time, and focus to improve their language proficiency. CDRs, in consultation with their CLPM, must follow the counseling guidance provided in DA Pam 11-8 to clearly articulate the remediation training plan to sub-proficient linguists.

(4) If a Soldier fails to achieve a passing score on their DLPT after completion of the remediation period, CDRs must stop FLPB immediately and initiate action to withdraw the SQI "L" no later than 1 year from the date of the initial DLPT failure.

(5) FAOs who fail to maintain their language qualification will not be eligible to fill certain FAO positions, particularly those in overseas locations. In addition, nonlanguage-qualified FAOs will not be competitive for promotions or school selections.

c. Defense Language Proficiency Test. Various evaluation techniques and instruments measure language skills in listening, reading comprehension, and speaking. The reading and listening tests must be taken within 30 days of each other to be counted as a valid test. These include the DLPT in versions I, II, III, IV, and 5, which tests listening and reading skills and the DLRPT. OPIs may only be requested for MOSs which have a speaking requirement; languages on the Army Strategic Language List for which no written test exists; to enable a linguist who received proficiency levels of 3 on all skills tested to demonstrate a higher proficiency rating in speaking (if an upper range DLPT 5 is not available); to serve as the primary language testing method for 09L MOS Soldiers; or to satisfy a critical mission requirement identified by the CDR, USSOCOM who determines the preferred proficiency test and OPI requirements for SOF.

(1) Each DLPT or DLRPT should be administered and scored according to the Administration and Scoring Manual appropriate for that particular test. DLPT 5s will be scored automatically for multiple choice tests or by DLIFLC for constructed response tests.

(2) Upper range DLPT 5's, when available, will only be administered for Soldiers and DA Civilians who have scored 3 on a modality of the lower range DLPT 5 or have a current score 3+ or higher on the upper range DLPT 5 in the skill that will be tested on the upper range. Soldiers may only test on the modality on which they scored a 3 on the lower range DLPT. The upper range test may be taken at any time after the lower range DLPT is taken until the currency of the lower range test expires. The upper range DLPTs are only used to test a linguist's capability to speak, listen, or read at a higher level and to qualify for higher FLPB payment rates. Therefore, linguists (both DA Civilian and military) must recertify annually using the lower range DLPT to continue to qualify for FLPB and to demonstrate their language proficiency.

(3) DLPT administrators, linguists, and language instructors who have access to the DLPT exams are not authorized to hold any testing positions, to include test control officer (TCO), assistant test control officer (ATCO), or test examiner. They are not eligible to take a DLPT for a period of 180 days after leaving a testing position. Contract language and basic skills instructors and applicants for these positions are not authorized to take any Army test. Military language instructors who do not have access to DLPT exams are required to take the DLPT.

(4) DA Civilians with access to DLPT development and foreign language instructors will take an OPI to satisfy annual foreign language certification requirements.

(5) If a DLPT 5 is available for a language, that is the only authorized test. The DLIFLC commandant has the authority to administer or to authorize administration of superseded versions of the DLPT only for the purpose of conducting analyses of the performance of the tests. Direct all other requests to the DCS, G-2 (DAMI-PIO).

(6) Soldiers and DA Civilians with an Arabic dialect designated as their CLANG or assigned to an Arabic coded position must take the modern standard Arabic (MSA) reading test and one or more of the listening dialect tests. The reading and listening test must be taken within 30 days of each other to count as a valid test.

(7) Soldiers who have a valid and current DLPT in a previous version and are taking the DLPT 5 for the first time and score lower on the DLPT 5 may substitute their previous test score for annual certification one time only. The previous test score will be the test of record with an effective date of the new submission.

(8) Approval for DLPT and DLAB reevaluation.

(a) No more than two iterations of the same DLPT will be administered to the same person in a 12 month period. Individuals who have completed significant language training programs (minimum of 150 hours of training) may be retested in less than 6 months from the last test date as an exception to policy. Submit exceptions to policy for DLPT, DLRPT, or OPI retesting to the CDR, AHRC (AHRC-PDE) for approval. If the exception to policy for retesting is approved, 6 calendar months must elapse before any subsequent test. 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 2016 and fails; takes a 150 hour language training course from 1 through 28 February; receives an exception to policy to retest within 6 months and retakes their DLPT on 5 March; then they would not be able to take another DLPT until the anniversary of their first test on 8 January 2017.

(b) Personnel may be reevaluated on the DLAB up to two times after a 6 month waiting period each time if they have not achieved the minimum qualifying score on the initial test or first retest.

(c) Requests for more than two retests. Requests for exceptions to the waiting period, and requests to retest after

attaining the minimum score or higher, should be sent to Commander, AHRC (AHRC-PDE), 1600 Spearhead Division Ave, Dept 480, Fort Knox, KY 40122-5408.

(d) Soldiers scheduled to attend training courses that are 180 days in length or longer must request an exception to policy to recertify (in all languages they receive FLPB for) prior to attending the course to ensure their FLPB does not lapse and they are distracted during the training course by having to take a DLPT(s).

d. Oral proficiency interviews.

(1) OPIs may only be requested for languages on the Critical Language List for which no written test exists with the exception of MOSs with a speaking requirement as specified in DA Pam 611-21.

(2) OPI interviewers can assign a speaking proficiency level of 0 through 5. A multi-skill OPI can assign proficiency levels in listening and reading in addition to speaking. If a linguist requires an OPI, a telephone or personal interview may be conducted, provided advance notice is given to DLIFLC (ATFL-ESM). An OPI is conducted with a DLIFLC approved and certified tester in the following circumstances:

(a) When an individual claims proficiency in a language on the Army's Strategic Language List for which no DLPT or DLRPT is available. (Contact AHRC-PDE for a list of available tests.)

(b) When an individual who scores proficiency levels of 3 on all modalities of their DLPT requests the option of attempting to increase his or her proficiency rating and an upper range DLPT does not exist. These individuals will not have their scores lowered as a result of taking the OPI. The purpose of the OPI would only be to attempt to demonstrate a higher proficiency level in speaking.

(c) To determine entrance requirements and FLPB eligibility for MOS 09L.

(d) To enable DLIFLC instructors to meet annual foreign language proficiency certification requirements.

(e) To determine AA reenlistment bonus levels for CMF 18, 37, and 38 Soldiers.

(3) OPIs should only be requested for languages on the language payment lists or other mission required languages.

(4) An OPI will be administered to all Soldiers in MOS 35M and 351M who meet the Army minimum proficiency standard as part of the annual certification to assess speaking proficiency.

(5) Arrangements for OPIs can only be made by the TCO. For specific arrangements, the TCO should contact DLIFLC (ATFL-ESM).

(6) USSOCOM determines the preferred proficiency test and OPI requirements for SOF linguists. CDR, USSOCOM can direct the use of the OPI to satisfy a critical mission requirement.

(7) The DLIFLC (ATFL-ESM) reports the results of an OPI to the requesting TCO who completes and submits DA Form 330 (See DA Pam 11-8 for guidance on preparing and submitting the DA Form 330). Although a DA Form 330 may identify a participatory listening (PL) score, the score cannot be reported to the Defense Manpower Data Center (DMDC). Consequently, only the speaking score is uploaded to AHRC personnel databases.

(8) When a DLIFLC approved interviewer is unavailable, the TCO should contact DLIFLC (ATFL-ESM) for self appraisal guidance and forms. The highest rating awarded using self appraisal is a speaking score of 3. Self appraisals will not be used to qualify for FLPB. Self appraisal scores are not reported to AHRC but the use of the self appraisal process is highly encouraged for non-career linguists upon entry to the Army and for Soldiers claiming proficiency in low density languages. The Soldier's unit S-1/MPD/HRO must use electronic military personnel office (eMILPO)/RLAS (for USAR) to identify Soldiers who have knowledge of a foreign language.

Section III Control Language

2-5. General

The CLANG identifies the Soldier's primary foreign language for management and strength accountability purposes. The eighth and ninth characters of the enlisted Soldiers' MOS, the fifth and sixth characters of the warrant officers' MOS, and the fourth and fifth characters of the officers' specialty code identify their language qualifications. For language dependent and language capable CMFs, the eighth and ninth characters also identify the Soldier's CLANG. Officers and warrant officers have a LIC that serves as a CLANG.

2-6. Control language determination

a. The overriding factor in determining the CLANG is the needs of the Army. Additional considerations include:

(1) A Soldier's language proficiency.

(2) The desires of the individual.

b. AA Soldiers with skills in only one foreign language have that language designated as their CLANG.

c. For AA Soldiers with skills in more than one foreign language, the CLANG is the language for which the Soldier most recently attended a basic language acquisition course or was recruited for. If the Soldier has not attended a basic language acquisition course and has instead attended a language conversion course, such as Persian Farsi to Dari, the CLANG will not change. The first language trained or recruited for will be the Soldier's CLANG until the Soldier is no longer under an active duty service obligation (ADSO) for the language or as determined by AHRC and their career manager. Career managers will determine the CLANG based on requirements and proficiency level. The first O-6 in

the Soldier's chain of command may request to change a CLANG by submitting a DA Form 4187 request for a CLANG change and a DA Form 330 demonstrating the required proficiency in the requested language. For AA enlisted Soldiers, CDRs will send the DA Form 4187 to the AHRC, Enlisted Language Branch, ATTN: AHRC-EPB-M, 1600 Spearhead Division Ave, Fort Knox, KY 40122-5400. Officers and warrant officers will submit their requests to their appropriate branch manager. AHRC is the approval authority for all CLANG changes. AHRC will consider Army readiness, bonus entitlements, and requirements before approving a CLANG change. AHRC will respond via email with an endorsement approving or disapproving all CLANG change requests. For Soldiers that graduate DLIFLC and are assigned the wrong CLANG, AHRC will correct and change the CLANG during record reviews conducted by the language branch. Additionally, there are times when AHRC will change a Soldier's CLANG based on changes to language authorizations and the Soldier's language proficiency in other required foreign languages.

d. AA officers and warrant officers must contact their branch manager for determination of their CLANG.

e. For ARNG and USAR Soldiers, the CLANG is determined by the most recent language the Soldier was recruited for; trained in; or by the language-coded position to which the Soldier is assigned or as determined by:

(1) ARNG Soldiers: CNGB (NGB-ARH).

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

f. DA Civilian CLANG determination: A DA Civilian's CLANG is determined by the most recent language they received training for at Government expense or the language they were recruited for. CDRs or supervisors must identify the CLANG in the DA Civilian's position description. The CLANG (and only the CLANG) will be paid at the "A" rate (as identified in table 6-1). All other languages will be paid at the lower rate. CDRs or supervisors may change a DA Civilian's CLANG at any time by changing their position description.

g. FA 48 officers may hold more than one CLANG. For FA 48 personnel, the CLANG is based on billet and training requirements and AR 5-22. Chief, FAO Proponent Branch approves CLANGs or changes to CLANGs based on amended requirements for FA 48 personnel.

h. Great skill personnel may hold more than one CLANG. Great skill personnel's CLANGs are based on billet, training requirements, and AR 5-22 tasks. The CDR, Great Skill Division is the approval authority for multiple CLANGs for great skill personnel. Additionally, he or she approves CLANG changes based on amended requirements for Great Skill Program members.

2-7. Soldier initiated changes to their control language

Upon completion of any ADSO for language training and scoring 2/2 or above on a DLPT, Soldiers may send a DA Form 4187 through their unit to the appropriate personnel manager to request a CLANG change.

2-8. Dominant languages

Dominant languages are languages in which a sufficient inventory exists within the Army. The DCS, G-2 publishes a list of dominant language annually as part of the Army's Strategic Language List. Dominant languages are not a training priority for the Army since we have sufficient capability and FLPB may not be paid to Soldiers who speak these languages (see para 4-3h).

2-9. Proficiency standards

a. The Army's minimum linguist proficiency standard is level 2 (limited working proficiency) in listening and level 2 in reading; as delineated by the interagency language roundtable (ILR) for all linguists except 09Ls. The 09L proficiency standard is 2+ on the OPI. See table 4-1 for the DLPT, DLRPT, and OPI proficiency ratings.

b. The minimum proficiency standard for SOF is determined by USASOC.

c. The goal for language dependent MOS linguists is level 3 in listening, reading, and speaking.

Chapter 3

Linguist Training, Management, and Utilization

Section I

General

3-1. Scope

Foreign language proficiency is a highly perishable skill and requires constant training to ensure Soldiers' maintain proficiency. CDRs, supervisors, CLPMs, and members of the chain of command will develop a broad spectrum of training resources to effectively tailor training programs. CDRs should tailor unit and individual training programs to meet both mission and individual requirements. The three components of language training are: institutional language training, unit language training, and self study.

a. Institutional language training is primarily conducted at the DLIFLC main campus in Monterey, California, or at

one of their satellite campuses. Institutional training remains the primary acquisition method for non-native professional linguists. See DA Pam 11-8 for procedures to send a Soldier to DLIFLC.

b. Unit training. CDRs with assigned linguists will establish a CLP in accordance with the policy articulated in paragraphs 1–21a, 3–2, and 3–4 of this regulation. CDRs should also refer to the procedures found in DA Pam 11-8 to develop and execute remedial, sustainment, and enhancement language training programs designed to ensure all assigned linguists meet the minimum language proficiency standard. Units with assigned cryptologic linguists in support of the National Security Agency (NSA) and/or Central Security Service (CSS) will develop and implement cryptologic language programs designed to develop L3/R3 linguists to meet NSA and/or CSS proficiency standards.

c. Self study. CDRs should encourage the use of self-study materials during off-duty hours. Self-study language training consists of supervised or self-paced language training accomplished by the individual Soldier on their own time and during prime training hours. The objectives should include general language proficiency and assurance of mission performance. For maximum effect, the training supervisor should prepare an individual language training plan (ILTP) listing individual training objectives, tasks, performance standards, milestones, and a program schedule. Units may use TALP funds to purchase equipment to support self study programs (see para 7–5i).

3–2. Unit training: command language programs

a. CDRs at all levels with Soldiers in language dependent MOS(s), language capable MOSs, or Soldiers with SQI ‘L’ assigned to language coded positions will, as part of the CLP, establish foreign language refresher and maintenance training programs to ensure that foreign language proficiency is maintained and enhanced. All requests to establish new contract language training programs must be submitted through the DCS, G–2 TALP program manager to the DLIFLC for approval. Failure to gain DCS, G–2 approval before establishing contract language training may result in the loss of TALP funding for the command. See DA Pam 11-8 for guidance on establishing a successful CLP.

(1) For AA, all enlisted Soldiers with SQI ‘L’, and warrant officers, and officers in language coded positions are required to complete 150 hours of foreign language training annually in their CLANG (as reflected in their ILTP). Training in the CLANG is the priority for all Soldiers with SQI “L”. Additional languages will not be trained until Soldiers complete their 150 hours of annual training (AT) in their CLANG.

(2) For RC, all enlisted Soldiers with SQI ‘L’, warrant officers, and officers (USAR only) in language coded positions are required to complete 80 hours of foreign language training annually in their CLANG. Training in the CLANG is the priority for all Soldiers with SQI “L”. Additional languages will not be trained until Soldiers complete their 80 hours of AT in their CLANG.

(3) Exceptions. Enlisted Soldiers, warrant officers, and officers who are assigned to a language coded position but are not linguists (have not been trained or assessed for foreign language proficiency) are exempt from the AT requirement.

b. CDRs at all levels with Soldiers in language capable MOS(s) will provide foreign language refresher and maintenance training as resources are available.

c. CDRs will not expend TALP funding or other designated language training funds on Soldiers who are within 90 days of separation from the Army.

3–3. Training in additional languages

Cross-training of proficient linguists is authorized and encouraged to enhance assignment flexibility and to meet contingency mission requirements. The minimum proficiency prerequisite to cross-train in an additional language is a current DLPT rating of 2+/2+ in the CLANG. These cross-training prerequisites do not apply to great skill personnel, SOF personnel, or to FA 48 officers.

a. Upon completion of cross-training, the linguist must take the DLPT or OPI.

b. CLANGs may be changed in accordance with paragraph 2–6c of this regulation.

c. Commands are prohibited from using TALP to fund cross-training involving acquisition of a second language.

Section II

Command Language Program

3–4. Mandatory Command Language Program requirements

At a minimum, ACOM, ASCC, DRU, and unit CLPs must satisfy the following criteria:

a. *Command driven.* The CLP is a CDR’s program and should show evidence of command emphasis, command support, and CDR cognizance and involvement.

b. *Objectives.* The CLPs must have clearly stated quantifiable objectives. A CLP’s objectives should address both global and technical language skills. Ideally, these objectives should be expressed as mission essential or critical tasks.

c. *Command Language Program manager.* The ACOM, ASCC, DRU, and units with language dependent MOSs or language-coded positions must have a designated CLPM. Ideally, the CLPM is one of the unit’s senior linguists, who can also serve as a linguist mentor and advisor. The CLPM may also be a DA Civilian, preferably with experience as a military linguist, who is knowledgeable of the CLP. Contractors can be appointed as a CLPM; however, the position

cannot be paid for with TALP funds. CDRs of units with large numbers of linguists assigned (150 or more) should consider establishing a full time CLPM position with a specified job description to manage their language training program.

d. Command Language Council. Units with 50 or more linguist authorizations will establish a standing CLC. The purpose of the CLC is to promote linguistic excellence through sharing of ideas and information and to prioritize training. Soldiers from each of a unit's languages and MOSs should be represented on the CLC. In addition, the CLC should include representatives from all sub-units with linguists. The CLC also should include the CDR, command sergeant major (CSM), S-1, S-2, S-3, S-4, and the resource manager; however, the make-up of the CLC is up to the CDR. The CLC will meet at least quarterly and be chaired by the CLPM. Minutes of these meetings will be published and maintained on file for at least 2 years. A CLC need not be formed at the ACOM, ASCC, or DRU level as these functions are accomplished as part of normal staff operations. The creation of a CLC in units with less than 50 linguist authorizations is a CDR's decision.

e. Command Language Program documentation. The CLPM is responsible for maintaining required CLP documentation (reference copies of publications listed in app A), the CLP linguist database, and the CLP files. Records retention schedules are located on the Army Electronic Library CD-ROM (EM 0001), at table X: File Category X.

(1) *Reference publications.* At a minimum, CLPs must have on hand their CLP Command Guidance and electronic access to all publications listed in section I and II of appendix A. Units may access the publications on the Army Publishing Directorates Web site at <http://www.apd.army.mil/AdminPubs/Productsmap.ase>.

(2) *Command Language Program linguist database.* The CLP linguist database is the most important CLP documentation. At a minimum, the unit CLP database is comprised of the Individual Linguist Record and Certificate (ILRC) (see DA Form 7383-R (Individual Linguist Record)) for all assigned personnel with foreign language skills. Ideally, the key elements of a unit's CLP linguist database will be entered using standard database software. Update the database regularly to ensure it is accurate. The CLPM should also develop a plan for maintaining current information in the database.

(3) *Command Language Program manager responsibilities and training.* Each unit that has language dependent MOS Soldiers, DA Civilians in language coded billets, or Soldiers who received language training at Government expense will have an identified and filled CLPM position. CDRs with large numbers of authorized linguists (150 or more) should consider using a full-time civilian CLPM with a specified job description; subordinate unit CLPMs can be identified as an additional duty. The CLPM will attend the DLIFLC resident or non-resident CLPM course within 6 months of appointment. Those CLPMs that manage Combined Cryptologic Program (CCP)-funded linguists will also attend the LIMA-1700 course (Cryptologic Language Training Manager Course). Appoint all CLPMs in writing. The CLPM position will be at a level of authority within the organizational structure that is compatible with the language requirements of the unit's mission. The CLPM will maintain the linguistic skills database and coordinate initial screening of all incoming personnel for language skills. Units will request CLPM Course attendance through CLP channels. Units may use TALP funds to pay for their designated CLPM to attend training.

3-5. Command Language Program required reporting

There are two categories of required reporting for all CLPs affected by this regulation. They are:

a. The TALP reports required by the DA TALP manager, as required by paragraph 7-6 for units receiving TALP funds.

b. The CLP reporting through the ACOM, ASCC, and DRU to DLIFLC as required by AR 350-20.

3-6. 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 MOS are:

(1) 09L Interpreter/Translator.

(2) 35P Cryptologic Linguist.

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

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

d. Personnel possessing a foreign language capability not related to their MOS 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 language dependent or language capable MOS; however, their language capability normally does not influence career development within their PMOS or CMF.

3-7. Managing officer and warrant officer linguists

a. Officer and warrant officer linguist career development will continue to be based on confirmed requirements and is administered under the OPMS specialties or warrant officer MOS.

b. Designated MOS and area of concentration (AOC) with language requirements:

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

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

3-8. Officer, warrant officer, and enlisted linguist utilization

a. Upon completion of language training, individuals will be assigned against the linguist authorizations for which they were trained.

b. When requirements are canceled, assign the individual, when possible, to a position or location where they can use the acquired language capabilities.

c. Assign enlistment bonus and selective reenlistment bonus recipients against the MOS and language requirements for which the bonus was received (see AR 601-280 and AR 601-210).

d. This utilization policy will not serve as a basis for preventing enlisted personnel from applying for ROTC, Officer Candidate School (OCS), a direct commission, or appointment to warrant officer.

e. Utilization of enlisted personnel in language capable MOSs and of officer and warrant officer linguists to fill language requirements is determined on a case-by-case basis, depending on the needs of the Army and the impact on the individual's professional development.

Chapter 4 Foreign Language Proficiency Bonus

4-1. Foreign language proficiency bonus overview

a. This chapter prescribes policy and guidance for the administration of the FLPB at proficiency levels 2/2 and above for qualified AA and RC Soldiers.

b. The FLPB is a monthly monetary bonus paid to officers, warrant officers, and enlisted Soldiers who maintain the required proficiency in designated languages.

c. Languages or specialties recommended for FLPB must satisfy the conditions prescribed by chapters 4, 5, and 6 of this regulation.

d. All pay, military compensation and entitlements are approved by ASA (M&RA) and DCS, G-1 (DAPE-PRC).

e. The DCS, G-2 is the proponent for administrative or policy changes to the FLPB program.

(1) *Active Army*. ACOMs may forward FLPB policy changes to DCS, G-2 (DAMI-PIO), 1000 Army Pentagon, 2D382, Washington, DC 20310-1000, with a copy to the ASA (M&RA) and DCS, G-1 (DAPE-PRC).

(2) *Reserve components*. RC commands may request changes to the FLPB program through their chain of command to the DCS, G-2.

(3) *Army National Guard*. All ARNG CDRs submit change requests through their State Adjutants General (SAG) to the DARNG (ARNG-ZA), 111 S. George Mason Drive, Arlington, VA 22204.

(4) *United States Army Reserve*. USAR commands will forward requests through USARC G-1 (AFRC-PR), Marshall Hall, 4710 Knox St. (Bldg 8-1808), Fort Bragg, NC 28310-3231, and a copy to OCAR G-2 (DAAR-IN), 6075 Goethals Rd (Bldg 1908), Fort Belvoir, VA 22060-5231.

f. The FLPB program is authorized under the provisions of Title 37 United States Code Section 316 (37 USC 316). It is administered according to Department of Defense Instruction (DODI) 1340.27 and DOD Financial Management Regulation 7000.14-R (Volume 7A).

g. For the purposes of the following policy: a linguist's language proficiency is determined by the level of proficiency they possess in a foreign language skill as certified by a DLIFLC endorsed testing method.

4-2. Criteria for Individual Soldier Eligibility for the foreign language proficiency bonus

A Soldier is eligible to receive FLPB if all the following conditions are met.

a. AA Soldiers must—

(1) Be on active duty and entitled to basic pay.

(2) For enlisted Soldiers, eligibility begins when he or she completes AIT, has been awarded an MOS, and has signed in to their first permanent duty station.

(3) For officers, eligibility begins when he or she completes the Officer Basic Course (OBC) or Warrant Officer Basic Course (WOBC) or is branch qualified and has signed in to their first permanent duty station. WOBC students whose feeder MOS was a language capable or language dependent MOS who are designated for a language capable or language dependent warrant officer specialty may continue to receive FLPB while attending the WOBC and are exempt from the requirement to complete WOBC to be eligible for the FLPB pay.

(4) Be certified proficient within the past 12 months in a foreign language listed on the Army Strategic Language List (ALL) the DCS, G-2 publishes annually. All Soldiers trained at Government expense or recruited for their language capability must be proficient in their CLANG before they are eligible for FLPB.

b. ARNG and USAR Soldiers must—

(1) Be in either a drilling TPU or individual mobilization augmentee (IMA) paid status, “AGR,” or on active duty orders (ADOS).

(a) Soldiers serving an ADOS tour that requires proficiency in a foreign language must ensure the language required and the proficiency level is specified in their orders to receive FLPB.

(b) For FLPB purposes, the language specified in the ADOS orders will take priority over the CLANG and the home station modified table of organization and equipment (MTOE) and/or TDA language coded billet. For example, if a Soldier who is proficient in multiple languages with Arabic designated as their CLANG is mobilized, deployed, or ordered to active duty to support a requirement for a French linguist, they will be paid FLPB at the “A” rate for French and also paid FLPB for their CLANG based on the payment list on which their CLANG is listed.

(2) Must not have been adjudicated as an unsatisfactory participant in the previous 12 months as defined in 10 USC 10147 and AR 135-91.

(3) Meet minimum annual service requirements for retirement eligibility pursuant to 10 USC 12732 during the 12 month certification period for FLPB.

Table 4-1
Proficiency ratings

DLPT I			DLPT II, III, IV, and DLRPT		
Raw Score	Proficiency Rating	Data Code	Converted Score	Proficiency Rating	Data Code
00-20	0	0	00-24	0	0
21-23	0+	6	25-29	0+	6
24-29	1	10	30-35	1	10
30-35	1+	16	36-39	1+	16
36-42	2	20	40-45	2	20
43-48	2+	26	46-49	2+	26
49-60	3	30	50+	3	30

OPI and DLPT 5					
Proficiency Rating			Data Code		
	0			0	
	0+			6	
	1			10	
	1+			16	
	2			20	
	2+			26	
	3			30	
	3+			36	
	4			40	
	4+			46	

Table 4-1
Proficiency ratings—Continued

5	50
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Notes:

¹ In languages for which DLPT I, II, III, or IV are available, Soldiers are only tested for listening and reading.

² The DLRPT is available in Amharic and Hausa only. FLPB eligibility is determined on the basis of the reading skill only.

³ Procedures for ordering DLPTs are referenced in AR 611-5. Further guidance is available from the Army Personnel Test Program Manager at the following address: Education Division (AHRC-PDE), Army Human Resources Command, 1600 Spearhead Division Ave, Dept 480, Fort Knox, KY 40122-5408. A list of currently available tests with their formats and component numbers are issued to all TCOs via message. Implementation of new tests and availability of their components are announced by electronic message or DA circular.

⁴ The OPI is used to determine FLPB for languages for which no DLPT exists. FLPB eligibility is determined based on the speaking proficiency only. Only authorized Army TCOs can schedule OPIs in these languages by contacting Language Testing and Management Division at DLIFLC in Monterey, California, opi@monterey.army.mil. The interview must be proctored by an authorized TCO, ATCO, or test examiner to verify the identity of the examinee and to preserve the integrity of the OPI.

(a) For the ARNG, FLPB is pro-rated at a value of 2 percent for each retirement point less than 50 points. A Soldier who earns 25 retirement points during the 12 month certification period is entitled to 50 percent of the amount listed in the appropriate payment table. For example: An RC member who scores 2/2 in a Category A language would receive annual FLPB of \$2,400 for earning 50 retirement points in an anniversary year – the same as the active component (AC) member who was certified proficient for a full year. However, another RC member with identical foreign language qualifications as the RC member above only amassed 25 points in their anniversary year, that member would receive: 25 points / 50 points or 1/2 the annual FLPB of \$2,400 = \$1,200 FLPB.

(b) For the USAR, Soldiers designated as unsatisfactory participants (as defined by AR 135-91) while receiving FLPB will have their FLPB terminated and recouped for the entire period of the current order.

(4) Enlisted Soldiers must hold an MOS to be eligible.

(5) Warrant officers and officers must have completed WOBC and/or OBC or be branch qualified to be eligible. WOBC students whose feeder MOS was a language capable or language dependent MOS who are designated for a language capable or language dependent warrant officer specialty may continue to receive FLPB while attending the WOBC and are exempt from the requirement to complete WOBC to be eligible for the FLPB pay.

(6) Not be required to have performed duty or received base pay in the month for which they are entitled to FLPB and are not subject to the 1/30th rule.

(7) Be certified proficient within the past 12 months in a foreign language for which the Army has authorized payment.

c. When eligibility, award, or termination of FLPB cannot be determined, forward the case with recommendations through command channels to—

(1) For AA Soldiers: Commander, AHRC, (AHRC-PDP-I), 1600 Spearhead Division Avenue, Dept 480, Fort Knox, KY 40122-5408.

(2) For USAR Soldiers, submit through USARC G-1 (AFRC-PR), Marshall Hall, 4710 Knox St. (Bldg 8-1808), Fort Bragg, NC 28310-3231.

(3) For ARNG Soldiers, submit through Director, Army National Guard (ARNG-ZA), 111 S. George Mason Drive, Arlington, VA 22204.

4-3. Foreign language proficiency bonus payment criteria

a. FLPB may be paid in addition to any other pay or allowance to which the Soldier is entitled.

b. The FLPB payment level (see table 4-2) is determined by proficiency ratings (see table 4-1) and the language payment list the DCS, G-2 publishes annually. If an annual list is not published then the last published list remains in effect. Soldiers may not be paid more than \$500 per month for a single language, and a \$1,000 per month for multiple languages.

c. The effective date of FLPB payments is the date of the DLPT, DLRPT, OPI, or the date eligibility begins (see para 4-2), whichever of the two dates is later. If the DLPT is administered on two separate days, then the effective date of the FLPB will begin on the later of the two dates; however, Soldiers must complete all testing within 30 days for the test to be valid. If an OPI is required in addition to a DLPT, it must be taken within the same 30 day period. For example, if a Soldier is administered the listening DLPT on January 1, and the reading DLPT on January 2, FLPB is not effective until January 2.

d. FLPB entitlement ends on the 1 year (12 month) anniversary of their certification. Soldiers must recertify on or before the 1 year anniversary of their DLPT to remain eligible to receive FLPB.

e. 09L MOS Soldiers.

(1) 09L Soldiers are paid FLPB for their OPI (speaking) test for their Army assigned CLANG.

(2) For any additional languages, 09L Soldiers must meet the eligibility requirements and comply with paragraph 4-2 to determine FLPB eligibility.

f. Dialects.

(1) Where specifically identified as a dialect on payment list "A", FLPB is paid at the payment list "A" rate for one dialect only. For all other dialects listed on payment list "A" Soldiers will be paid at the payment list "B" rate. For example, a Soldier who has documented language proficiency in two dialects of Arabic (Libyan-Arabic and Gulf Arabic) will receive payment at the "A" rate for Libyan-Arabic and at the "B" (lower) rate for Gulf Arabic.

(2) Pay linguists at the payment list "A" rate for the highest proficient dialect in accordance with the latest ALL.

(3) To qualify for FLPB for any Arabic dialects where there is a DLPT listening test, Soldiers must take the MSA reading test (AD) (DLPT 5) and the listening test (DLPT 5) or an OPI for one of the dialects. Soldiers must complete the listening, reading, and/or OPI tests within 30 days to qualify for FLPB.

(4) Should a question arise in determining the difference between a dialect and a language, the DCS, G-2 (DAMI-PIO) is the arbitrating authority.

g. Soldiers are paid depending on which payment list the language is listed. Exceptions follow:

(1) Soldiers serving in a language dependent MOS, specialty, or CMF (indicated in para 4-4 for FLPB purposes only) will always be paid at the payment list "A" rate for their CLANG. Soldiers must be proficient in their CLANG first to be eligible for FLPB in any additional languages. A Soldier cannot be assigned more than one CLANG (except for FAO and great skill linguists), and a CLANG determination will be in accordance with paragraphs 2-5 through 2-7. The single CLANG determination does not apply to FA 48 officers or to great skill personnel. The FA 48 proponent and the CDR, Great Skill Division will determine the number of CLANGs assigned to FA 48 officers and great skill personnel based on mission requirements.

(2) Soldiers in a non-language dependent or non-language capable MOS assigned to a language-coded position, who are duty MOS qualified (DMOSQ) for that position, will be paid FLPB for the language designated by the LIC associated with the position. The FLPB pay is based on the payment list on which the language of the position is listed, to include languages designated as dominant languages. Language coded positions whose language is not listed on any payment list are paid at the lowest payment rate. The LIC must be officially documented on the TDA or MTOE within the FMSweb (viewable within eMILPO/RLAS (USAR only)). A position cannot be coded for multiple languages.

(3) Soldiers who are attending or instructing professional military education (PME) or equivalent courses, other than initial training, specifically conducted in a foreign language will be considered as Soldiers assigned to a language coded position and paid FLPB based on the payment list on which the language of the position is listed, to include languages designated as dominant languages. If the language is not listed on any payment list, Soldiers are paid at the lowest payment rate. Selection to attend the course must require at least 2/2 proficiency in a foreign language which must be stated in the Soldier's orders to attend the course. The following schools are examples of qualifying PME: Western Hemisphere Institute for Security Cooperation, Olmsted Scholar Program (military only), and schools of other nations. Example: An 11A (Infantry Officer) selected to attend the Spanish Army War College equivalent would be eligible for FLPB for Spanish at the payment list "A" rate only while attending the course.

(4) Any additional languages aside from a CLANG, a language coded position, or PME is paid depending on the Soldier's eligibility and the payment list the language is listed on.

h. Dominant language. Dominant languages are not a training priority for the Army since we have sufficient capability. FLPB may be paid to Soldiers who speak a dominant language if one of the following applies:

(1) The Soldier has a dominant language as their CLANG.

(2) The Soldier occupies a language billet coded for a dominant language on their MTOE or TDA and is DMOSQ.

(3) Soldiers who are attending or instructing at PME or equivalent courses, other than initial training, conducted in a dominant language.

4-4. Language capable and language dependent military occupational specialties and career management fields for foreign language proficiency bonus purposes only

Language capable and language dependent MOS and CMF for FLPB purposes only include:

a. Enlisted: 00S, 00Z (limited to those with a 18, 35, 37, 38 CMF background), 09L, 35L, 35M, 35N, 35P, 35Y, 35V, 35Z, or CMFs 18, 37, or 38.

b. Warrant officer: MOS 180A, 351L, 351M, 351Z, 351Y, or 352N.

c. Officer: Branch 18, 37, 38, AOC 35F and FA's 47A, 47G, and 48. FA 48 personnel are only language dependent (for FLPB purposes) when FA 48 is their primary FA designator

4-5. Foreign language proficiency bonus proficiency criteria

a. The FLPB payment levels are based on proficiency ratings in listening, reading, and/or speaking with a minimum proficiency score of 2L/2R and/or speaking OPI score of 2 for all linguists except 09Ls, who must maintain a minimum CLANG proficiency of 2+ on their OPI.

b. Soldiers must take both the reading and listening test of the same level DLPT (either lower range or upper range), and/or OPI within 30 days to have a valid test and be eligible for FLPB. The upper range DLPT test scores will only

be used for FLPB purposes for the modalities on which the Soldier scored a 3 on a valid lower range DLPT and may be taken at any time after the lower range test. If a Soldier taking the upper range DLPT improves his score sufficiently to receive an increase in FLPB, the date the Soldier took the upper range test is the date used to calculate their FLPB. The upper range DLPTs are only used to test a linguist's capability to speak, listen, or read at a higher level or to qualify for higher FLPB payment rates. Therefore, linguists (both DA Civilian and military) must still recertify annually using the lower range DLPT to continue to qualify for FLPB and to demonstrate their language proficiency; they may not substitute the upper range DLPT for this annual certification requirement.

c. The lower of the proficiency rating received in reading or listening is used to determine the FLPB payment level. The speaking skill (OPI), if taken, will only be used for FLPB determination when a DLPT in both listening and reading or a DLRPT is not available. Examples: A Soldier who is certified proficient at 2+ listening, 2 reading, and 3 speaking (OPI) will be awarded FLPB based on the listening and reading scores only.

d. For languages where there is no listening DLPT, base FLPB amount on the reading test score and the OPI score.

e. For languages where there is no reading DLPT, base FLPB amount on the listening score and the OPI score.

f. For languages where there is no listening or reading DLPT, base FLPB amount on the OPI score only.

g. The OPI score will determine FLPB eligibility for MOS 09L for the CLANG in accordance with paragraph 4-3e(1).

Table 4-2
Foreign language proficiency bonus payment table

Payment Levels		
DLPT score	Payment list "A"	Payment list "B"
1/1*	100*	50*
1+/1+*	150*	75*
2/2	200	100
2/2+	250	125
2+/2+ or 2/3	300	150
2+/3	350	175
3/3	400	250
3/3** or 4/4	500	300

Legend for Table 4-2:

* Qualified Soldiers only. See paragraph 5-2 to determine if Soldiers qualify for sub 2/2 proficiency FLPB.

** Only paid when the linguist achieves a 3 on an OPI to verify their speaking capability.

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

4-6. Annual certification

a. Annual certification is mandatory to receive FLPB. Linguists must recertify prior to or on the 12 month anniversary of their last certification to ensure they continue to receive FLPB.

b. Orders authorizing FLPB are effective for no longer than a 1 year (12 month) certification period.

c. CDRs and supervisors may use their discretion to waive the annual recertification requirement for Soldiers who are deployed or assigned outside the continental United States (OCONUS) where testing facilities are not available. Example: If a Soldier is assigned to a European country close enough to Germany where they conduct administrative actions such as renewing identification cards, an appointment to take the language test should be arranged. This example would not qualify as not being near a testing location. There is a 2 year consecutive limit on this exemption.

(1) Document the recertification on a DA Form 4187 with the following annotation: "The CDR or supervisor certifies that the recipient can perform their linguistic duties in a satisfactory manner and is proficient at a level consistent with the FLPB rate for the previous year."

(2) If the recertification is for a deployment, include the expected redeployment date on the DA Form 4187. The recertification period cannot exceed 180 days post-redeployment for the AA, or 360 days for the RC.

(3) Forward the DA Form 4187 to the appropriate record custodian for issuance of orders to authorize FLPB.

d. CDRs may recertify Soldiers' proficiency when an annual certification expires within 180 days after a deployment tied to a contingency operation of 180 days or longer. This recertification period may not exceed 180 days after the return date for the AA, or 360 days for the RC.

e. Recertify linguists using the DLPT or OPI as soon as practicable within 180 days of the order's date releasing

them from the duty assignment. If scheduling an OPI takes longer than 180 days, the TCO must contact the AHRC FLPB program manager (AHRC-PDP-I) for an exception to policy.

f. Soldiers who are already certified proficient in languages for which they are receiving FLPB and are in a training program longer than 180 days must recertify for the languages for which they receive FLPB prior to the start of the course. Soldiers who require a waiver to take the DLPT earlier than 180 days from their most recent DLPT in order to meet this requirement must request a waiver from their CDR prior to reporting to the language course.

g. Soldiers who have a valid and current DLPT in a previous version and are taking the DLPT 5 for the first time and score lower on the DLPT 5 may substitute their previous test score for FLPB certification one time only. The previous test score will serve as the test of record with an effective date of the new submission. This test score will remain valid for 12 months or until the Soldier takes a new DLPT.

Chapter 5

Foreign Language Proficiency Bonus Below 2/2 Proficiency

Section I

General

5-1. Overview

This chapter prescribes policy and guidance for the administration of FLPB below 2/2 proficiency for qualified AA, USAR, and ARNG Soldiers.

5-2. Criteria for individual Soldier eligibility

- a.* A Soldier is eligible to receive FLPB below 2/2 proficiency when they are:
- (1) Assigned to a DOD designated Hand Program.
 - (2) In the following CMF or organizations:
 - (a)* CMF: 18 (PMOS), 180A, and Officer Branch 18.
 - (b)* CMF: 37 (PMOS) and Officer Branch 37 (AA only).
 - (c)* CMF: 38 (PMOS) and Officer Branch 38 assigned to Army special operations forces (ARSOF) (AA only).
 - (d)* USAR CMF 37 and 38 and Officer Branches 37 and 38 mobilized and assigned to ARSOF.
 - (e)* ARNG CMF 37 and 38 and Officer Branches 37 and 38 assigned to 19th and 20th Special Forces Group.
 - (f)* Assigned to the 75th Ranger Regiment or the 160th Special Operations Aviation Regiment and limited to languages supporting a deployment for an overseas contingency operation (OCO). This applies to all personnel assigned to these units except for Soldiers who were language trained at Government expense (refers to acquisition language training courses taught at DLIFLC or one of their satellite campuses).
 - (g)* Assigned to a USASOC special mission unit (except for Soldiers language trained at Government expense).
 - (h)* General officers and sergeants major assigned to ARSOF.
- b.* Direct all ARSOF FLPB eligibility questions to Headquarters, USASOC DCS, G-1 Personnel Operations Division, Bldg 2929, Desert Storm Dr., Fort Bragg, NC 28310.
- c.* Soldiers must meet the eligibility criteria listed in paragraph 4-2.
- d.* Soldiers must score 1/1 or higher on a valid proficiency test of record (DLPT, DLRPT, or OPI).
- e.* Soldiers who have completed a foreign language basic course (graduation standard of 2/2) are not eligible for FLPB below 2/2 proficiency for that language.
- f.* Soldiers are not eligible to receive payments for both below 2/2 proficiency and 2/2 and higher levels for the same language.
- g.* Soldiers do not have to be certified proficient (2/2 or higher) in their CLANG to be eligible for FLPB below 2/2 for a language supporting a deployment for an OCO or when they are supporting a geographic combatant command (COCOM) requirement.

Section II

Policy

5-3. Foreign language proficiency bonus below 2/2 restrictions

- a.* Payment is restricted to a maximum of three languages as follows:
- (1) ARSOF Soldier's designated CLANG.
 - (2) One language supporting an operational deployment and one language supporting a geographic COCOM requirement where close integration and training with the host nation and the country team is required.
 - (a)* AA Soldiers must be within 9 months of deploying to be eligible for FLPB.

- (b)* RC Soldiers must be within 9 months of mobilization to be eligible for FLPB.
- (3) One language designated by the Joint Staff for Soldiers assigned to a DOD Hand Program.
 - b.* FLPB is restricted to one dialect per language. DCS, G-2 (DAMI-PIO) is the arbitrating authority for questions about the difference between a dialect and a language.

5-4. Below 2/2 foreign language proficiency bonus testing

- a.* Soldiers may test using the computer based DLPT or a two skill OPI (listening and speaking). Soldiers will follow the procedures in paragraph 2-4*d* to schedule an OPI.
- b.* FLPB below 2/2 will not be paid if a test for a language does not exist or is not available.
- c.* The provisions for annual certification in paragraph 4-6 apply to FLPB below 2/2 proficiency.

5-5. Below 2/2 foreign language proficiency bonus payment

- a.* The FLPB may be paid in addition to any other pay or allowance to which the Soldier is entitled.
- b.* FLPB below 2/2 proficiency will be paid for a maximum of three languages (1 x CLANG and 1 x language supporting an OCO and 1 x language supporting a geographic COCOM).
- c.* The FLPB payment levels for proficiencies below 2/2 are listed in table 4-2.
- d.* Payment for the first language (CLANG or a language supporting a deployment for an OCO) will be paid at the "A" rate. The language for Soldiers assigned to a Hand Program will be paid at the "A" rate.
- e.* Payment for a second and third language for ARSOF, if authorized, will be paid at the lower rate.
- f.* The amount of FLPB below 2/2 proficiency may not exceed \$100 per month for a single language, and \$200 per month for a combination of languages.
- g.* Total FLPB payments cannot exceed \$1,000 per month including payments for FLPB below 2/2 proficiency and for FLPB for 2/2 and higher.
- h.* See paragraph 4-3*c* to determine the effective date of FLPB payments.
- i.* FLPB is computed based on a 30-day month. See paragraph 4-3*d* for details.

Chapter 6

Department of the Army Civilian Foreign Language Proficiency Pay

Section I

General

6-1. Overview

- a.* This chapter prescribes policy and guidance for the DA Civilian FLPP program. Nonappropriated fund (NAF) employees and contractors are not eligible to receive FLPP.
- b.* The purpose of the FLPP is to provide an incentive for DA Civilians to maintain their language proficiency. The DA Civilian FLPP is a command driven program based on mission requirements and available funding. CDRs and heads of activities will determine if their DA Civilian employees receive FLPP. In order for a DA Civilian employee to receive FLPP, the CDR or head of activities must document the language requirement in the DA Civilian's position description in accordance with the ACOM, ASCC, or DRU CDR's, heads of HQDA activities, and United States Property and Fiscal Officers (USPFOs) policy for the payment of FLPP to DA Civilian employees.
- c.* The FLPP is a bi-weekly monetary bonus that may be paid to DA Civilians who maintain the required proficiency in designated foreign languages in accordance with the Army's needs.
- d.* The DA Civilian FLPP program is authorized under the provisions of the following:
 - (1) 10 USC 1596 and 10 USC 1596a.
 - (2) DODI 1400.25, Volume 2016.

6-2. Department of the Army Civilian Foreign Language Proficiency Pay Program

- a.* Conditions. Languages or specialties recommended for FLPP must satisfy the conditions prescribed by this chapter.
- b.* Forward requests for administrative or policy changes to the DCS, G-1 (DAPE-CPD-EP), 1000 Army, Pentagon, Washington, DC 20310-0300, with an information copy to the DCS, G-2 (DAMI-CP and DAMI-PIO). Send requests for changes in proficiency levels to be paid or changes in the Army Strategic Language List to the DCS, G-2 (DAMI-PIO), 1000 Army Pentagon, 2D382, Washington, DC 20310-1000.
- c.* DA Civilians are responsible for scheduling their own foreign language proficiency tests for annual recertification.

Section II Policy

6-3. Criteria for individual Department of the Army Civilian eligibility

- a.* A DA Civilian is eligible to receive FLPP if both of the conditions in paragraphs 6-3a(1) and 6-3a(2) are met.
 - (1) The CDR and/or head of activity determines an employee is serving in a position, or is subject to assignment to a position in which proficiency in a foreign language facilitates performance of officially assigned intelligence-related or non-intelligence duties, to include support to deployments and treaties. This determination must be documented in their position description, provided in writing to the DA Civilian, signed by the DA Civilian, and be in compliance with the ACOM, ASCC, and DRU CDR's policy.
 - (2) The employee is certified proficient within the last 12 months in a foreign language determined by the DLPT, DLRPT, OPI, or other DOD approved proficiency test.
- b.* The effective date of FLPP eligibility is determined in accordance with paragraph 4-3c.
- c.* DA Civilians remain eligible for FLPP while attending short term non-language training (119 days or less).
- d.* DA Civilians eligibility for FLPP while attending long term non-language training (120 days or longer) or on rotational assignments such as a Joint duty assignment or Joint and Senior Service Schools (for example, National War College, Industrial College of the Armed Forces, Army War College) is subject to the DA Civilian's employing and gaining organization's CDR's and/or head of activity's discretion and written agreement.
- e.* DA Civilians whose position description does not specify a language requirement are not eligible for FLPP based solely on their proficiency in a language listed on the ALL.
- f.* FLPP will not be paid if the employee is in a leave without pay or other unpaid status in excess of 10 consecutive work days, or in an extended paid absence in excess of 30 consecutive work days.
- g.* An employee's FLPP may be terminated at any time when the—
 - (1) CDR or head of activity determines the need for the language in which the employee has skills is no longer required.
 - (2) Employee's assigned duties no longer require foreign language proficiency for which the employee is receiving FLPP.
 - (3) Employee no longer meets the certification requirements.
 - (4) Employee's most recent performance evaluation (for example, closeout or early annual) was less than successful.
 - (5) CDR or head of activity uses their discretion to terminate the employees FLPP.

6-4. Amount of foreign language proficiency pay proficiency payment

- a.* FLPP is available to all grade and pay bands.
- b.* FLPP may be paid in addition to any other pay or allowance to which the DA Civilian is entitled.
- c.* FLPP is taxable and such taxes will be withheld on a pay period basis.
- d.* FLPP is included in determining maximum pay subject to the pay cap.
- e.* FLPP is not considered as an employee's rate of basic pay for any purpose (for example, retirement or insurance).
- f.* The overpayment or unauthorized payment of FLPP is considered a debt owed to the Government and must be repaid.
 - g.* The amount of FLPP may not exceed \$184.62 per bi-weekly pay for a single language, and \$461.54 per bi-weekly pay period for a combination of languages. Total FLPP payments cannot exceed \$12,000 for any 12 month period. Payment requires:
 - (1) The language must be the DA Civilian's CLANG as documented on his position description. The CLANG is paid at the "A" rate (see table 6-1). Any other language listed in the DA Civilian's position description is paid at the lower rate.
 - (2) FLPP will only be paid for one dialect per language (unless multiple dialects are specified in the position description). See paragraph 4-3f for policy on FLPP payment for dialects. Contact DCS, G-2 (DAMI-PIO) if questions arise in determining the difference between a language and a dialect.
 - (3) Pay FLPP for multiple languages only if a requirement for multiple languages is documented in the employee's position description. All languages other than the CLANG are paid at the "B" payment rate (see table 6-1).
 - (4) The FLPP payment level is determined by proficiency (see table 6-1) and the ALL.
 - (5) FLPP will not be paid if there is no DLIFLC certified testing method for a language.
 - (6) Pay DA Civilians at payment list "A" for the language specified in their position description.
 - (a)* DA Civilians who are attending or instructing PME or equivalent courses must comply with paragraph 4-3g(3) for payment of FLPP.
 - (b)* FLPP entitlement becomes effective on the pay period after all documentation and approvals have been received by the appropriate DA Civilian pay system.
 - (c)* DA Civilians serving in non-intelligence positions who are proficient in a language identified by the Secretary of

Defense as necessary for national security interests are eligible for FLPP in accordance with 10 USC 1596a. The amount of FLPP these DA Civilians are eligible for may not exceed a maximum of 5 percent of their pay.

Table 6–1
DA Civilian foreign language proficiency pay payment table – payment per bi-weekly pay period

DLPT score	Payment list “A”	Payment list “B”
2/2	\$92.31	\$69.23
2+/2+	\$138.46	\$92.31
3/3	\$184.62	\$138.46

6–5. Department of the Army Civilian foreign language proficiency pay proficiency level

See paragraph 4–5 and table 4–1 to determine proficiency level.

6–6. Annual certification

a. Annual certification is a requirement for FLPP.

(1) If no DLPT or DLRPT exists for the language, an OPI is used to determine FLPP eligibility based on speaking proficiency only (see table 6–1).

(2) DA Civilians who are due annual recertification, but are deployed or assigned OCONUS where testing facilities are not available, can have their CDR or supervisor recertify their current proficiency in lieu of the DLPT or OPI. Document the recertification on an SF 52 (Request for Personnel Action) with the following annotation: “The supervisor certifies that the recipient can perform their linguistic duties in a satisfactory manner and is proficient at a level consistent with the FLPP rate for the previous year.” There is a 2 year consecutive limit on this exemption not directly tied to contingency operations. Recertify DA Civilians using the DLPT or OPI as soon as practicable within 180 days after they return to their permanent duty station starting the date the employee is released from the assignment or redeploy. If an OPI cannot be scheduled within 180 days of the employee’s release from assignment or redeployment, then the TCO must contact the DCS, G–1 (DAPE–CPD–EP) for an exception to policy.

(a) DA Civilians who are due to rotate to a foreign country where no Army language testing facility is available and are within 6 months of their recertification date must recertify before rotating overseas.

(b) Supervisors may require DA Civilians to recertify who are within 6 months of their annual recertification date when performance is unacceptable based on a demonstrated lack of language proficiency.

(3) SF 52s authorizing FLPP are effective for not longer than 12 months from the recertification date.

b. DA Civilians who are already certified proficient in a language for which they are receiving FLPP and are in a training program for that same language are exempt from the annual certification requirement while they are attending the course. The DA Civilian’s supervisor is responsible for generating a memorandum (subject: Request for Exemption) and must ensure that the SF 52 authorizes the extension of FLPP to the end of the course. If a DA Civilian is receiving FLPP for a second language, he or she must still meet the annual certification requirement for the second language and should consider retesting prior to the start of the course.

c. DA Civilians will follow the provisions for testing in accordance with paragraph 2–4 of this regulation.

6–7. Certification funding

a. ACES conducts foreign language testing with visibility operating readiness (VOPR) funding. IMCOM has oversight of VOPR funding.

b. Organizations may be responsible for funding of foreign language testing for their employee if VOPR funding is not available.

Chapter 7 **Language Programming and Budgeting**

7–1. Definition and purpose of The Army Language Program

TALP is the Army’s mechanism to provide CDRs and linguists with sufficient resources to sustain and enhance foreign language skills required to perform mission essential tasks critical to the success of Army missions. TALP provides essential funding for the operation of unit-level CLPs and their nonresident language maintenance training activities within the Army. However, TALP does not fund CLPs operated by USASOC to train CMFs 18, 37, and USASOC assigned CMF 38 Soldiers since SOF CLPs are resourced by USSOCOM. Only the CMF 35 linguists assigned to

USASOC are supported with TALP funding. TALP funds may be used for CMFs 18, 37, and 38 if they are assigned to general purpose forces (GPFs) and not to USASOC (that is, United States Army Civil Affairs and Psychological Operations Command (USACAPOC)).

7-2. The Defense Language Program management decision package

For the purpose of resource planning, programming, and budgeting, TALP is managed as an element and component of the TDLP MDEP. The DCS, G-2 SPM manages TALP; the Training Directorate of the DCS, G-3/5/7 (DAMO-TR) manages the TDLP MDEP. As the TALP manager, the DCS, G-2 ensures TALP is adequately resourced, regulated, and administered.

7-3. The Army Language Program requirements in the program objective memorandum process

The preparation of the TALP budget begins with the DA program objective memorandum (POM) process at HQDA. The DCS, G-2 participates in this process to justify TALP resources as part of the TDLP MDEP. The DA POM process normally begins in the first quarter of the fiscal year (FY) and is concluded during the third quarter.

a. The DA TALP manager provides TALP requirements data, justifications and recommendations, as appropriate, through the MDEP TDLP manager to the DCS, G-3/5/7 Training Program Evaluation Group (TT-PEG).

b. The DA TALP manager uses a TALP requirements model to determine the POM funding requirements for the entire program (within the TDLP MDEP) on behalf of the participating commands (ACOMs, ASCCs, DRUs, National Guard Bureau (NGB), and CAR). The TALP requirements model is reviewed annually with the participating commands at the annual DCS, G-2 TALP planning conference and updated as necessary. Prior to conference execution and the commitment or obligation of any Army appropriated funds, a conference must be approved in accordance with Army policy.

c. In its current form, the DA TALP requirements model includes the following steps:

- (1) Determine linguist population to train (for example, those in CLP-based language maintenance programs).
- (2) Gather proficiency data and assess level of training required considering standard versus specific training needs.
- (3) Calculate total annual hours to train per linguist; identify basic sustainment and intensive or immersion hours by component.

(4) Calculate average training cost per hour (average instruction, support, and temporary duty (TDY) costs) by component.

(5) Determine total program AT costs (total population times hours required to train times cost per hour).

d. The DCS, G-2 TALP manager also conducts the following analysis of the DA TALP POM requirements prior to submission:

- (1) Review and validate TALP-funded training requirements.
- (2) Review and validate ACOMs, ASCCs, and DRUs TALP execution data.
- (3) Evaluate language proficiency levels as a measure of program success.
- (4) Review linguist mission requirements from the field.
- (5) Examine future requirements to identify the potential impact to funding levels based on changes in language and number of linguists, increased proficiency requirements, and changing force structure.
- (6) Verify TALP total, validated, and critical funding requirements.
- (7) Coordinate the TALP POM requirements with the participating commands prior to submission to the TDLP MDEP manager.

7-4. Other guidance for The Army Language Program

a. HQDA, including other staff elements besides the DCS, G-2, may task the participating commands to submit POM requirements through their channels. Participating commands will respond to this and any other HQDA planning, programming and budgeting guidance on TALP. Use the proper channels (according to AR 1-1) to make your submissions. Always provide an information copy of your submission to the DCS, G-2 TALP manager.

b. Participating commands will identify TALP requirements separately in the POM and command operating budget (COB). Do not submit or include TALP requirements in other major programs.

c. Establish accounting processing codes (APCs) that identify CLP language training expenses to monitor execution of TALP funds.

d. Coordinate all TALP fund transfers conducted by the DCS, G-2 TALP manager with the impacted ACOM, ASCC, DRU, or participating command's CLPM.

e. Submit all unfunded requirements (UFRs) for end-of-year funding through the ACOM, ASCC, or DRU to the DCS, G-2 TALP manager by 1 April or as soon as the requirement is identified.

7-5. Restrictions on the use of The Army Language Program funds

a. All TALP funds are limited to funding training for Soldiers in language dependent or language capable MOSs. Exceptions to this policy include:

- (1) The use of TALP funds to pay for DA Civilian CLPM training.
 - (2) DA Civilian CLPM attendance at CLPM conferences.
 - (3) DA Civilian CLPM travel cost associated with subordinate CLP inspections.
- b.* Use TALP funds to resource unit CLPs, with the exception of CLPs within USASOC, in which only training for CMF 35 Soldiers and their pro-rated share of CLP overhead costs is funded with TALP. This does not preclude local programming of other P2 training funds to support CLP or language maintenance training.
 - c.* Only use TALP funds for approved language maintenance and enhancement training activities and opportunities. Do not use TALP funds for acquisition language training; to include acquisition of a second language.
 - d.* Do not use TALP funds for other programs or subaccounts.
 - e.* TALP funds may not be mixed with, used instead of, or used to supplement funds specifically appropriated to pay for MOS-producing training, or to fund formal civilian education resulting in a degree (that is, travel and per diem costs to attend an MOS-producing course or tuition fees at a civilian institute to obtain a college degree).
 - f.* Use TALP funds to facilitate language training for Soldiers. Do not use TALP to fund foreign language training for DA Civilians or contractors. TALP may be used for DA Civilian CLPM training, conference attendance, and inspections required by this regulation as this enables language training for Soldiers. Contractor CLPMs must use contract funding associated with specific contract line numbers for travel required to execute CLPM duties. Language enabled DA Civilians may also participate in TALP funded installation sustainment language training if space is available.
 - g.* Units are authorized to use TALP funds to provide English language training to heritage speaking CMF 35 and MOS 09L Soldiers. Units may not request additional TALP funding to support English language training. This policy is intended to provide unit TALP managers with the flexibility to spend funds to support the mission in accordance with their CDRs' priorities.
 - h.* Units may use no more than 5 percent of their allocated TALP funding to support the administrative overhead required for language conferences approved in accordance with current HQDA policy.
 - i.* TALP funds are authorized for the purchase of equipment directly related to the study, maintenance, enhancement, and sustainment of language skills. Funds may be used for, but are not limited to, the purchase of: televisions, digital video disk players, personal media devices, computers (desktops and laptops), commercial internet, contract instructors, dictionaries, periodicals, subscriptions to target language publications and media, and so forth). Other equipment may be purchased for the language lab as long as it is used to enhance language training and is not available through the installation. All equipment purchased must be accounted for and maintained on a proper Army hand receipt and should be properly accounted for and inventoried as part of the units Command Supply Discipline Program. CLPMs are to purchase and manage information technology, including commercial internet in accordance with guidance contained in AR 25-1.
 - j.* CDRs will not expend TALP funding or other designated language training funds on Soldiers who are within 90 days of separation from the Army.

7-6. The Army Language Program mandatory reporting

The ACOMs, ASCCs, DRUs, the ARNG, and the CAR are required to submit two annual TALP reports to the DCS, G-2 (DAMI-PIO) TALP manager. These are the TALP Plan (annual funding request) and the TALP report (language funding status report). Subordinate CLPs will submit a TALP plan and TALP report providing data on their CLPs to their major subordinate command (MSC) TALP managers. The ACOM, ASCC, DRU, ARNG, and CAR TALP managers consolidate the reports from their subordinate units and provide a report to the DCS, G-2 TALP manager. The DCS, G-2 TALP manager will publish an electronic version of the standardized formats for the TALP plan and TALP report.

a. The Army Language Program plan. The TALP plan (annual funding request) will include, but is not limited to, data on: language program point of contact (POC), authorized and assigned linguist strength (officers, warrant officers, enlisted), total funding request, projected training costs by category, and senior intelligence officer comments relating to the contribution of TALP to unit readiness or specific impacts if TALP funding is reduced or if the training plan is not fully funded. Suspense to the DCS, G-2 for the ACOM, ASCC, DRU, ARNG, and CAR TALP plan is 1 June or as otherwise specified in subsequent guidance.

b. The Army Language Program report. The end-of-year TALP report will include data on: TALP POC, authorized and assigned linguist strength, summary of TALP funds (allocated, spent, unobligated, diverted), TALP expenditures by category, detailed description of the training event (category, date, description, number trained, cost, hours trained), proficiency of assigned linguists, comments explaining any diverted funds, a listing of any UFRs, and senior officer comments relating to the contribution of TALP to unit readiness and specific impact of funding reductions, specific benefits if funding is increased, and other related issues. Suspense to DCS, G-2 for the ACOM, ASCC, DRU, ARNG, and CAR TALP report is 1 January or as otherwise specified in subsequent guidance. Unit-level CLPMs should make

every effort to enter data into their unit's TALP report during the training year to ensure the availability and accuracy of that data and the timeliness of report submission.

Chapter 8

Contract Linguist Support

8-1. Purpose

a. The Secretary of Defense delegated authority for DOD executive agency for all DOD contract linguist support (per Department of Defense Directive (DODD) 5160.41E) to the SECARMY who subsequently delegated this responsibility of EM to the DCS, G-2 (DAMI-PIO).

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

c. These procedures do not apply to contracts whose purpose is primarily foreign language instruction.

d. Scope: The scope of these procedures is limited to interpretation and translation services. Linguists hired under these procedures are not to be used as cultural advisors.

e. Exceptions to policy: Exceptions include combat support agencies and the USSOCOM. Other DOD components are prohibited from executing their own contracts for contract linguist support without a written exception from the DCS, G-2 EM. Send requests for exception to policy to the DCS, G-2 (DAMI-PIO). DCS, G-2 will review the requests for an exception to policy on a case-by-case basis and provide notification to the requestor concerning the status of the waiver request. Once a waiver is granted, all DOD components will comply with EM annual reporting requirements to ensure visibility of total contract linguist requirements and expenditures. As a minimum, requests for exception to policy should include:

(1) Scope of the contract to include mission, number of required linguists, language requirements, and linguist security clearance requirements.

(2) A justification statement.

(3) Acknowledgment of requirement for counterintelligence (CI) vetting of contract linguists.

(4) The DOD component POC and contact information for proposed contract.

f. Failure to obtain validation by the area of responsibility (AOR) command, the COCOM, or DCS, G-3/5/7 will prevent funding and necessitate customer funding to satisfy requirements. Validated linguist requirements are provided to eligible units with no associated labor costs. Units are required to provide all life support requirements per the terms of the contract. If the unit requires the linguist to travel in a TDY status, the unit is responsible for life support and must provide funding to reimburse travel expenses to the INSCOM G-3's Contract Linguist and Intelligence Program Support Office (CLIPSO). Such funding must be provided before the EM and/or CLIPSO will authorize the linguists to travel.

8-2. Responsibilities

a. DCS G-2(DAMI-PIO)—

(1) Manages the contract linguist program on behalf of the Secretary of Defense and the SECARMY serving in the role of the EM for all DOD contract linguist support.

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

(3) Provides overall policy guidance for contract linguists support.

(4) Coordinates with DOD components for the responsibilities and activities necessary to provide continuous, sustainable, and global linguist support required by end-users. This will include development of a coordinated process for transition from peacetime to contingency operations and back.

(5) Executes EM responsibilities to include the development of an annual budget.

(6) Maintains oversight of linguist contracts, the use of contract linguist resources and related expenditures. Grants exceptions to policy for the award of contracts for contract linguist services and establishes memorandum of understanding (MOU) with requiring organizations to maintain oversight of DOD contract linguist requirements.

(7) Develops and maintains an enterprise database to facilitate the execution of contract linguist oversight responsibilities.

(8) The DCS, G-2 delegates the responsibility of managing the linguist contracts to the INSCOM CG. The INSCOM G-3's CLIPSO manages the contracts that provide linguists to support military operations.

(9) The DCS, G-2 coordinates with the Army Budget Office for funding to support contract linguist operations. Additionally, the DCS, G-2 responds to Congressional inquiries on the funding required to sustain contract linguist operations and responds to all Army and DOD audits.

(10) Hosts a bi-weekly video teleconference (VTC) to discuss and resolve linguist contract execution issues.

b. DCS G-2 (DAMI-CD); Director; CI Human Intelligence (HUMINT), Disclosure, and Security; DAMI-CD will, in cooperation with DAMI-PIO, develop and execute policy for the CI and force protection (FP) screening of contract linguists.

c. DCS G-2, (DAMI-RI)—

- (1) Secures funding for the execution of EM responsibilities.
- (2) Secures funding for the execution of linguist contracts.
- (3) The G-2 provides oversight to the contract linguist effort and establishes policy to enable the provision of sufficient numbers of linguists to support military operations.

d. Army G2X—

(1) Provides program management to ensure the CI screening of contract linguists occurs in accordance with established procedures, applicable DODDs, U.S. Army security regulations and policies, and established memorandum of agreements (MOAs) and MOUs.

(2) In conjunction with local CDRs, ensure locally-hired contract linguists undergo a CI screening prior to hire. As a minimum, this screening will include an interview, biometrics checks, and a check against existing Federal Bureau of Investigation (FBI) and counterterrorism databases.

(3) For all linguists hired in the continental United States (CONUS) ensure all supporting data such as the National Crime Information Center (NCIC) check, national agency check with local records and credit check (NACLC), and other applicable checks that substantiate the CI screening are completed and made available in the linguist candidate's electronic screening file.

(4) For Category II contract linguist candidates, ensures screening results are made available for processing and adjudication by the Department of Defense Central Adjudication Facility (DODCAF).

(5) For Category I/P and Category III contract linguist candidates, ensure candidates undergo additional screening in the form of a polygraph examination conducted in accordance with DOD polygraph standards and that DODCAF adjudicates their records.

(6) Inputs screening and security data on all linguists in the enterprise database to facilitate linguist tracking through the vetting process and to maintain historical information on contract linguist security and screening status.

e. Headquarters, INSCOM: Administers the DOD linguist contracts providing worldwide contract linguist support to DOD components. Contract administration includes the following:

(1) Performs the contractual and legal functions necessary to ensure DOD has a contract vehicle(s) available to procure linguist support.

(2) Conducts appropriate administration and oversight regarding the requirements placed on the linguist contract(s) to include the execution of funds provided for contract linguist support.

(3) Ensures contracts contain the requirement for vendors to input linguist life cycle data (hiring, security vetting, deployment, tracking, redeployment, and end of employment) in the enterprise database or make such data available for automated upload into the enterprise database.

(4) Serves as the requiring activity for contract administration and provides the contracting officer's representative (COR) for appointment by the contracting officer (KO). The COR serves as the primary interface between the Government and the vendor's program management personnel.

(5) Reports funding shortfall projections as soon as they are known to the DCS, G-2 EM.

(6) Monitors linguist support and conducts quality assurance assessments of vendor services.

(7) Provides Soldiers on a continuing basis to function as alternate CORs (ACORs) in areas with deployed linguists.

(a) The ACOR is a forward deployed INSCOM Soldier directly appointed by the KO to perform certain administrative functions regarding the DOD language contract on the COR's behalf. ACORs work in an administrative control (ADCON) relationship with the theater of operations and serves as the primary interface between the supported military units, theater leadership, and the vendor.

(b) ACORs perform contract surveillance and inspections to ensure contract support is provided in accordance with the contract PWS. This includes assisting military units with obtaining contract linguist support to include coordinating for life support, equipment, transportation, and vendor facilities.

(c) ACORs seek resolution of contract related issues between supported units and the vendor. They also develop and maintain performance evaluation reports on vendor completion of contractual requirements and submit all documents of a purely CI and FP nature to the COR, ODCS, G-2 (DAMI-CD) and to DAMI-PIO.

(8) INSCOM G-3 CLIPSO submits weekly status reports to the Office of the DCS, G-2 (DAMI-PIO). These reports include information on linguist fill rate (percentage of fill against requirements) as well as data on linguist status (screened, hired, training at the combat readiness center (CRC), deployed, and casualties).

(9) Submits monthly contract linguist program budget status and projection reports to the DCS, G-2 (DAMI-PIO). These reports include information on contract administrative data, contract requirements, obligated funds, monthly estimated expenditures, percentage expended, and projected contract burn rates.

f. Requiring commands—

- (1) For contract linguist support provided through OCO supplemental funds, submit AOR validated contract linguist

requirements through command channels to HQDA, DCS G-2 (DAMI-PIO). Requests must include the number of required linguists by language, necessary clearance level, requisite skills (that is, reading, writing, or speaking), and any gender specific requirements. Pending immediate operational need, requirements may be submitted for validation up to three times a year.

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

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

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

(3) Appoint a linguist manager to manage all contract linguist operations with the AOR.

g. Theater linguist manager (TLM):

(1) Consolidates, prioritizes, and processes contract linguist requests for the theater.

(2) Manages language mix to meet mission requirements.

(3) Provides requests for contract linguist requirements validation to the EM (DCS, G-2). Submit requirements to DCS, G-2 (DAMI-PIO) up to three times per year or as dictated by operational requirements.

(4) Authorizes and assigns linguists to units for fill.

(5) Maintains theater-wide accountability of linguists.

(6) Provides weekly reports of linguist status in theater to the EM. These reports include the number of linguists by category assigned to major units, as well as the percentage of linguist fill by unit.

(7) Inputs linguist requirements, assignments, and tracking data in the enterprise database to facilitate oversight of linguist requirements, fill, and accountability.

Chapter 9 Inspection Program

9-1. General

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

9-2. Requirements

a. The CLP will be incorporated into, and be an integral part of each unit's Organizational Inspection Program in accordance with AR 1-201 at all appropriate organizational echelons. Units will inspect all subordinate CLPs at least biennially to ensure compliance with this regulation, all applicable higher headquarters guidance, and unit policies and standard operating procedures (SOPs).

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

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

9-3. Internal controls: Command Language Program inspection requirements and penalties

a. Penalties may be imposed at the discretion of the SPM, participating commands, or subordinate commands for non-compliance with this regulation. Although language funds are not fenced by DA, the clear intent is for units to use language funds to train language dependent and language capable MOS linguists so they can support mission requirements. Language management personnel at all levels of the command are obligated to report potential program abuses through their chain of command. ACOMs, ASCCs, DRUs, and their subordinate commands will use the Army Internal Control Program and inspection criteria located at appendix B and prescribed in AR 11-2 to guide their inspection programs as appropriate.

b. Penalties may include the following:

(1) Withholding or reallocation of funds.

(2) Withdrawal of exception to policy authority.

c. Maintain files on SPM and ACOM, ASCC, and DRU inspection results for 2 years.

9-4. Contract linguist inspections

Use the inspection checklist found at paragraph B-6 to prepare your unit prior to an inspection by the EM.

Appendix A References

Section I Required Publications

AR 1–201

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

AR 5–22

The Army Force Modernization Proponent System (Cited in para 2–6*g*.)

AR 11–2

Managers' Internal Control Program (Cited in para 1–12*z*.)

AR 25–1

Army Information Technology (Cited in para 7–5*i*.)

AR 350–20

Management of the Defense Language Program (Cited in para 3–5*b*.)

AR 600–8–104

Army Military Human Resource Records Management (Cited in para 1–20*c*.)

AR 600–8–105

Military Orders (Cited in para 1–20*b*.)

AR 601–280

Army Retention Program (Cited in para 3–8*c*.)

AR 611–5

Personnel and Classification Testing (Cited in para 1–21*d*.)

AR 612–201

Initial Entry/Prior Service Trainee Support (Cited in para 1–18*c*.)

DA Pam 11–8

Army Foreign Language Program Handbook (Cited in para 1–21*q*(5).)

DOD 7000.14–R (volume 7, part A)

Department of Defense Financial Management Regulation (DOD Military Pay and Allowances Entitlements Manual) (Cited in para 4–1*f*.)

DODD 5160.41E

Defense Language Program (DLP) (Cited in para 8–1*a*.)

DODI 1340.27

Military Foreign Language Skill Proficiency Bonuses (Cited in para 4–1*f*.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, all Army documents are available at <http://www.apd.army.mil/>. Department of Defense issuances are available at <http://www.dtic.mil/whs/directives/index.html>. Defense Language Institute Foreign Language Center publications are available at <http://www.mfp.usmc.mil/>.

AR 1–1

Planning, Programming, Budgeting, and Execution System

AR 15-39

Department of the Army Intergovernmental and Intragovernmental Committee Management Program

AR 25-30

The Army Publishing Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 40-501

Standards of Medical Fitness

AR 135-91

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

AR 135-200

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

AR 135-210

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

AR 140-1

Mission, Organization, and Training

AR 220-1

Army Unit Status Reporting and Force Registration – Consolidated Policies

AR 350-1

Army Training and Leader Development

AR 350-32

Army Foundry Intelligence Training Program

AR 350-100

Officer Active Duty Service Obligations

AR 351-9

Inter-Service Training

AR 380-67

Personnel Security Program

AR 600-8

Military Human Resources Management

AR 600-8-10

Leaves and Passes

AR 600-8-19

Enlisted Promotions and Reductions

AR 600-9

The Army Body Composition Program

AR 601-210

Active and Reserve Components Enlistment Program

AR 601-270

Military Entrance Processing Station (MEPS)

AR 614-185

Requisitions and Assignment Instructions for Officers

AR 614-200

Enlisted Assignments and Utilization Management

AR 621-1

Training of Military Personnel at Civilian Institutions

AR 621-5

Army Continuing Education System

AR 638-8

Army Casualty Program

DA Pam 25-91

Visual Information Procedures

DA Pam 600-8

Military Human Resources Management Administrative Procedures

DA Pam 611-21

Military Occupational Classification and Structure

DLIFLC Pam 350-9

Guidelines, Policies, and Procedures for DOD Command Language Program

DLIFLC Pam 350-14

DLPT IV Familiarization Guide

DLIFLC Pam 351-1

Evaluation Guidelines for DOD Command Language Programs

DLIFLC Reg 350-1

Student Management, Training and Administration

DOD 1400.25-M

Department of Defense Civilian Personnel Manual (CPM)

DODI 1400.25

DOD Civilian Personnel Management System

DODI 5160.70

Management of DOD Language and Regional Proficiency Capabilities

NGR 600-200

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

USD (P&R) Memorandum, dated 3 November 2006

Subject: Foreign Language Proficiency Pay for Department of Defense Civilian Employees Performing Non-Intelligence Duties

10 USC 1596a

Foreign language proficiency: special pay for proficiency beneficial for other national security interests

10 USC 10147

Ready Reserve: training requirements

10 USC 12732

Entitlement to retired pay: computation of years of service

37 USC 316

Special pay: bonus for members with foreign language proficiency

Section III Prescribed Forms

DA Form 330

Language Proficiency Questionnaire (Prescribed in para 4–6.)

DA Form 7383

Individual Linguist Record (Prescribed in para 3–4.)

Section IV Referenced Forms

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

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 4187

Personnel Action

SF 52

Request for Personnel Action

Appendix B Internal Control Evaluation

B–1. Function

The function covered by this checklist is the Army Foreign Language Program (in-unit training, readiness, utilization, and FLPB).

B–2. Purpose

The purpose of this evaluation is to assist CLPMs and their counterparts at ACOM, ASCC, and DRU headquarters in evaluating and inspecting the key internal controls outlined below. It is not intended to cover all controls.

B–3. Instructions

Responses must be based on the actual testing of key internal controls such as document analysis, direct observation, interviewing, sampling, and simulation. Responses that indicate deficiencies must be explained and corrective action indicated in supporting documentation. Evaluate these internal controls at least once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

- a.* Are authorized language-coded positions valid and justified?
- b.* Are procedures in place to ensure testing of linguists as required?
- c.* Are Soldiers assigned to an authorized language-coded position?
- d.* Are orders issued to start, terminate, and reinstate FLPB?
- e.* Has the unit or command reviewed Soldiers eligibility to receive FLPB and verify correct payment?
- f.* Has the ACOM, ASCC, or DRU provided facilities to support conduct of refresher or maintenance training?
- g.* Has the unit integrated language refresher or maintenance training into unit training schedules?
- h.* Has the linguist been tested for proficiency within the past 12 months in a foreign language?
- i.* Has the CDR counseled Soldiers in language dependent or language capable MOSs scoring sub 2/2 on the DLPT?
- j.* Upon completion of language training, are Soldiers assigned against the linguist requirements for which they were trained?

- k. Have sub-2/2 linguists with expired remediation periods been reclassified or obtained a waiver approving retention?
- l. Do the CDR and others in the chain-of-command have an accurate picture of the language-mission requirements of the personnel under their control?
- m. Is the CDR aware of potential sources of assistance and support to their CLP through their reporting chain, to include requesting support from DLIFLC or other DOD agencies?
- n. Does the unit have a standing CLP council that includes at least the following unit members (or their representatives): senior linguists in the unit, personnel officer, operations officer, supply officer, resource manager, CLPMs, CDRs, or other members of the unit as deemed necessary by the CDR?
- o. Does the unit have an identified and filled CLPM position? Has the CLPM attended the DLIFLC resident or nonresident CLPM Course within 6 months of appointment?
- p. Is the CLPM position at a level of authority within the organizational structure that is compatible with the language requirements of the unit's mission?
- q. Is the CLPM responsible for the establishment and maintenance of a linguistic skills database?
- r. Is a linguist incentives and awards program in place that carries promotion points or other tangible benefits, for example, Language Professional of the Year or Quarter?
- s. Are linguists routinely alerted to and counseled on linguist life cycle opportunities such as the Military Language Instructor Program; Middle Enlisted Cryptologic Career Advancement Program and Military Language Analyst Program for signals intelligence (SIGINT) Soldiers; and on intermediate and advanced DLIFLC courses?
- t. Does the CLP offer unique opportunities such as signal intelligence operational training, live environment training, or foundry language related training opportunities? (See glossary for definition of foundry.)
- u. Has the CLPM established and implemented an SOP covering all aspects of the unit CLP?
- v. Does the CLP SOP make provision for using as instructors any qualified military linguists (level 2 or higher), including adjunct faculty, which may be available within the unit?
- w. Does the CDR require all linguists to participate in the CLP and allow and encourage linguists to provide input into curriculum development or instruction?
- x. Are self-study materials available to linguists for use at their convenience?

B-5. Supersession

Not applicable.

B-6. Contract Linguist Program internal controls

- a. *Purpose.* These internal controls assist the DCS, G-2's DODEA for Contract Linguist Program, INSCOM G-3's CLIPSO, and supported DOD components in evaluating and/or inspecting the key internal controls outlined below. At a minimum, evaluate internal controls annually.
- b. *Key controls.*
 - (1) *Resource management.*
 - (a) Are procedures and methodologies in place to track resource projections and document rationale for estimated resource requirements?
 - (b) Are procedures and methodologies in place to track actual resource expenditures and project future resource burn rates?
 - (2) *Contract management.*
 - (a) Are contract planning procedures in place to ensure availability of viable contract vehicles?
 - (b) Are contract monitoring procedures in place to evaluate contract execution and ensure available contract ceiling to satisfy projected linguist requirements?
 - (c) Are procedures in place to maintain visibility of competing contractual requirements?
 - (3) *Requirements management.*
 - (a) Are local command and COCOM approvals verified prior to accepting and validating requests for requirements validation?
 - (b) Does the requirements validation process include vetting requests for requirements validation against historical force ratios, linguist allocation documentation, and theater justification?
 - (c) Are requirement fill rates tracked on a weekly basis?
 - (4) *Linguist management.*
 - (a) Are procedures in place to ensure initial and recurring linguist security vetting?
 - (b) Have linguists undergone security re-screening within 24 months of hire?
 - (c) Are procedures in place to ensure initial and periodic testing of language skills?
 - (d) Are procedures in place to track linguist assignment and employment history?
 - (e) Are linguists assigned against validated requirements?

(5) *Data management.*

(a) Is there a means for centralized contract linguist program data management?

(b) Are procedures in place to ensure protection of personal information?

(c) Are procedures in place to maintain historical linguist, requirements, contractual, and financial records?

B-7. Comments

Help make this a better tool for evaluating internal controls. Submit comments to HQDA, DCS, G-2 (DAMI-PIO), 1000 Army Pentagon, 2D382, Washington, DC 20310-1061.

Glossary

Section I Abbreviations

AA

Active Army

AC

active component

ACASP

Army Civilian Acquired Skills Program

ACES

Army Continuing Education System

ACLPT

American Course Language Placement Test

ACOM

Army command

ADCON

administrative control

ADSO

active duty service obligation

AHRC

Army Human Resources Command

AIT

advanced individual training

ALCE

Army language and cultural enterprise

AOC

area of concentration

AOR

area of responsibility

AR

Army regulation

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ARSOF

Army special operations forces

ASA (FM&C)

Assistant Secretary of the Army (Financial Management and Comptroller)

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

AT

annual training

ATCO

assistant test control officer

CAR

Chief, Army Reserve

CDR

commander

CG

commanding general

CI

counterintelligence

CLANG

control language

CLC

command language council

CLP

Command Language Program

CLPM

Command Language Program manager

CMF

career management field

CNGB

Chief, National Guard Bureau

COB

command operating budget

COCOM

combatant command

CONUS

continental United States

COR

contracting officer's representative

CRC

combat readiness center

CRKEG

cultural and regional knowledge working group

CSM

command sergeant major

CSS

Central Security Service

DA

Department of the Army

DARNG

Director, Army National Guard

DCIPS

Defense Civilian Intelligence Personnel System

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-3/5/7

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

DCS, G-8

Deputy Chief of Staff, G-8

DFAS

Defense Finance and Accounting System

DFLP

Defense Foreign Language Program

DLAB

Defense Language Aptitude Battery

DLI

Defense Language Institute

DLIFLC

Defense Language Institute Foreign Language Center

DLPT

Defense Language Proficiency Test

DMDC

Defense Manpower Data Center

DMOSQ

duty military occupational specialty qualified

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DRU

direct reporting unit

EA

executive agent

ECLT

English Comprehensive Level Test

eMILPO

electronic military personnel office

EPMS

Enlisted Personnel Management System

EW

electronic warfare

FA

functional area

FAO

foreign area officer

FBI

Federal Bureau of Investigation

FLEXCOM

foreign language executive committee

FLPP

foreign language proficiency pay

FORSCOM

Forces Command

FP

force protection

FY

fiscal year

GPF

general purpose force

HQDA

Headquarters, Department of the Army

HUMINT

human intelligence

HRC

Human Resource Command

IET

initial entry training

ILR

interagency language roundtable

ILTP

individual language training plan

ILTR

individual language training record

IMA

individual mobilization augmentee

IMCOM

Installation Management Command

INSCOM

Intelligence and Security Command

KO

contracting officer

LIC

language identification code

MAAG

military assistance advisory group

MDEP

management decision package

MEPS

military entrance processing station

MI

military intelligence

MOA

memorandum of agreement

MOS

military occupational specialty

MOU

memorandum of understanding

MPD/HRO

Military Personnel Division/Human Resource Office

MSC

major subordinate command

MTOE

modified table of organization and equipment

MTT

mobile training team

NACLC

national agency check with local records and credit check

NAF

nonappropriated funds

NCIC

National Crime Information Center

NCOER

noncommissioned officers evaluation report

NETUSR

net-centric unit status report

NGB

National Guard Bureau

NSA

National Security Agency

OBC

Officer Basic Course

OCO

Overseas Contingency Operation

OCONUS

outside the continental United States

OCS

Officer Candidate School

OER

officer evaluation report

OPI

oral proficiency interview

OPMS

Officer Personnel Management System

Pam

pamphlet

PEG

program evaluation group

PME

professional military education

PMOS

primary military occupational specialty

POC

point of contact

POM

program objective memorandum

PWS

performance work statement

RC

reserve component

ROTC

Reserve Officer Training Corps

SAG

State Adjutants General

SECARMY

Secretary of the Army

SF

standard form

SIGINT

signals intelligence

SLA

senior language authority

SMDR

structure and manning decision review

SOF

special operations forces

SOP

standard operating procedure

SPM

Service Program Manager

SQI

skill qualifications identifier

ST

skilled technical

TAG

The Adjutant General

TALP

The Army Language Program

TAPDB

total Army personnel database

TCO

test control officer

TDA

table of distribution and allowances

TDY

temporary duty

TPU

troop program unit

TOE

table of organization and equipment

TRADOC

U.S. Army Training and Doctrine Command

TRAP

training resources arbitration panel

UFR

unfunded requirement

USACAPOC

United States Army Civil Affairs and Psychological Operations Command

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USASOC

U.S. Army Special Operations Command

USC

United States Code

USD (P&R)

Under Secretary of Defense (Personnel and Readiness)

USMA

U.S. Military Academy

USMEPCOM

U. S. Military Entrance Processing Command

USPFO

United States Property and Fiscal Officers

USSOCOM

U.S. Special Operations Command

VTC

video teleconference

WOBC

Warrant Officer Basic Course

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

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

Army Continuing Education System

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

Army Strategic Language List

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

Command Language Program

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

Control language

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

Conversion

Training an Army linguist in an additional foreign language designed to meet the Army's proficiency standard, for example, DLIFLC basic course.

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 limited capability in another language. Not considered an acquisition course.

Defense Language Institute Foreign Language Center

An Army school that provides resident foreign language acquisition training to the DOD. DLIFLC also provides a variety of non-resident programs such as MTTs and VTC.

Defense Language Proficiency Test I and II

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

Defense Language Proficiency Test II (renormed)

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

Defense Language Proficiency Test III

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

Defense Language Proficiency Test IV

A DLPT test which differed from previous tests by its use of authentic language materials. The test made extensive use of newspaper, television, and radio excerpts.

Defense Language Proficiency Test 5

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

Diagnostic language test

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

Dominant language

A language in which sufficient inventory exists within the Army. Dominant languages are not a training priority for the Army and FLPB may or may not be paid to Soldiers who speak these languages. Dominant languages are identified on the annual Army Strategic Language List.

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 to be responsible for the management of common Service activities on a DOD-wide basis. SECARMY is the executive agent (EA) for the Defense Foreign Language Program (DFLP) and the DOD Contract Linguist Program. EMs for the DFLP and the DOD Contract Linguist Program respectively are the DCS, G-3/5/7 (DAMO-TR) and the DCS, G-2 (DAMI-PIO).

Foundry

An Armywide program managed by the DCS, G-2 (DAMI-PIO) designed to maintain and improve the technical skills of tactical intelligence personnel.

Government expense

Training paid by the Government to include the USMA, DLIFLC, DOD, or other Government agency training. Also, training conducted through colleges, universities, or contractors and reimbursed or paid for directly by the Government.

Language capable linguist

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

Language capable military occupational specialty

An MOS which requires language training but does not have a designated proficiency standard.

Language dependent military occupational specialties

An MOS that requires a foreign language capability to perform required critical tasks and duties.

Language functional skill

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

Language identification code

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

Language proficiency

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

linguist

Anyone 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.

Proficiency level

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

Refresher language training

Training intended to improve foreign language proficiency in linguists whose language skills no longer meet minimum proficiency standards.

Remedial language training

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

Resident Language Program

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

Skill qualification indicator

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

Sub-proficient linguist

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

Sustainment language training

See maintenance language training.

Target language

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

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

alternate contractor officer's representative

ADOS

active duty orders

ALL

Army Strategic Language List

APC

accounting processing code

CCP

Combined Cryptologic Program

CLIPSO

Contract Linguist and Intelligence Program Support Office

DLCWG

Defense language curriculum working group

DLRPT

Defense Language Reading Proficiency Test

DLSC

Defense Language Steering Committee

DLTWG

defense language testing working group

DODCAF

Department of Defense Central Adjudication Facility

DODEA

Department of Defense executive agent

EITEG

education and instructional technology working group

EM

executive manager

FLPB

foreign language proficiency bonus

ILRC

Individual Linguist Record and Certificate

L

listening

MAVNI

Military Accessions Vital to the National Interest

MSA

modern standard Arabic

NFNA

notification of foreign national affiliation

NIAC

National Intelligence Agency Check

OCMI

Office of the Chief of Military Intelligence

ODNI

Office of the Director of National Intelligence

OEG

operations expert group

PL

participatory listening

S

speaking

TAEG

testing assessment working group

TDLP

The Defense Language Program

TEG

technology working group

TLM

theater linguist manager

VOPR

visibility operating readiness

UNCLASSIFIED

PIN 084365-000